

COMMERCIAL TAKE - ON BRIEFING

GENERAL

Bailey Employment Services supplies many different major companies in the local area. A wide variety of temporary work is usually available, and there are opportunities to apply for permanent work with our clients.

Some of the advantages of temporary work include:

- A wider variety of work is available which means that you have the opportunity to decide which type of work and environment suits you best.
- You can work just one day a week or seven days a week - it's your choice.
- Long term contracts or short term contracts are available to suit.
- There is a choice of many shifts.
- You can gain valuable new skills and experience in other areas.
- Additional earnings can be available through overtime.

Bailey Employment Services invests time and money to obtain high quality local vacancies. Therefore it is of the utmost importance that you remember you are representing Bailey Employment Services when you work at our clients. Every effort must be made to work and conduct yourself in a professional manner at all times. Failure to do so could cost Bailey Employment Services a major contract which would put others out of work and it would mean no more work would be offered to you again.

If you can't make it to the work which has been arranged for you because you are ill, transport has broken down, can't find the client or any other problems, it is imperative you ring Bailey Employment Services immediately.

Our offices are open from 8.00 am – 5.30 pm Monday to Friday. There is also a 24 hour, 7 days per week mobile service available for any emergency so there is no excuse for not making contact.

By letting us know that you have a problem, we can arrange a replacement for you to keep the client happy and also offer work to somebody else who needs the money as much as you do. If you find that you don't like the job we arranged for you, all we ask is for you to see the day or shift out and then ring us to arrange an alternative job.

TIMESHEETS AND RECORDS

It is important to check when you first report for work what arrangements the client has for recording the hours that you work. You may be required to clock in and out and the client may refuse to sign the timesheet if you do not, so be sure to check when you first report for work.

Some clients request that timesheets are sent directly to them or that a block timesheet be used. You will be advised which method applies when you are notified of the assignment.

If we send or give you timesheets, it is your responsibility to make sure that a timesheet is completed and signed by your supervisor. If you do not have any timesheets, check with your supervisor or phone us.

It is your responsibility to make sure that timesheets reach us in time to us to process your pay for that week.

YOUR PAY

You will be paid on a weekly basis, one week in arrears, and normally by BACS payment directly into your bank or building society account. We can pay by cheque but remember that cheques take at least 4 days to clear.

RATES OF PAY AND OVERTIME PREMIUMS

Each assignment you do for Bailey Employment Services may have a different pay and overtime rate depending on the client and type of work available. It is in your interest to know what rate of pay you are being paid and the overtime agreement with each assignment, therefore always ask if in doubt.

TAX INFORMATION

In order to avoid being taxed incorrectly, it is important that you give us your P45 as soon as you receive it from your previous employer. This form is used to inform the Tax Office of your code number and earnings to date for the current tax year. If you have not worked before or your P45 is out of date you may find that you will pay more tax than you should to begin with. If you do not have a P45 we will ask you to complete the PAYE Income Tax Notification section on your Application Form. Please note that we will forward all relevant information to the tax office without delay. We cannot be held responsible for any delays by the tax office while they process your information (this can take quite a while). We will apply any new tax codes as soon as possible after we receive details from the tax office.

TAX OFFICE

If you need to contact your tax office whilst working for us the address is 30 Union Street, Birmingham, B2 4AE. Telephone 0300 2003300. Always quote reference 068/R351.

YOUR CONTRACT

Provided that you are not contracted to an Umbrella company or have your own Limited Company, you will be issued with a contract following a successful interview.

UNEMPLOYMENT BENEFITS AND SICK PAY

Please refer to the Temporary Worker Handbook.

DAMAGE TO GOODS OR EQUIPMENT

Should you cause any damage to goods or equipment at a client's premises you must firstly report it to your immediate Supervisor and ask for an accident report form which you should fill in on the premises. Secondly report the incident to Bailey Employment Services by telephone to your named contact. You will not be liable for any damage caused to goods or equipment provided that you report incidents immediately.

HEALTH AND SAFETY AT WORK

We ask our clients if there are any particular safety precautions or hazards which you should know about and to assess working conditions. We will pass this information to you so that you are prepared.

You have a duty to make sure that you use working practices, to protect yourself and other people. This includes using personal protection, such as safety boots and goggles.

You must report all accidents to your Supervisor or the Health and Safety Representative and to your contact at Bailey Employment Services.

You should also report any problems, which could lead to an accident.

EQUAL OPPORTUNITIES

Please refer to the Temporary Worker Handbook.

DATA COLLECTION AND RECORDING

We ask you for information on our application form which relates to ethnic origins, sex, age, marital status and disability. We need this information so that we can check to make sure that we are **NOT** discriminating against any particular group.

Not all of this information is available to all our personnel when selecting people for assignments.

Information from the application form is entered onto a database. We will provide hard copies of this information, if requested in writing, and on payment of a fee of £10.

KEEPING IN TOUCH

Please refer to the Temporary Worker Handbook.

WORKING HOURS

You are entitled to work for 48 hours or less each week on average but you can opt out of this entitlement on the Application Form, unless you are under 18 years old.

REST BREAKS

You are entitled to a break from work for 20 minutes if your shift lasts for more than 6 hours a day. If it is practicable you may take this away from your workstation. If you are under 18 you are entitled to a rest break of 30 minutes if your assignment lasts more than 6 hours a day.

DAILY REST

You are entitled to 11 hours rest from work in each 24 hours. If you are under the age of 18 you are entitled to 12 hours rest from work.

WEEKLY REST

You are entitled to a minimum of 1 days rest from work each week or 2 days every 2 weeks. If you are under 18 you are entitled to 2 days rest from work each week worked.

NIGHT WORK

If you are asked to work at night (between 11pm and 6 am) you must not work more than 48 hours in any week. In cases where the work is hazardous or strenuous, 8 hours night work in 24 is the absolute maximum you should work. If this is the case, we will tell you. Similarly, if you are going to work at night you will need to undergo a health assessment to make sure that this will not damage your health. We will ask you to complete a simple questionnaire to help assess this. You may then also be required to have a medical examination and the decision as to whether you are suitable for night work will be at our absolute discretion. It is vital that, if the client asks you to perform night work you let us know so that we can comply with the law.

PAID ANNUAL LEAVE

You are entitled to 28 days paid annual leave, which is accrued in proportion to the number of weeks you work for Bailey Employment Services. Our clients are entitled to decide when you can take your leave so it is important to give as much notice as possible. Remember that our leave year starts on 1st March, and you must take all your paid leave before the end of February.

We cannot offer you work while you are on paid leave from another agency or employer.

MODERN SLAVERY

Are you forced to do work when you don't want to?

Do you have to pay someone money to give you work?

Are you forced to live in accommodation against your will?

Is someone controlling your identity documents or bank account?

Is someone threatening or intimidating you or your family?

If you answer YES to any of these questions, tell a trusted manager, worker representative and:

- Report it to the Gangmasters Licensing Authority on 0800 432 0804 or Modern Slavery Helpline on 0800 0121 700 or at <https://www.modernslaveryhelpline.org/report>.
- Call the Police in an emergency on 999, or 101 if it is not urgent.

For more information visit www.stronger2gether.org

You can also contact Bailey Employment Services's confidential whistleblowing email at: whistleblowing@thebestconnection.co.uk

PERSONAL ACCIDENT INSURANCE (PAI)

If you are paying for PAI and wish to stop, please phone, text or email your branch.

Privacy Notice

Bailey Employment Services is an Employment Business, which places temporary workers and temporary employees on temporary assignments across a range of different clients.

In order to place you as a temporary worker or temporary employee on an assignment we need to collect and hold your personal data. Bailey Employment Services understands that protecting the confidentiality and integrity of your Personal Data is a critical responsibility and we take it very seriously at all times.

This Privacy Statement sets out how we collect and handle your personal data, in a way that adheres to the principles of processing personal data, set out in the General Data Protection Regulations (2018).

Collecting your Personal Data

How?

The majority of the Personal Data we collect from you is during direct interactions with you such as our registration process. This will require you to complete an application form at one of our branches, to provide us with your necessary Personal Data.

We may also obtain Personal Data from external sources such as:

- National Job boards e.g. Reed/Indeed
- Cookies
When you interact with our website, we may automatically collect data about your browsing actions and patterns.
- Social media sites

What?

The Personal Data we may collect includes:

- Name
- Address
- Contact telephone
- Email address
- Biometric Data
- Date of birth
- Medical Information and History
- National Insurance Number
- Bank Details
- Eligibility to work information
- Employment history
- Professional qualifications and licences
- Ethnic Origin
- Criminal record
- Job Preferences
- Marketing Preferences

Why?

Bailey Employment Services is able to collect your personal data on the legal basis is that it is required for the purposes of pursuing a legitimate interest. This legitimate interest being finding you suitable assignments in line with the contract in place between us.

We will only use your Personal Data when the law allows us.

Bailey Employment Services may also rely on consent as the legal basis to process your Personal Data, this may be to offer you more work in the future if you have stopped working for us. In this circumstance, you are able to withdraw your consent to this processing of your Personal Data at any time.

If you wish to withdraw your consent at any time, please contact us on dataprotection@swsgroup.co.uk.

Processing your Personal Data

Your Personal Data is stored locally on our secure database and is only accessible by employees of Bailey Employment Services. Employees will use this data to find you suitable work and then to process your timesheets, payroll, and to invoice Clients.

Your Personal Data will be passed onto our Clients initially in order to find you work and then to enable you to continue working. It may also be passed onto to other third parties such as accountants, auditors, IT systems and other professional advisors.

We may also have to disclose your Personal Data to authorities or professionals for legal reasons or in the case of a dispute. We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

We will not transfer your Personal Data outside the European Economic Area (EEA).

We have put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

Holding your Personal Data

Your Personal Data will be retained for as long as is necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting or reporting requirements.

To determine the appropriate retention period for Personal Data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

Your Rights

You have the following rights concerning your Personal Data:

Subject Access Request

You have the right to request access to your data at any time. If you request access to your personal data this will be provided to you within one month.

You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may charge a reasonable fee if your request is clearly unfounded, repetitive or excessive. Alternatively, we may refuse to comply with your request in these circumstances

Rights to object to processing

Where we are relying on a legitimate interest and there is something about your particular situation which makes you want to object to processing on this ground as you feel it impacts on your fundamental rights and freedoms you have the right to do so.

Right to Rectification

You have the right to request the rectification of any data you believe we hold for you which is incorrect. Following receipt of such request, we will immediately rectify any errors found.

Right to Erasure

You can request that we remove your personal data at any time. Following receipt of an erasure request, we will remove your data with a 24-hour period.

Right to request restriction of processing

This enables you to ask us to suspend the processing of your personal data in the following scenarios: (a) if you want us to establish the data's accuracy; (b) where our use of the data is unlawful but you do not want us to erase it; (c) where you need us to hold the data even if we no longer require it as you need it to establish, exercise or defend legal claims; or (d) you have objected to our use of your data but we need to verify whether we have overriding legitimate grounds to use it

If you wish to exercise any of these rights, please contact us on dataprotection@swsgroup.co.uk.

Contact

Bailey Employment Services Group Limited is the data controller, and is based at Unit 1, Topaz, Topaz Way, Bromsgrove B1 0GD.

If you have any questions, or issued about this privacy statement, or how and why we process personal data, please contact us at:

Data Protection Officer
Unit 1 Topaz
Topaz Way
Bromsgrove
Worcestershire
B61 0GD
Email: dataprotection@swsgroup.co.uk
Tel: 0121 504 3130

You also have the right to lodge a complaint with the Information Commissioner's Office ("ICO") (the UK data protection regulator). For further information on your rights and how to complain to the ICO, please refer to the [ICO website](#).