

KEY INFORMATION DOCUMENT

This document sets out key information about your relationship with us, including details about pay, holiday entitlement and other benefits.

For Further information please contact Ten Staffing Group on 0161 691 0851 or admin@tenstaffing.com

The Employment Agency Standards (EAS) Inspectorate is the government authority responsible for the enforcement of certain agency worker rights. You can raise a concern with them directly on 020 4566 5333 or through the ACAS helpline on 0300 123 1100, Monday to Friday, 8am to 6pm.

GENERAL INFORMATION

Your name:	
Name of employment business:	Ten Staffing Group Ltd
Your employer (if different from the employment business):	
Type of contract you will be engaged under:	Contract of Employment
Who will be responsible for paying you (if different from your employer):	
How often you will be paid:	Weekly (Week in Lieu)
Expected or minimum rate of pay:	National Minimum Wage or National Living Wage or Above
Deductions from your pay required by law:	Income Tax, National Insurance, Pension
Any other deductions or costs from your pay (to include amounts or how they are calculated):	None, unless advised by HMRC
Any fees for goods or services:	No
Holiday entitlement and pay:	5.6 week pro rata (Or otherwise agreed in writing) Paid at an average rate to represent a standard working weeks wage. Holidays start from the day you register with us (eg. If you registered on 01/01/26 your holidays will run out 01/01/27) All Holidays will need to be booked with a minimum of 2 weeks notice.
Additional benefits:	Pension

HOW YOUR PAY IS CALCULATED

Example rate of pay:	£12.71 x 40 Hours = £508.40
Deductions from your wage required by law:	Tax - £53.28 National insurance Contribution - £84.72 Pension Contribution (If Applicable) - £25.42
Any other deductions or costs from your wage:	Nothing at Present
Any fees for goods or services:	None
<u>Example Net Pay before Pension Contribution:</u>	<u>£433.81</u>
<u>Example New Pay Inc. Pension Contribution:</u>	<u>£413.47</u>



Candidate Registration Form

It is our policy to comply with all applicable laws prohibiting discrimination in employment based on race, age, color, sex, religion, national origin, disability or other protected classifications.

Please carefully read and answer all questions. Your Name and Signature is required where you see the **RED WRITING**.

PERSONAL DATA		
<u>Name (First, Middle, Last):</u>		
<u>Street Address</u>	<u>City</u>	<u>Postcode</u>
<u>Home Telephone Number</u>	<u>Mobile Telephone Number</u>	<u>Email Address</u>
<u>Date Of Birth</u>	<u>National Insurance Number (NINO)</u>	<u>Next of Kin Name and Contact Number</u>
RIGHT TO WORK IN THE UK Check all and email the relevant documents to your Client Manager.		
Are you authorized to work in the UK on an unrestricted basis?		
Yes ☐ No ☐		
Have you sent a clear copy of your Passport or Birth Certificate?		
Yes ☐ No ☐		
Have you sent clear proof of your National Insurance Number?		
Yes ☐ No ☐		
Have you sent clear proof of your home address as stated		
above? Yes ☐ No ☐		
Have you sent a clear copy of your RTW inc. any share code and		
Visa you have (ONLY if applicable)		
Yes ☐ No ☐		
Have you ever been convicted of a crime? (Convictions will not		
necessarily disqualify an applicant for employment) Yes ☐ No ☐		
If yes, please state:		
Are there any reasons, both medically and physically, why you couldn't confidently perform the essential functions of the job		
on a day-to-day basis?		
Yes ☐ No ☐		
If yes, please state:		

BANK DETAILS:
NAME OF BANK
ACCOUNT NAME
ACCOUNT NUMBER
ACCOUNT SORT CODE

LICENCES AND ADDITIONAL QUALIFICATIONS
<u>If you are applying for a job role that involves Driving a vehicle of any description, please declare the following:</u>
DRIVING LICENCE NUMBER:
ANY POINTS, ENDORSEMENTS AND CONVICTIONS ON YOUR LICENCE: Yes ☐ No ☐
If YES, PLEASE STATE HOW MANY POINTS AND WHAT ENDORSEMENTS AND WHAT THEY ARE FOR: (SP30, SP50 etc):
DO YOU HAVE A VALID CPC and TACHO: Yes ☐ No ☐
Are you submitting any other License for the job with which you are applying for:
Yes ☐ No ☐
If YES, PLEASE STATE:
FLT / VNA / BENDI (ITSSAR / RTITIB):
HIAB / ALMI / ADR:
360 / DUMPER / DIGGER (NPORS / CPCs):

I certify that the facts set forth in this Application for Employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements, omissions or misrepresentations may result in my dismissal. I authorize the Employer to make an investigation of any of the facts set forth in this application.

Applicant Signature

Date

HOLIDAY ENTITLEMENT

Almost all people classed as workers are legally entitled to 5.6 weeks' paid holiday a year (known as statutory leave entitlement or annual leave).

This includes:

- agency workers
- workers with 'irregular hours' (where the number of hours they work in a pay period often or always changes)
- 'part-year' workers (where there are periods of at least a week in a leave year where they do not need to work and are not paid)

Statutory annual leave entitlement

Most workers who work a 5-day week will receive 28 days' paid annual leave a year. This is the equivalent of 5.6 weeks of holiday.

Working part-time

Part-time workers who work regular hours for the whole year are entitled to at least 5.6 weeks' paid holiday, but this will amount to fewer than 28 days.

For example, if they work 3 days a week, they must get at least 16.8 days' leave a year (3×5.6).

Working irregular hours or for part of the year

People working irregular hours or part of the year are entitled to up to 5.6 weeks statutory leave.

They will build up ('accrue') leave depending on the hours they've already worked, rather than getting a fixed number of days or hours.

Use the holiday entitlement calculator to work out how much leave they've accrued in a pay period.

For leave years beginning on or before 31 March 2024, leave entitlement for irregular-hours and part-year workers does not need to be accrued based on hours they've already worked. You can use the holiday entitlement calculator to estimate their entitlement based on the average days or hours they work each week.

Limits on statutory leave

Statutory paid holiday entitlement is limited to 28 days. For example, staff working 6 days a week are only entitled to 28 days' paid holiday.

Bank holidays

Bank or public holidays do not have to be given as paid leave.

An employer can choose to include bank holidays as part of a worker's statutory annual leave.

<https://www.gov.uk/holiday-entitlement-rights>

<https://www.gov.uk/holiday-entitlement-rights/calculate-leave-entitlement>

DATA PROTECTION Act 1998

To comply with the terms of the Data Protection Act 1998 it is essential that you read, accept and sign the following declaration:

The Company will hold personal data relating to you.

Such data will include your registration form, references, address and telephone numbers, bank details, work, holiday and sickness records, next of kin details, pay and remuneration details and other records (that may where necessary, include sensitive data relating to your health and data held for equal opportunity purposes.)

The company will hold such personal data for personal administration and management purposes and to comply with its obligations regarding the retention of your records.

Your right to access such data is prescribed by law. By signing the contract, you agree that the company may process personal data relating to you for personnel administration and management purposes and may where be necessary for those purposes make such data available to its advisors, third parties providing products and/or services to the Company and as required by law.

I authorise Ten Staffing Group Ltd to take references and give its clients relevant information relating to my employment details on this registration.

I confirm that I give Ten Staffing Group Ltd permission to provide copies of any personal information which may be requested by prospective employers. This will include any identification documents, personal address, contact details and any other information that may be requested. *This document is to adhere to all GDPR rules and regulations.*

A copy of Ten Staffing Group Ltd GDPR policy is available at Enquiries@tenstaffing.com

I can confirm that to the best of my knowledge the information given on this form is correct. I understand that any misrepresentation or omission of any material fact or deception will cause for immediate cancellation.

Applicant Name (Print):

Applicant Signature:

Date:

CODE OF CONDUCT

I can confirm and understand that I agree to adhere to the following codes of conduct as a Temporary worker with Ten Staffing Group Ltd:

1. Give more than 2 hours' notice if you are unable to attend work for any reason, by calling 0161 690 0851. Failure to attend work without prior notice can result in the ending of my assignment with Ten Staffing Group.
2. To complete a timesheet of my hours and send to accounts@tenstaffing.com at the end of each week and before 8am the following Monday to ensure correct and full payment.
3. If I fail to complete an assignment or shift and I walk off site without permission, this will result in delayed payment and the ending of my assignment with Ten Staffing Group.
4. To always adhere to all HSE and PPE requirements at site and ensure, if required, Safety Boots and Hi Vis vests are always worn.
5. Holiday requests must be sent in writing to accounts@tenstaffing.com with a minimum of 2 weeks' notice.
6. Any claim made by the client for damage, accidental or not, that you were involved in, will result in any excess payment due to be taken from your pay.

I have read, understand and agree to the statement above.

Applicant Name (Print):

Applicant Signature:

Date:

HEALTH, SAFETY, WELFARE & HYGIENE

SAFETY

You should make yourself familiar with our Health and Safety Policy and your own health and safety duties and responsibilities, as shown separately.

You must not take any action that could threaten the health or safety of yourself, other employees, clients or members of the public.

Protective wear and other equipment that may be issued for your protection because of the nature of your job must be worn and used at all appropriate times. Failure to do so could be a contravention of your health and safety responsibilities. Once issued, this protective wear/equipment is your responsibility.

You should report all accidents and injuries at work, no matter how minor, in the accident book and to the Director.

You must ensure that you are aware of our fire and evacuation procedures and the action you should take in the event of such an emergency.

ALCOHOL & DRUGS POLICY

Under legislation we, as your employer, have a duty to ensure so far as it is reasonably practicable, the health and safety and welfare at work of all our employees and similarly you have a responsibility to yourself and your colleagues. The use of alcohol and drugs may impair the safe and efficient running of the business and/or the health and safety of our employees.

If your performance or attendance at work is affected as a result of alcohol or drugs, or we believe you have been involved in any drug related action/offence, you may be subject to disciplinary action and dependent on the circumstances, this may lead to your dismissal.

ALCOHOL AND DRUG TESTING

The Company reserve the contractual right to carry out alcohol and drug testing on you during your normal working hours. These tests are random and do not imply suspicion in relation to any individual.

In addition, the Company reserves the right to require you, where you are suspected to be under the influence or a user of drugs and/or alcohol to submit to an appropriately administered and supervised test.

If you are required to submit to a test, you will have the right to be accompanied by a fellow work colleague available at the time of the request.

You retain the right to refuse to be tested, however, you should be aware that your refusal may be regarded as a breach of contract which may lead to disciplinary action and result in your dismissal.

All personal data collected for this purpose will be processed in line with the current Data Protection Act.

NO SMOKING POLICY

Smoking on the premises is not permitted. You are under no circumstances permitted to smoke on client premises. You may only smoke during authorised breaks. Whilst there is no designated smoking area, you should ensure that you are away from the premises and any windows/doors. This includes the use of e-cigarettes.

HYGIENE

Any exposed cut or burn must be covered with a first-aid dressing.

If you are suffering from an infectious or contagious disease or illness such as rubella or hepatitis you must not report for work without clearance from your own doctor.

Contact with any person suffering from an infectious or contagious disease must be reported before commencing work.

PERSONAL HYGIENE

Your highest attention to your own personal hygiene is always requested, as you work in close proximity with our clients and customers.

FITNESS FOR WORK

If you arrive for work and, in our opinion, you are not fit to work, we reserve the right to exercise our duty of care if we believe that you may not be able to undertake your duties in a safe manner or may pose a safety risk to others, and send you away for the remainder of the day with or without pay and, dependent on the circumstances, you may be liable to disciplinary action.

DAMAGE / INSURANCE CLAIM

If you are involved in an accident and/or cause damage to any client property (accidental or not), that results in an Insurance claim, you will be liable to pay any insurance excess from your next salary(s) until paid in full.

I have read, understand and agree to the Health, Safety, Welfare and Hygiene statement above as these form part of my terms and conditions.

Applicant Name (Print):

Applicant Signature:

Date:

OPT OUT 48 HOUR WORKING WEEK AGREEMENT UNDER REGULATION 5 WORKING TIME REGULATIONS 1998 (WTR) – RELATING TO TEMPORARY WORK

Note: You are under no obligation to agree to the provisions set out in this section. If you indicate below that you agree to opt out in accordance with this section, this section will then apply. Otherwise, the limit set in the WTR shall apply.

Agreement:

The nature of an Assignment may necessitate work more than the maximum working time specified in Regulation 4 (1) WTR, namely an average of 48 hours each week calculated over a 17-week reference period. You wish to have the opportunity to provide the Work Services during any excess period required from time to time. Pursuant to Regulation 5 WTR you accordingly agree that the limit specified in Regulation 4 (1) WTR shall not apply and this agreement shall have effect immediately. You may, by giving written notice to us of not less than one month, terminate the agreement recorded in this section.

Where working on a temporary basis I agree to the opt out as stated above:

Applicant Name (Print):

Applicant Signature:

Date:

AGENCY WORKER – TEN STAFFING GROUP LIMITED

CONTRACT FOR SERVICES

This Statement, together with the attached Policies and Procedures, set out particulars of the main terms between:

Ten Staffing Group Ltd of 1st Floor Cloister House Riverside, New Bailey Street, Manchester, United Kingdom, M3 5FS (hereinafter referred to as the “company” or the “employment business”)

And **Applicant Name (Print):**

(hereinafter referred to as the “agency worker” or “you”).

JOB TITLE

We will endeavour to find assignments for you.

NATURE OF ENGAGEMENT

The company will act as an employment business in respect of this agreement and will endeavour to find assignments for you.

The Employment Agencies Act 1973 prohibits the employment business from charging you a fee in respect of this work finding service.

For the avoidance of doubt, you are engaged as temporary Agency Worker. This Statement and any attachments or particular assignment schedules do not constitute a contract of employment between you and the employment business. You are not an employee of the employment business.

Your engagement begins on the date agreed. No other period of engagement preceding this one is taken into account.

The employment business does not provide any other goods or services in respect of which you may be charged a fee.

PROBATIONARY PERIOD

Your engagement is not subject to a probationary period.

Your general suitability to performing the work in question will be assessed during the initial period of three months. If it is satisfactory, the initial offer of work made to you will continue. However, if your work performance is not up to the required standard, we may take action including extra training/supervision, or extending the period of assessment, or we may bring the engagement to an end at any time without notice.

PLACE OF WORK

Any work that you accept from the employment business will be carried out at/from sites/locations of our client. The exact location of the assignment will be notified to you at the relevant time. You will not be required to work outside the United Kingdom.

HOURS OF WORK

Work assignments will be offered to you on an "ad hoc" basis as and when the employment business matches you with suitable clients. You are free to accept or decline such assignments. You are not guaranteed continuous work and we are under no obligation to offer you further assignments.

Although you are free to engage in other work, if you already have or are considering any additional work, you should notify the employment business so that any implications arising from the current working time legislation can be discussed.

Assignments may be offered to you on an hourly, daily, weekly, or other basis.

Your normal hours of work are variable and will be set by the needs of our business, our clients' business and your availability to work. You are required to work any day of the week.

The employment business will notify you of the days and hours that you will be required to work in advance of each assignment.

Attendance at work assignments will be in accordance with the assignment schedule for that particular assignment. When you have agreed to attend a work assignment and are unable to do so, you are required to notify your **line manager** immediately.

PAYMENT

The employment business reasonably expects to achieve a minimum of £perfor you. However, your actual payment in respect of any particular assignment may be more or less than the above amount and you will be notified of the applicable rate when you are offered any particular assignment.

You will become entitled to equal treatment under the Agency Workers Regulations 2010 with regard to pay after you have accrued 12 weeks in a particular role with a client organisation. Where this is the case, you will be advised separately of the relevant rate at the appropriate time. Please note that equal treatment does not relate to all aspects of pay.

You will be paid in respect of work done regardless of whether or not the employment business receives payment from the client to whom you are assigned.

Payment will be made **Weekly** in arrears by bank credit transfer following submission of a properly completed time sheet. Statutory deductions such as income tax and NI contributions will be made from the payments.

Non-submission or incorrectly completed documentation may result in delayed payment. Any queries regarding payment should be raised with accounts@tenstaffing.com

COLLECTIVE AGREEMENTS

No collective agreements directly affect the terms upon which you are engaged.

SICKNESS ABSENCE

Any absence, for whatever reason, whilst on an agreed assignment must be reported at the earliest opportunity on the day in question to enable alternative arrangements to be made. Notification should be made personally to your Line Manager.

Absences of up to and including seven consecutive days must be covered by a self-certification form. Absences of eight consecutive days or more must be covered by a medical certificate stating the reason for the absence and must be provided to your Line Manager. Further certificates must be provided if the absence continues past the period stated in the first certificate.

If you are absent from work for four or more days by reason of incapacity and you meet the relevant criteria, you will be entitled to statutory sick pay. Your qualifying days for these purposes are Monday - Sunday. We do not operate a contractual sickness/injury payment scheme for agency workers.

STATUTORY ANNUAL LEAVE

Your holiday year begins on 1st January and ends on 31st December each year, during which you will accrue annual leave on the last day of each pay period at the rate of 12.07% of the number of hours you have worked in that pay period, using the following calculation: $\text{number of hours worked} / 100 \times 12.07 = \text{number of hours accrued as annual leave}$, up to a maximum of 28 days.

This is inclusive of public/bank holiday entitlement. Fractions of an hour will be rounded down to the nearest hour if they are less than 30 minutes or rounded up to the nearest hour if they are 30 minutes or more.

It is our policy to encourage you to take your holiday entitlement and you will be given reasonable opportunity to do so. Any leave not taken by the end of the current holiday year, that cannot be carried forward, will be lost.

Your holiday pay will be based on your average normal earnings over the previous 52 weeks in which wages were payable.

You will become entitled to equal treatment in relation to annual leave entitlement under the Agency Workers Regulations 2010 after you have accrued 12 weeks in a particular role with a client organisation. Where this is the case, you will be advised separately of the relevant entitlement at the appropriate time.

The public/bank holidays each year are:

New Year's Day	The last Monday in May
Good Friday	The last Monday in August
Easter Monday	Christmas Day
The first Monday in May	Boxing Day

You will not be entitled to any payment for bank holidays or public holidays unless you are actually required to work them or they are taken as part of your annual leave entitlement.

You should give at least four weeks written notice of your intention to take holidays and one weeks written notice is required for odd single days. Such notice should be given to your Line Manager.

The employment business will allocate agreed leave dates to take account of business needs and the arrangements made by other agency workers and our clients' own employees to ensure operational efficiency. The employment business reserves the right to refuse leave requests if they conflict with the needs of the business and may, with due notice, require that you take your annual leave on specified dates.

In the event of termination of your contract holiday entitlement will be calculated as 1/12th of the annual entitlement for each completed month of engagement during that holiday year and any holidays accrued but not taken will be paid for. However, in the event of you having taken more paid leave than you have accrued pro-rata, then the appropriate payments will be deducted from your final payment. This is an express written term of your contract for services.

OTHER PAID LEAVE

You are not entitled to any further paid leave other than that which is covered elsewhere in this document.

INFORMATION ABOUT PREVIOUS ASSIGNMENTS

You shall inform us at the earliest possible opportunity prior to an assignment, or during each assignment, of any instances where you have worked in the past two years, in the same or similar role with the client or any member of the client's group with whom we have placed you for assignment, via a third party. You shall provide us with details of such work and the periods during which it was carried out. You will comply with any reasonable requests we make for the provision of such information.

HEALTH & SAFETY AT WORK

Under Health and Safety legislation each individual has a legal responsibility for their own welfare and for the health and safety of others. You must take all reasonable steps to safeguard your own safety and the safety of any other person who may be present and comply with the health and safety policies of any client to whom you are assigned.

EQUALITY, INCLUSION AND DIVERSITY POLICY

The employment business is committed to the principle of equality regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation. Policies will be applied that are fair, equitable and consistent with skills and abilities. You have a duty to support the employment business in implementing these policies to ensure equality of opportunity.

GENERAL STANDARDS

You are under no obligation to accept an offer of an assignment, but if you do so, you agree, during every assignment and afterwards as appropriate, to observe the following conditions:

- 1) On attending a client's establishment, you will observe any specific instructions given regarding standards of dress. Where no specific instructions have been given, you should present a professional image and wear clothes appropriate to the responsibilities of your assignment.
- 2) You will familiarise yourself with and observe any rules and regulations of the client's establishment, particularly with regard to use of any computer equipment, client telephones and personal mobile phones.
- 3) You will not engage in any conduct detrimental to the interests of the client or the employment business.
- 4) You will co-operate with the client's staff and accept the direction, instruction and supervision of any responsible person in the client's establishment.
- 5) You will not at any time divulge to any person, nor use for your own or any other person's benefit, any confidential information relating to the client's or the employment business' transactions, finances, customers, employees or business affairs.

STANDARDS OF BEHAVIOUR/PERFORMANCE

We expect certain standards from you in respect of your behavior and performance. If we have concerns over your behavior or performance, we may address this with a view to enabling improvement, or, in certain circumstances, we will terminate the engagement without notice. You can find more information on these under "Standards of Behavior", "Codes of Conduct" and "Standards of Performance".

If you have any concerns about any decisions taken in respect of your behavior or performance, you should speak to your Line Manager within 5 days of the decision being conveyed to you.

COMPLAINTS PROCEDURE

If you have any complaints about your engagement, you should raise these with your Line Manager.

COMPLAINING ABOUT DISCRIMINATION OR HARASSMENT

If you experience discrimination or harassment, you should first make it clear to the discriminator/harasser that their behaviour is unwelcome and ask them to stop. If you feel unable to do this, or if this approach fails, or if the discrimination/harassment is more serious, you should discuss the matter with a senior employee of the employment business, who will endeavour to resolve the situation on your behalf. Enquiries@tenstaffing.com

For information on our zero-tolerance approach to sexual harassment in the workplace, including what behavior can amount to sexual harassment, third-party sexual harassment and what to do if you witness or are subject to sexual harassment, you should read our separate Sexual Harassment Policy.

PENSION SCHEME

When requested by you, we operate a pension scheme to which you will be enrolled into (subject to the conditions of the scheme). The scheme enables you to save for your retirement using your own money, together with tax relief and contributions from the employment business.

NOTIFICATION REQUIREMENTS TO END AN ASSIGNMENT

The employment business (or the client to whom you are assigned) may end the engagement at any time without prior notice or liability. You may terminate the engagement at any time by informing the employment business. Leaving site without informing a senior manager and the recruitment agency consultant can result in nonpayment for that shift.

PAY IN LIEU OF NOTICE

We reserve the contractual right to give pay in lieu of all or any part of the above notice by either party.

If you agree to accept the above conditions, please sign and date this contract for services and return to the employment agency consultant.

Yours sincerely

Adam Kaye (Managing Director – Ten Staffing Group Ltd) For and on behalf of the employment business.

I have read and understand the conditions relating to this work engagement and agree to my personal details being retained by the employment business for the purpose of matching me with suitable clients and contacting me with offers of ad hoc work assignments. I understand that this engagement, and any future work assignments will not indicate an employment relationship between the employment business and myself.

Applicant Name (Print):

Applicant Signature:

Date: