

Guidelines for Driving Agency Workers

Please read carefully. This is a guide to help and assist you whilst working for the **Major Group** (which includes The Major Group, Key Selection Ltd and Key Selection Investments Ltd). The main terms and conditions are set out in your individual contract of employment.

Time Records and Pay

A working week is from Monday to Sunday and you are paid for that week the following Friday. You must ensure you are aware of any procedures for recording hours and take responsibility for making your employer aware of any hours worked. Any deductions from your wage will be due to subs, uniform not returned, tax or National Insurance deductions HMRC. The Major Group do not control the amount of tax you are deducted.

Holidays

Our holiday year runs from 1st April to 31st March. You are entitled to a minimum of 28 days (including Bank Holidays) based on accrued hours for each holiday year. The hourly rate will be used to calculate over a reference period of 52 weeks. Holiday process may vary depending on your contract holder so please check with your Major Recruitment Ltd contract holder for details. You should give at least one week's notice for any holiday dates and ensure you submit your request in writing to your local branch. All holidays must be taken in the holiday year in which they are accrued and cannot be carried over or money paid in lieu for hours untaken (due to Working Time Regulations). When you cease working with us you should request your P45 from your relevant contract holder. Following termination of your assignment you must request any outstanding holiday within 4 weeks of your leaving date, if applicable. Payments for annual leave will be calculated on the basis of rates paid for hours worked during the relevant calculation period as defined by Section 224 of the Employment Right Act 1996. From time to time we may require you to reserve holiday pay for periods of shut down, such as Christmas and New Year. Details of this will vary from client to client and your Major Consultant will inform you.

Conduct and Attendance

Please only accept a job that you believe is suitable for you. If you accept a role we expect you to attend work for every shift and arrive on time. If you cannot attend work for any reason it is essential that you notify The Major Group a minimum of two hours before your shift start time. Due to our Attendance Policy repeated instances of lateness or absence will not be tolerated and may lead to disciplinary action or termination of your contract. We expect you to conduct yourself in a professional manner whilst on site, taking due care and attention to relevant health and safety regulations and to treat all employees in a courteous manner. Should you not adhere to these requirements The Major Group reserve the right to remove you from our database and we will not be able to offer you any further work.

Grievances

If you have a grievance regarding any issues relating to your role, payment, service, or place of work this should be submitted in writing to your local Branch Manager at The Major Group. We will investigate the query and respond in due course. If you are unsatisfied with the

The Major Group including:

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Key Selection Limited:

Key Selection Investments Limited:

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outcome you should then contact the HR department here: HROperations@major-recruitment.com

Road Transport Directive Regulations

You must not drive any vehicle, operate any tail lift or use any gearbox that you do not have the relevant experience of, or the capability to operate safely without endangering others or yourself. You must adhere to UK road traffic legislation, UK tachograph legislation and the Road Transport Directive Regulations at all times. We ask that you return all tachographs to Major within the required time period to comply with current legislation and submit your licence to us every three months for re-checking, where a copy will be held on file. Should there be any changes to any driving licence you hold you should notify your The Major Group contact immediately. If you suffer any changes to your health which may affect your ability to safely operate a vehicle you should notify us immediately.

Notice of Termination

If notice is given one weeks notice must be supplied by the temporary worker in writing to your local branch. Clients of The Major Group reserve the right to end any assignment with immediate effect. In the event of misconduct, The Major Group may invoke its disciplinary procedure and this could, in certain circumstances, result in termination of the employee's contract without notice or payment in lieu.

Confidentiality

By working for the Major Group you will be issued with company documentation. We expect you to treat all documents we supply as confidential. It is considered a disciplinary matter should any temporary worker disclose payment details or discuss any confidential matters they have been involved in. The company asks all temporary workers to abide by the confidentiality clause contained in their contract of employment. Temporary workers must also understand their role in the Data Protection Act.

Agency Workers Regulations

The Agency Workers Regulations (AWR) were published and came into force on the 1st October 2011. The aim of the legislation is for agency workers to be provided with equal treatment in the work place with regards to basic working conditions. Upon completion of a 12 week qualifying period in the same job with the same hirer, agency workers will be entitled the same basic working and employment conditions, had they been recruited directly by hirer. Under the regulations there are also Day 1 Rights will apply from the first day of assignment no earlier than October 2011. These rights include access to collective facilities and information about relevant permanent job vacancies. It is possible the hirer may decline to offer certain facilities provided they can show justification for doing so. The qualification period is 12 consecutive weeks, any gap of 6 weeks or longer will mean your qualifying period will start again. The Major Group will ask for details of your recent work history to establish whether, or if you already do, qualify for equal treatment. You will need to disclose to The Major Group any period of time you have worked for the hirer. Failure to do so may mean you delay the opportunity to receive equal treatment.

Third Party Contracts

Major Recruitment's workers are occasionally engaged on contracts with third party suppliers. We offer this option to our clients and candidates as we believe it demonstrates our commitment to our worker's personal development and to build lasting relationships.

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Some of these contracts may enable you to become exempt from all or part of the Agency Worker Regulations but may offer you additional benefits or employment rights. In this event you will be employed by the third party supplier, so please ensure you read your individual contract carefully. All the above clauses will remain in application.



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