

UK CASUAL WORKER PORTAL STARTER PACK V19-180416

This Agreement is between ("the Agreement"):

Orridge & Co Ltd, ("The Company") registered in England and Wales under company number, 4605119, whose registered office is at 65 Carter Lane, London, EC4V 5HF ("The Company")

And

You ("The Worker")

Section 1

DATA PROTECTION ACT

In accordance with the Data Protection Act 1998, the Company hereby notifies you that it holds personal data (including sensitive data relating to ethnic origin, health & criminal records) relating to the purposes of maintaining a personnel file in respect of your engagement and your signature below constitutes your consent to the Company holding such data.

You have the right to inspect any file, including computer files, that contain your personal data and which fall within the scope of the Data Protection Act, 1998, subject to the inspection provisions contained in the act Casual Workers Handbook.

Section 2

FORM OF AGREEMENT

I hereby agree not to disclose during or after the term of engagement to any person, organisation or company, confidential information relating to the business affairs the Company or any associated company that forms part of Christie Group PLC unless expressly so authorised by the Company or if required under the law.

I agree to deliver to the Company before or on the termination of my engagement of all documents, equipment, papers and any other records that may be in my possession which relate to the Company's business or to any company within the Christie Group plc.

I agree not to at any time make a copy, abstract summary or précis of the whole or any part of any document, computer records or any other records belonging to the Company except when required to do so in the course of my engagement in which event in the copy, abstract summary or précis shall belong to the Company.

Section 3

WORKING TIME REGULATIONS

Agreement to 'Opt Out' of The 48 Hour Maximum Working Week

1. The Working Time Regulations 1998 provide that the average working time including overtime does not exceed 48 hours for each 7 day period. The company and the Worker agree to waive this restriction. This Agreement will remain in force indefinitely.
2. The Worker may terminate this Agreement at any time by giving not less than 3 months written notice to the company.

Section 4

DRESS CODE & APPEARANCE

You are required to look smart and professional at all times and adhere to the Companies

Dress code as set out in the Casual Worker Handbook.

Section 5

CASUAL WORKER HOLIDAY PROCEDURE AND RULES RELATING TO HOLIDAY ACCRUAL AND PAY

The Company agrees to pay you for accrued holiday under the Working Time Regulations.

A day's holiday will be based on 8 hours.

A half day can be claimed which will be based on 4 hours.

Monday through to Sunday qualifies as a working day.

Applying for accrued paid holiday

An application must be made at least 2 weeks prior to requesting time off on holiday. You can apply through the Company portal. Your request will be handled by our Admin Team at the Aldridge office and you will receive confirmation of your holiday authorisation through the portal.

Cancelling a holiday

If you wish to cancel an approved holiday you must contact the Administration Team at Aldridge.

Calculation of holiday entitlement

The calculation is based on 12% of every hour worked and will be allocated as holiday (potential maximum holiday entitlement will be 28 days)

The figure will be accrued on the system and you can apply for a running total through the Personnel and Administration department at Aldridge.

Holidays must be taken by the end of the holiday year which is 31st December each year. Any untaken holiday will not be carried forward.

Calculation of holiday pay

The calculation for the hourly rate for holiday pay is based on the average hourly rate during the 12 week period prior to the first day of your holiday request.

Section 6

PAY RATE SCHEDULE

You are referred to the Casual Workers Handbook which provides additional information.

The starting rate for a counter aged under 21 is £5.55

The starting rate for a counter aged 21 is £6.95

The starting rate for a counter aged 25 and over is £7.20

It is anticipated that you will be able to complete your work, or undertake the vast majority of it within an 8 hour shift. If you complete your work in less than 8 hours, you will be paid for the hours you have worked. You are guaranteed a minimum of 4 hours pay on any shift, unless you arrive late.

The rate applied to all jobs, irrespective of start time or day of the week.

Travel Days which are days on which you are required to travel to a count, are paid at £20 per day.

Overnight Allowance in the UK or Northern Ireland is paid at £10.00

Overnight Allowance in the Republic of Ireland is paid at £15.00

Overnight Allowance in Mainland Europe is paid at £20.00

Mileage rate is calculated as follows per mile:

Driver alone or driver and one passenger	20p
Driver and more than one passenger	23p

You are required to ensure that VAT receipts for the total fuel which you have used for Company use, are attached to your expense claim form. Failure to submit the appropriate VAT receipt covering the total amount of the fuel you have bought will result in the pence per mile rate being reduced by 3 pence.

WEEKLY EXPENSE CLAIM – OWN VEHICLE

Please study this example.
Incorrect claims will be rejected.
If mistakes are made please complete a new form.

NOTE: The current rate per mile is
20p for 1 to 2 people. 3 or more is
23p per mile.

Unless otherwise stated your
home postcode will be used
as the start point of each
journey

Monday to
Sunday

Total
number of
people in
car

ORRIDGE

Payroll No: 798999

Vehicle Reg. No: A123ABX

Vehicle Make & Model: Vauxhall Astra

Fuel Type: Petrol Engine Size: 1300

Home Postcode: WS9 8LT

WEEKLY EXPENSE CLAIM - OWN VEHICLE

Surname: BLOQUIS Forename: JIM

PERMANENT / CASUAL
Please delete as appropriate.
Claim for Week Ending (Sunday)
DATE: 100213

Date	Job No.	Start Point	Destination	Total Mileage	No. Car	Rate / Mile	Fuel Claim A £	Parking £	Fares & Tolls £	Phone £	O/Night All'ce £	Other (Detail)	Total B Sundry Expense Claim £
402	11111	WS9 8LT	TF10 9AU	58	2	23p	1334	10.00					1000
602	11112	WS9 8LT	CHI 2HS	181	3	26p	4706	6.00					600
				Total Mileage →			6040	Total A →					6040
								Grand Total (A+B) →					7640

Fares
include
taxis,
trains, bus
and ferry
fares

ROUTE RECORDER

Please use Postcodes wherever possible. Indicate the route taken (which will be checked). If you collect and drop off passengers you must enter the via details for both outward and return journeys. Full details including job No. must be given to allow payments.

DATE	DAY	JOB No.	START	FINISH	VIA	VIA	VIA	VIA	VIA	VIA	VIA	VIA
0402	Mon	11111	WS9 8LT	TF10 9AU	WS9 0TG	M6 J10	M54	A41	Return			
0602	Wed	11112	WS9 8LT	CHI 2HS	WS9 0TG	WS8 7BY	A5	M6 J12	M56	M53	A56	Return

Do not put
totals in
this line

I confirm that:

- I shall maintain my vehicle in an efficient and roadworthy condition at all times.
- I am fully insured to use the vehicle for Company Business.
- I hold a full driving licence and have not been disqualified from driving.
- I certify the expenses on this claim form are those which I have necessarily incurred on the behalf of my employer.

Signed

[Signature]

Checked

Authorised

Unsigned
forms
cannot be
accepted

Do not guess or round up mileage.

If you have not recorded your journey, please
consult a route planner via Google map

Within this section use postcodes for start,
finish, passenger pick up or meeting points &
Via's. Where postcode is unknown, use place
name. All job postcodes are supplied on your
work schedule.

If indicating motorway, also include junction
used.

CASUAL EXPENSE SHEETS
CUT – OFF DATES 2016 - 2017

Your completed expense sheets should reach our office in ALDRIDGE no later than the Expense Cut-Off Dates listed below. Failure to do this will result in your payment being delayed.

SEND ALL EXPENSE SHEETS IN ON A WEEKLY BASIS, MARKING THE ENVELOPE WITH AN X IN THE TOP LEFT HAND CORNER.

Paye Wk	Casual Fortnightly Pay Periods		Casual Expense Cut-Off Date	Casual Pay Date
36	07/11/2016	20/11/2016	23/11/2016	02/12/2016
38	21/11/2016	04/12/2016	07/12/2016	16/12/2016
40	05/12/2016	18/12/2016	20/12/2016	30/12/2016
42	19/12/2016	01/01/2017	04/01/2017	13/01/2017
44	02/01/2017	15/01/2017	18/01/2017	27/01/2017
46	16/01/2017	29/01/2017	01/02/2017	10/02/2017
48	30/01/2017	12/02/2017	15/02/2017	24/02/2017
50	13/02/2017	26/02/2017	01/03/2017	10/03/2017
52	27/02/2017	12/03/2017	15/03/2017	24/03/2017
2	13/03/2017	26/03/2017	29/03/2017	07/04/2017
4	27/03/2017	09/04/2017	04/04/2017	21/04/2017
6	10/04/2017	23/04/2017	18/04/2017	05/05/2017
8	24/04/2017	07/05/2017	10/05/2017	19/05/2017
10	08/05/2017	21/05/2017	23/05/2017	02/06/2017
12	22/05/2017	04/06/2017	07/06/2017	16/06/2017
14	05/06/2017	18/06/2017	21/06/2017	30/06/2017
16	19/06/2017	02/07/2017	05/07/2017	14/07/2017
18	03/07/2017	16/07/2017	19/07/2017	28/07/2017
20	17/07/2017	30/07/2017	02/08/2017	11/08/2017
22	31/07/2017	13/08/2017	16/08/2017	25/08/2017
24	14/08/2017	27/08/2017	30/08/2017	08/09/2017
26	28/08/2017	10/09/2017	13/09/2017	22/09/2017
28	11/09/2017	24/09/2017	27/09/2017	06/10/2017
30	25/09/2017	08/10/2017	11/10/2017	20/10/2017
32	09/10/2017	22/10/2017	25/10/2017	03/11/2017
34	23/10/2017	05/11/2017	08/11/2017	17/11/2017

Section 9

Main Terms of Engagement

We are pleased to confirm that we are able to offer you casual work as a Stocktaker from time to time and as and when required by the Company, subject to the terms set out below and providing we receive all necessary documentation from you.

This document sets out the terms together with those terms in the Casual Workers Handbook which govern any period that you are engaged by the Company. The Company is not obliged to offer you work, and you are not obliged to undertake it. You agree that you are not an employee of the Company.

1. Engagement

You may be offered work for a period of time. In such cases the Company will notify you of the offer, sending you a programme of available work. Your engagement shall begin on the first day that you commence work in respect of each separate engagement. Your engagement will terminate at the end of each such fixed period. No previous engagement with the Company or any previous employer counts as part of your continuous period of engagement.

2. Duties

You are engaged as a Casual Stocktaker working at Clients' premises across England and Great Britain. You agree to undertake reasonable duties other than those for which you have been specifically engaged.

3. Availability

You may be asked from time to time by the Company about your advanced availability. You are requested to indicate dates on which you are available to work in advance if possible. However, indication of availability is not a guarantee that any work will be offered to you by the Company. The selection of workers for a specific engagement will be made from all of the workers who state that they are available.

4. Payment

You are only entitled to be paid for the hours/shifts actually worked by you personally. Details of your pay rate have been notified to you and any changes or amendments to this will be confirmed to you before they occur. Your wages will be paid fortnightly in arrears by bank transfer to the account detailed and the dates shown in your starter pack. Any outstanding debts to the Company or any overpayments of entitlement, including holiday at the date of termination will be deducted from any final monies due. Your pay slip will be available to view & print off via the portal.

5. Tax

The Company will deduct National Insurance contributions and tax in relation to any sums paid to you by the Company

6. Notice

You are requested to give at least 24 hours advance notification where you have agreed but are unable to undertake the work offered to you by the Company.

You must be aware that your engagement ends automatically after each period of work under this agreement.

7. Holidays

You will qualify for a maximum of 28 days holiday for a full holiday year January 1st to December 31. Due to the casual nature of your engagement, the calculation for holiday entitlement to be accrued will be calculated on a pro rata basis based on the hours worked for the Company.

8. Sick Pay

You are referred to the Casual Workers Handbook.

9. Pension

You are referred to the Casual Workers Handbook.

10. Disciplinary & Grievance Procedures

You are subject to the Company's Disciplinary and Grievance procedures in accordance with the Casual Workers Handbook.

11. Uniforms

You will be required to wear the Company uniform, when provided, as part of your work or to conform to a dress code as notified to you from time to time.

12. Substitution

If you are unable to undertake your engagement with the Company, you may with authorisation of the Company, substitute your services by offering to the Company, another individual "the Substitute" who is able to undertake casual stocktaker duties. The Company reserves the right to decline the services of the Substitute.

13. Entitlement to Work

You warrant that you are entitled to work in the UK without any additional approvals, and you will notify the Company immediately if you cease to be so entitled.

Section 10

REHABILITATION OF OFFENDERS

Do you have any current convictions or prosecutions pending?

Yes ☐ If yes please give details (Note you do not have to list any spent convictions)

No ☐

Section 11. NEXT OF KIN & EMERGENCY DETAILS

Next of Kin		Emergency	
Name		Name	
Address		Address	
Contact Number		Contact Number	
Relationship		Relationship	

Please Print Name & Payroll Number:

Please return your completed forms to Orridge & Co, Centre House, Court Parade, Aldridge, West Midlands, WS9 8LT

Section 12

WHISTLEBLOWER LEGISLATION

As you may be aware, the government introduced in 2000 what has been termed “whistleblower legislation”. The purpose of this legislation is to protect any employees who in good faith criticise something that their employer has done, is doing or plans to do which may be illegal, including :-

- A criminal offence
- The breach of a legal obligation
- A miscarriage of justice
- A danger to the health or safety of any individual
- Damage to the environment
- Deliberate covering up of information tending to show any of the above five matters

In the case of Christie Group companies, we go further and say that if you are aware of anything going on in your company which you feel is illegal, unethical, immoral, dangerous, unfairly prejudicial to employees or likely to bring the company into disrepute or expose it to serious risk, you may inform Mr. Chambers (see below) without fear of prejudice to your position, prospects or good standing in the company. In the unlikely event that you allege serious misconduct on the part of colleagues or superiors, steps will be taken to safeguard your interests.

I am sure you appreciate that this is not a conduit for “whinging” about a decision you disagree with or a minor issue or for those motivated by personal gain, but it is an open and protected conduit for those with a serious concern to voice it without fear.

We are fortunate that one of our Group non-executive directors, Tony Chambers, has agreed to become our whistleblower contact. His home telephone no. is 01962 733 148 and his e-mail address is chambers.tony@btinternet.com.

In most instances you will wish to voice any concerns through your immediate manager or Managing Director or myself, but Mr. Chambers is there for the occasions when you feel there may be reasons to raise an issue outside of the line management.

Section 13

ANTI-BRIBERY POLICY

The policy sets out the general rules and principles to which we adhere. It will be communicated to all businesses, workers and employees overseen by the Christie Group Board, as well as relevant business partners and other necessary individuals and entities. Those who work in areas within our business identified as being particularly high risk will receive additional training and support in identifying and preventing corrupt activities.

This policy explains the procedures through which the Christie Group can maintain its high ethical standards and protect its reputation against any allegations of bribery and corruption. Its successful implementation requires pro-active adoption from all workers or employees of the Christie Group, you are required to read and understand all aspects of this policy, and abide by it. The full policy must be viewed via the workers portal.

Section 14

DECLARATION

This is to confirm that I the undersigned have viewed the Orridge Portal Starter Pack and the Casual Workers Handbook which is available to view on the Company website www.orridge.co.uk and contains the following section:-

Section 1	Data Protection
Section 2	Form of Agreement
Section 3	Working Time Directive
Section 4	Uniform Policy & Dress Code
Section 5	Casual Holiday pay Procedure
Section 6	Pay Rate Schedule
Section 7	Expense Claim Form Example
Section 8	Expense Claim Form Cut – Off Dates
Section 9	Main Terms of Engagement
Section 10	Rehabilitation of Offenders
Section 11	Next of Kin & Emergency Contact Details
Section 12	Whistleblower Legislation
Section 13	Anti-Bribery Policy
Section 14	Declaration

I have read, understood and agree to accept all terms and conditions contained therein relating to any future engagement with the Company. I furthermore agree to be bound by all of its provisions.

Worker

For and on behalf of Orridge & Co Ltd

Print Name		Print Name	Simon Kniveton
Workers Signature		Directors Signature	
Payroll No		Position	Information Systems Director
Date		Date	
<p>Following receipt by the Company of a completed signed copy of this Portal Starter Pack Declaration Form, a Company Director will countersign and a copy will be forwarded to the casual worker for retention.</p>			

Please return your completed forms to Orridge & Co, Centre House, Court Parade, Aldridge, West Midlands, WS9 8LT