

MEMORANDUM

TO: ALL REGIONS

FROM: ORRIDGE CONTROL AND REGIONAL MANAGERS

DATE: 1ST FEBRUARY 2017

SUBJECT MATTER: NON-CONFIRMATION ON JOBS – NO SHOWS

Over the past 4 weeks we have noticed that workers are either not confirming their jobs or confirming their jobs and then not turning up on site which is causing problems for both the Control department and our clients.

If we assign you for work as a result of you making yourself available, you are expected to work all shifts you are programmed for. If you fail to do so then this could affect the work you are offered in the future. If for any reason you are not able to attend any job you have been scheduled for you **MUST** contact Orridge Control on 01922 472020 as soon as you receive your weekly schedule of work.

It is not acceptable to not contact the office to inform them of changes to your availability and this will now be classed as a REFUSAL to work and could result in you being made a leaver if we do not have any communication from you. Please also be aware that any refusal of work will automatically make you ineligible to earn any potential bonus you may be entitled to for the period.

Unfortunately, we are still seeing workers who confirm their jobs and then fail to turn up on site. These workers are classed as **No Shows**.

NO SHOWS are workers who have confirmed their job via the portal or by telephone to the Control Department and then fail to turn up on site. **Any worker who is a No Show will be made a leaver.**

Please be advised unreliability and failure to attend a scheduled job is gross-misconduct and will result in either dismissal/formal action being taken. There will be **NO EXCEPTIONS**.

Please pick up the phone and tell us if you cannot work any day, the Scheduling Department can be contacted on 01922 472020 between 06.15 hours and 18:00 hours Monday – Friday and between 09.00 and 17.00 hours on Sunday.

Thank you for your co-operation in this matter

