

## UK CASUAL WORKER PORTAL STARTER PACK V34 311019

**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 249 Upper Third Street, Witan Gate West, Milton Keynes, MK9 1DS ("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.

### **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 the Christie Group of companies (hereinafter referred to as "Christie Group" and defined as Christie Group plc and all its direct or indirect subsidiaries) 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 date of my engagement, all documents, equipment, tangible property, intellectual property, papers and any other records that may be in my possession which relate to the Company's business or to any company within Christie Group.

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 I acknowledge that all such copies, abstract summaries or précis shall at all times 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**

The Company dress code is as set out in the Casual Worker Handbook.

Orridge expect a reasonable standard of personal hygiene as otherwise this reflects poorly on the Orridge worker.

All work wear should be clean and everyone should maintain a high standard of personal hygiene and grooming.

In order to rectify any issues and not cause anyone embarrassment in relation to the above, should there be a concern please highlight this discreetly to either the person concerned but only if you have a good relationship with that person and are certain that by doing so you will not cause offence. In all other circumstances you should speak discreetly with your immediate Line Manager who will deal with the situation accordingly.

Orridge workers work as a team and we do not want to cause any embarrassment or unpleasantness to anyone.

Where persistent issues in the area of personal hygiene/grooming continue and where no medical reasons for this have been communicated to the Company, you may be asked to leave site and may not be offered work in future.

### **Section 5**

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

The Company agrees to pay you for accrued but untaken 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 payment of accrued holiday**

An application for payment of accrued holiday must be made through the Company portal. Your request will be handled by our Admin Team at the Aldridge office and you will receive confirmation of your request through the portal. Untaken but accrued holiday must be requested no later than three months after the end of the holiday year it relates to, or within three months of ceasing to work for the Company, if earlier.

### **Cancelling a holiday pay application**

If you wish to cancel a holiday pay application you must contact the Administration Team at Aldridge.

### **Calculation of holiday pay 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 in each calendar year).

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 31<sup>st</sup> December each year. Any untaken holiday will not be carried forward into the following year.

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 hourly rate for a counter is £8.~~72~~~~21~~ with a guaranteed shift of 4 hours pay.

~~The hourly rate for a counter on a Wilkinson Count is £8.21 with a guaranteed shift of 7.25 hours pay.~~

Productivity-related bonuses are non-contractual and may be changed at the Company's discretion. Details are available on the Company Portal.

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

Travel Days are defined as days on which you are required to travel to a count and are paid at £20 per day as a non-contractual goodwill gesture. Unless designated as a travel day, travelling time to and from client premises for stocktaking is not payable and you are free to arrange your own method of travel at all times. Appropriate travel expenses are paid. You acknowledge that any decision to travel with colleagues is entirely voluntary and at your own discretion and is entirely for your own benefit.

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 | 21p |
| Driver and more than one passenger       | 24p |

## Section 7: 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 21p for 1 to 2 people. 3 or more is 24p 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

### WEEKLY EXPENSE CLAIM - OWN VEHICLE

PERMANENT / CASUAL

Please delete as appropriate

Claim for Week Ending (Sunday)

DATE: 10/02/13

Payroll No: 798999

Surname: BLOGGS

Forename: JIM

Vehicle Reg. No: A123ABX

Vehicle Make & Model: Vauxhall Astra

Fuel Type: Petrol

Engine Size: 1300

Home Postcode: WS9 8LT

| Date | Job No. | Start Point | Destination | Total Mileage   | No. Car | Rate / Mile | Fuel Claim A £ | Parking £             | Fares & Tolls £ | Phone £ | O/Night Allowance £ | Other (Detail) | Total B Sundry Expense Claim £ |
|------|---------|-------------|-------------|-----------------|---------|-------------|----------------|-----------------------|-----------------|---------|---------------------|----------------|--------------------------------|
| 4/02 | 11111   | WS9 8LT     | TF10 9AU    | 58              | 2       | 23p         | 1334           | 10.00                 |                 |         |                     |                | 1000                           |
| 6/02 | 11112   | WS9 8LT     | CH1 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    | VIA |
|-------|-----|---------|---------|----------|---------|---------|-----|--------|--------|-----|-----|--------|-----|
| 04/02 | Mon | 11111   | WS9 8LT | TF10 9AU | WS9 0TG | M6 J10  | M54 | A41    | Return |     |     |        |     |
| 06/02 | Wed | 11112   | WS9 8LT | CH1 2HS  | WS9 0TG | WS8 7BY | A5  | M6 J12 | M56    | M53 | A56 | Return |     |

Do not put totals in this line

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

Signed

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.

## Section 8: CASUAL EXPENSE SHEETS CUT OFF DATES 20198 - 201209

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      | 18/11/2019                     | 01/12/2019 | 03/12/2019                         | 13/12/2019      |
| 38      | 02/12/2019                     | 15/12/2019 | 17/12/2019                         | 27/12/2019      |
| 40      | 16/12/2019                     | 29/12/2019 | 31/12/2019                         | 10/01/2020      |
| 42      | 30/12/2019                     | 12/01/2020 | 15/01/2020                         | 24/01/2020      |
| 44      | 13/01/2020                     | 26/01/2020 | 29/01/2020                         | 07/02/2020      |
| 46      | 27/01/2020                     | 09/02/2020 | 12/02/2020                         | 21/02/2020      |
| 48      | 10/02/2020                     | 23/02/2020 | 26/02/2020                         | 06/03/2020      |
| 50      | 24/02/2020                     | 08/03/2020 | 11/03/2020                         | 20/03/2020      |
| 52      | 09/03/2020                     | 22/03/2020 | 25/03/2020                         | 03/04/2020      |
| 2       | 23/03/2020                     | 05/04/2020 | 07/04/2020                         | 17/04/2020      |
| 4       | 06/04/2020                     | 19/04/2020 | 22/04/2020                         | 01/05/2020      |
| 6       | 20/04/2020                     | 03/05/2020 | 05/05/2020                         | 15/05/2020      |
| 8       | 04/05/2020                     | 17/05/2020 | 20/05/2020                         | 29/05/2020      |
| 10      | 18/05/2020                     | 31/05/2020 | 03/06/2020                         | 12/06/2020      |
| 12      | 01/06/2020                     | 14/06/2020 | 17/06/2020                         | 26/06/2020      |
| 14      | 15/06/2020                     | 28/06/2020 | 01/07/2020                         | 10/07/2020      |
| 16      | 29/06/2020                     | 12/07/2020 | 15/07/2020                         | 24/07/2020      |
| 18      | 13/07/2020                     | 26/07/2020 | 29/07/2020                         | 07/08/2020      |
| 20      | 27/07/2020                     | 09/08/2020 | 12/08/2020                         | 21/08/2020      |
| 22      | 10/08/2020                     | 23/08/2020 | 26/08/2020                         | 04/09/2020      |
| 24      | 24/08/2020                     | 06/09/2020 | 09/09/2020                         | 18/09/2020      |
| 26      | 07/09/2020                     | 20/09/2020 | 23/09/2020                         | 02/10/2020      |
| 28      | 21/09/2020                     | 04/10/2020 | 07/10/2020                         | 16/10/2020      |
| 30      | 05/10/2020                     | 18/10/2020 | 21/10/2020                         | 30/10/2020      |
| 32      | 19/10/2020                     | 01/11/2020 | 04/11/2020                         | 13/11/2020      |
| 34      | 02/11/2020                     | 15/11/2020 | 18/11/2020                         | 27/11/2020      |
|         |                                |            | Early cut off due to Bank Holidays |                 |
|         |                                |            |                                    |                 |
|         |                                |            |                                    |                 |

| Paye Wk | Casual Fortnightly Pay Periods |            | Casual Expense Cut-Off Date | Casual Pay Date |
|---------|--------------------------------|------------|-----------------------------|-----------------|
| 32      | 08/10/2018                     | 21/10/2018 | 24/10/2018                  | 02/11/2018      |
| 34      | 22/10/2018                     | 04/11/2018 | 07/11/2018                  | 16/11/2018      |
| 36      | 05/11/2018                     | 18/11/2018 | 21/11/2018                  | 30/11/2018      |
| 38      | 19/11/2018                     | 02/12/2018 | 04/12/2018                  | 14/12/2018      |

**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 stocktaking duties at clients' premises 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 Income 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. Further details are set out in section 5 of this pack.

## **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**

In the event that your conduct while carrying out your duties is considered by the Company to fall below the standards required, you may be removed from the client premises and you may not be offered future work. If you believe you have been treated unfairly, you may contact the Human Resources department of the Company.

## **11. Dress code**

You are requested to adhere to the Company dress code as notified to you from time to time. You are not expected to incur any additional costs or expense in conforming to this dress code. Further details are set out in Section 4 of this pack.

## **12. Substitution**

If you are unable to undertake your engagement with the Company, you may substitute your services by offering to the Company another individual - "the Substitute" - who is able to undertake the casual stocktaker duties you had intended to undertake yourself on precisely the same terms of engagement. The Company reserves the right to decline the services of the Substitute if they do not meet the requirements of section 13 as set out below.

## **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**

| <b><u>Next of Kin</u></b> |  | <b><u>Emergency Contact</u></b><br>(You can also update your Emergency contact details via the Orridge Portal) |  |
|---------------------------|--|--|--|
| <b>Name</b>               |  | <b>Name</b>  |  |
| <b>Address</b>            |  | <b>Address</b>   |  |
| <b>Contact Number</b>     |  | <b>Contact Number</b>  |  |
| <b>Relationship</b>       |  | <b>Relationship</b>  |  |

**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 Ms. Muir (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, Victoria Muir, has agreed to become our whistleblower contact. Her telephone number is 07850 793899 and her e-mail address is [vamuir@btinternet.com](mailto:vamuir@btinternet.com)

In most instances you will wish to voice any concerns through your immediate manager or Managing Director or myself, but Ms. Muir 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 under the management of the Orridge & Co Ltd 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 Orridge & Co Ltd – as part of the Christie Group – seeks to 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 Company. 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](http://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 V34 311019**

|  |  |                            |                    |
|--|--|----------------------------|--------------------|
| <b>Print Name</b>  |  | <b>Print Name</b>          | Melanie Humphreys  |
| <b>Workers Signature</b>   |  | <b>Directors Signature</b> |                    |
| <b>Payroll No</b>  |  | <b>Position</b>            | Head of Operations |
| <b>Date</b>  |  | <b>Date</b>                |                    |
| <p><b>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.</b></p> |  |                            |                    |

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