

MEMORANDUM

TO: ALL REGIONS

FROM: ALL REGIONAL MANAGERS

DATE: 19/01/2016

SUBJECT MATTER: NON ATTENDANCE ON JOBS – NO SHOWS

All,

We are seeing more and more workers confirm jobs however then fail to turn up to work. These non-attendances are called **NO SHOWS** and cause endless problems within scheduling to find replacements at short notice.

To clarify a no-show:-

- If you have confirmed a job via the portal and do not attend the programmed job or inform either the office or Regional Management this is a NO-SHOW
- If you have confirmed a job via scheduling and do not attend the programmed job or inform either the office or Regional Management this is a NO-SHOW

With immediate effect:- If you fail to turn up to a job without giving sufficient notice then it will go down as a **NO SHOW**. One (1) **NO SHOW** and you 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**.

The Scheduling Department can be contacted on **01922 472020**.

Thank You

