Statement of Contractual Obligations

Terms and Conditions of placement

Name and address of placement

Contact person/supervisor

Phone number/ email address

Dates of placement

Time:

Dress Code:

Confidentiality: any company issues and client details must not be shared outside the work place

Code of Behaviour: friendly, punctual, good work practice, accuracy and tidiness, treat all equipment with respect and conduct yourself in pleasant manner.

Absence: ring in and inform supervisor if sick and absolutely impossible to attend work. Make up time missed on other days.

Ensure you have all details so you can make a phone call if necessary.

Health and safety: follow health and safety instructions , e.g. take breaks , use equipment properly and with care, be aware of procedures in case of emergencies

Bring insurance documentation to placement

Remuneration: There is no payment involved.