



An Introduction to



Broadline
Recruiters
Connecting People With Jobs

Your Broadline Handbook

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Welcome to Broadline Recruiters

Congratulations on your successful registration with Broadline Recruiters. We would like your experience with the company to be both a happy and a successful one.

To familiarise yourself with Broadline Recruiters, its operations and the workings of the Temporary Division, we have devised this booklet, which should provide you with all the information you need. However, should you at any time have any questions our consultants will always be available to help you.

Introduction

Our Mission is Connecting People With Jobs

- Remember - First impressions are lasting impressions
- Strive for Excellence - Deliver your best
- Put Customers First - Understand their needs & surpass their expectations
- Enthusiasm is Essential - Be passionate about what you do
- Being a Team Player is key to Success
- Use your Initiative and be prepared to be flexible
- Give that Extra 5% - Pay attention to detail

Why temp for Broadline Recruiters?

- Competitive pay rates with premium weekend rates
- Paid weekly
- Holiday pay
- Flexible hours
- You can increase your knowledge and skills to further your career
- We have a large client database
- We have numerous offices throughout the country
- Contract positions are also available
- Temporary contracts may lead to permanent positions
- You can temp for us while we are working on placing you in a permanent position
- You will be in direct contact with one of our consultants who will co-ordinate your working week and take care of any issues you may have
- Uniform and training are provided by Broadline Recruiters if required



Your First Steps

Upon registering with Broadline Recruiters you need to organise bank details and a P45. Our accounts office will require your bank details and PPS number in writing and your original P45 from your previous employer. If you are starting your first job in Ireland you need to set up a bank account, organise a PPS number and register for tax purposes. See details below:

Bank Details

All Temporary staff must set up a bank account into which your wages can be paid by direct debit. Upon registering please bring the following details with you:

- Name and address of Bank/Building Society
- Sort Code
- Account Number
- Account Holders Name

Bank Account Number All bank accounts have eight digits (not card number).

Sort Code Sort Codes have six digits.

If you do not already have a bank account, please set one up immediately to ensure that you receive your wages as quickly and efficiently as possible. If the sort code that you give is incorrect for your bank account then your wages will be re-directed and a cheque will be issued for that wages. However, if you give an incorrect bank account number, it normally takes four to five working days for wages to come back and a cheque will not be issued until Broadline Recruiters have been advised by the bank.

Where Do I Get a PPS Number?

- Call into your local Social Welfare Office
- Complete a REG 1 application form
- You will need to bring proof of address (e.g. a bill) and identification
- You will be notified by letter of your PPS number
- Their website is www.welfare.ie if you need more information

If a PPS Number is not given, you will be taxed 41% on total pay

Where Do I get a Certificate of Tax Credits?

- You need to call into the Revenue Tax Office and Complete a Form A12
- You will need our Broadline Recruiters tax number (details of which can be found on the next page)
- Once the Tax office have received your completed form A12 they will send you a certificate of Tax Credits and Standard Rate Cut Off Point
- These details will also be sent to your employer to ensure you are on the correct rate of tax

Procedure For Tax Office

It is important to note that if you have any queries regarding your tax, you must contact the Tax office yourself on Tel: 01 874 6821 or Lo call: 1890 333 425.

For more information visit www.revenue.ie

Make sure to contact the relevant unit and quote the relevant Broadline Recruiters registered number as follows:

Broadline Recruiters

Employer Number: 9848158T

Accounts Department

Email: accounts@broadlinerecruiters.com

Telephone: 01 404 7172

Method of Payment

Timesheets

Broadline Recruiters pays all temporary staff using the Timesheet Method. This method basically involves keeping a log of the amount of hours worked during the week on a timesheet. For each different unit you work in a new timesheet must be completed.

This is then signed at the end of each working week by both an authorised supervisor within the company you are working for and then by yourself.

Please ensure that your name and the client's name is printed clearly on the timesheet. All staff are responsible for sending in their timesheets unless otherwise specified by the agency.

NO TIMESHEET - NO PAY! Any corrections on the timesheet must be initialed by the client.

Once completed it is then forwarded to the Broadline Recruiters branch where you registered and it will then be processed through the accounts division for payment. Unless timesheets are received by your registered office by 9am on the Monday morning following your week's work/assignment, your wages will not be processed until the following week.

FOR INVOICING PURPOSE, TIMESHEETS MUST BE SUBMITTED WEEKLY.

(Samples on Page 7 and Page 9)

Payment Queries

Please do not approach clients with reference to remuneration arrangements. If you have any queries regarding this matter please contact Broadline Recruiters. Pay slips will be emailed to candidates.

Holiday Pay

All temporary staff are entitled to holiday pay at a rate of 8% of hours worked on your basic hourly rate up to a maximum of 20 days per year. All temporary staff must provide a minimum of 2 weeks notice to Broadline Recruiters of any holiday requests.

HOLIDAY PAY WILL ONLY BE PAID WHEN YOU ARE ACTUALLY TAKING HOLIDAYS.





This Timesheet must be with your consultant before 9am on Monday, failure to meet this deadline will result in a delayed payment.

Company name _____ Unit/Dept./Order No. _____
 Employee name _____

Week Starting Monday / /
 Week Ending Sunday / /

	Start Time	Finish Time	Total Hrs worked ex. lunch/breaks	Overtime Hrs x 1.5	Overtime Hrs x 2	Break 1 received	Break 2 received	Please give reason if breaks were not received.
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								

Employee Signature _____

Comments _____

Before sending this timesheet please ensure all hours are tallied correctly and that you and your manager have signed that all hours are correct.

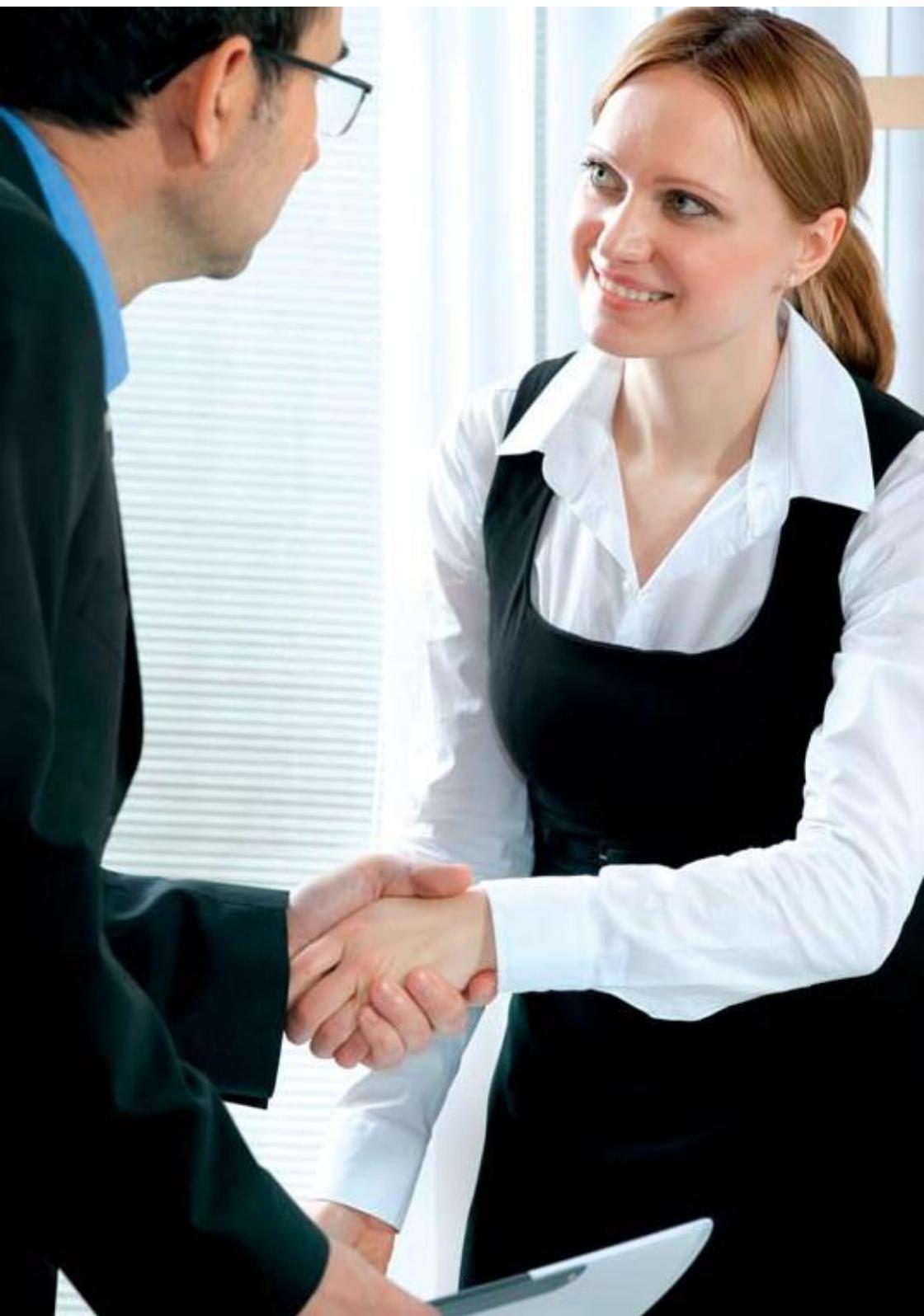
Tel: (0)1 404 7172 Fax: 01 404 7170
Email: info@broadlinerecruiters.com
www.broadlinerecruiters.com

Clients Signature _____

Clients Name _____

Comments _____

If a client engages a Temporary in a temporary/permanent position within 12 months of the completion by that Temporary of his/her assignment with the client, the client will be liable to the company for the temporary/permanent introduction fee.
 By signing this timesheet I authorise Broadline Recruiters to pay the employee all hours claimed and raise an invoice accordingly.



Equal Opportunities

Broadline Recruiters is committed to a policy of equal opportunities for all, and adheres to such a policy at all times and in line with the Employment Equalities Act 2000.

Broadline Recruiters will ensure that work opportunities are offered to candidates on the merits of skill, experience and qualification only. Broadline Recruiters makes a positive effort not to discriminate and encourages our clients and associates to hold a similar stance.

Broadline Recruiters will not tolerate discrimination directly or indirectly on the grounds of age, gender, family status, marital status, disability, race, religious beliefs, sexual orientation or membership of the Travelling Community during any part of our Recruiters process, from advertising a position to placing a candidate.

Please note: In accordance with current legislation, all non-EU Nationals must present a valid work permit upon registering with Broadline Recruiters.

Please note: All candidates must produce their passport upon registering with Broadline Recruiters.

Sick Leave

All temporary staff must inform us as soon as possible, regardless of the reason, if they are sick or unavailable to work. We require a minimum of one hour's notice of your inability to attend work. Broadline Recruiters does not pay sick leave to temporary staff.

Grievance Procedure

Should any member of our workforce, be it temporary or permanent, have a problem or concern about their assignment or working conditions they should aim to settle their grievance informally with the Consultant of the Employment Business responsible for that assignment.

If a temporary worker's grievance cannot be settled informally, or a formal approach is preferable, the temporary worker should raise it formally with the Director of the Employment Business as follows:

Written Statement - The Temporary Worker must set out their grievance in writing and send this statement to the Director of the Employment Business.

Meeting - The Employment Business will invite the Temporary Worker to attend a meeting to discuss the grievance once the Employment Business has had a reasonable opportunity to consider its response to that information. After the meeting, the Employment Business will inform the Temporary Worker of its decision and work towards rectifying the issues raised where practicable.



Disciplinary Procedure

The use of disciplinary procedures is imperative where an employee's conduct, attendance or performance is of concern to an employer. The rules set standards of performance and behavior whilst the procedures are designed to help promote fairness and order in the treatment of individuals. It is our aim that the rules and procedures should emphasise and encourage improvement in the conduct of individuals, where they are failing to meet the required standards and not by a means of punishment.

Every effort will be made to ensure that any action taken under this procedure is fair, with you being given the opportunity to state your case and appeal against any decision that you consider to be unjust.

The following rules and procedures should ensure that:

- The correct procedure is used when inviting you to a disciplinary hearing
- Disciplinary action, where necessary, is taken speedily and in a fair, uniform and consistent manner
- The employee will be advised of the nature of the complaint against him / her and will be given the opportunity to state his / her case before any disciplinary action is taken
- You will only be disciplined after careful investigation of the facts and the opportunity to present your side of the case. On some occasions temporary suspension on full pay may be necessary in order that an uninterrupted investigation can take place. This must not be regarded as disciplinary action or a penalty of any kind
- Other than for an 'off the record' informal reprimand, you have the right to be accompanied by a fellow employee, who may act as a witness or speak on your behalf, at all stages of the formal disciplinary process
- You will not normally be dismissed for a first breach of discipline, except in the case of gross misconduct or serious negligence when the penalty may be dismissal without notice and without payment in lieu of notice
- If you are disciplined, you will receive an explanation of the penalty imposed and you will have the right to appeal against the finding and the penalty

Disciplinary Procedure

There are stages to the warning procedure. The employer can reserve the right to initiate the warning procedure at any stage, or to jump stages, depending upon the circumstances of the case. Minor faults will be dealt with informally, but where the matter is serious, the following warning procedure may be used.

Formal verbal warning

A formal verbal warning will be disregarded after a nine month period.

Written warning

A written warning will normally be disregarded after one year.

Final written warning

A final written warning will normally be disregarded after one year.

Dismissal

General Notes

- If you are in a supervisory or managerial position then demotion to a lower status may be considered as an alternative to dismissal except in cases of gross misconduct
- In exceptional circumstances, suspension from work without pay for up to five days as an alternative to dismissal (except dismissal for gross misconduct) may be considered by the person authorised to dismiss
- Gross misconduct offenses will result in dismissal without notice
- You have the right to appeal against any disciplinary action
- Broadline Recruiters or the Client business may pursue a disciplinary procedure against you under the Unfair Dismissal Act 1977 (amended 1993). Both procedures will comply fully with fair procedure and natural justice.

Appeal

You will be informed at the time of your appeal who you need to address your appeal to, this must be done in writing within 5 days of decision.

Health & Safety



Health & Safety at Work

It is the Company's policy that all reasonable practical steps will be taken to ensure the health and safety of people and to prevent damage to property. To enable us to fulfill our responsibility for health and safety at work, it will be the duty of every employee in the company and all members of our temporary staff to co-operate with us and our clients in every respect concerning health and safety at work.

In this policy the term "safety" is defined to mean:

- The prevention of any injuries
- The promotion of occupation health and hygiene
- The control of situations likely to damage property and equipment
- Fire prevention and control
- The protection of the general public
- To investigate any situation that may give rise to risk

Electrical Safety

The following precautions must be followed at all times in relation to Electrical Safety:

- Always visually check electrical equipment before use
- Never use electrical equipment if there is any sign of damage
- Switch off electrical outlets before plugging or unplugging equipment
- Isolate the electrical supply before cleaning equipment
- Never operate electrical switches with wet hands
- Do not try to repair electrical equipment
- Do not use multi-outlet sockets
- Never enter electrical switchgear rooms
- Do not touch or approach anybody that has suffered an electric shock

Fire Procedures

- Study the fire precaution notices displayed in your area of work. Learn the locations of the fire alarm call points and fire fighting equipment
- Ensure that you know where all the fire exits are located within your area and where the evacuation point is for your area
- Never tamper with a fire extinguisher or use it to prop a door open and NEVER lock a fire door shut and block any fire exit route

Health & Safety at Work

CCTV

CCTV may be used to monitor Health and Safety and any breaches of discipline on the client business premises. The CCTV will record 24/7. Any alleged incident that may arise in which you are alleged to be involved will result in the employment of CCTV recorded footage (1) footage will be made available to any Garda investigation and/or (2) will be employed in any internal investigation. Please note that such footage employed in the context of such investigations may result in disciplinary action up to and including dismissal.

Mobile Phone Use

You may not use your mobile phone while on duty at anytime, unless you have the expressed permission of your Supervisor/Line Manager. Unauthorized use may lead to disciplinary action up to and including your dismissal.

Testing for Intoxicants

We (and our client businesses) reserve the right at all times to refer you for testing for intoxicants to a medical Doctor designated by us and you will co-operate in attending such testing. Failure to attend such testing will be subject to disciplinary measures and may result in dismissal.



Safe Manual Handling

Before performing any manual handling task that may present a risk of injury you must receive instruction in the safe way to do so. If you are in doubt you should refrain from carrying out the task until the safe method has been demonstrated to you. Do not put yourself or any other person at risk by attempting to move a load if you are unsure of the safe way to do so.

An Introductory Guide to Manual Handling:

Planning:

- Think about what you are going to lift or move
- Think about where you are going to move or lift from and to
- Think about any assistance that you may require. Never attempt to lift anything which is too heavy
- Avoid Hazardous Manual handling operations so far as reasonably practicable
- Always ensure you follow any instructions on safe systems of work and manual handling

Preparation:

- Remove any obstructions
- Obtain the assistance of other people if necessary
- Check the load for weight, stability or other unusual characteristics

Performance:

- Stand with your feet shoulder width apart (as close to the load as possible)
- Bend your legs keeping your back straight
- Get a firm grip on the load
- Raise the load by straightening your legs (keeping your back straight)
- Hold the load close to the body
- Do not twist (turn by moving your feet)
- Put the load down gently by bending your legs and keeping your back straight

Handling Chemicals

Know the physical and health hazards associated with the chemicals and hazardous substances you are using.

An Introductory Guide to Handling Chemicals:

- Use required personal protective equipment where chemicals are being used or stored
- Always follow manufacturers' instructions
- Always store chemicals in the correct labeled container in a designated area
- Never smell, inhale or taste chemicals
- Do not bring any chemicals on site
- Never mix chemicals
- Avoid direct contact with any chemical
- Always use chemicals with adequate ventilation or in a chemical fume
- Use hazardous chemicals only as directed and for their intended purpose
- Only use substances in their original containers and do not transfer substances from one container to another if it does not have the correct labelling and information on it
- Inspect equipment or apparatus for damage before adding a hazardous chemical. Do not use damaged equipment
- Do not leave opened containers of chemicals unattended
- Be alert of unsafe conditions and see that they are corrected when detected
- Use chemical containers or buckets as secondary containment when transferring chemicals
- Wash thoroughly with soap and water after handling any chemical
- Smoking, drinking, eating and the application of cosmetics is forbidden in areas where hazardous chemicals are used or stored

The following circumstances must be reported verbally to a supervisor immediately:

- If you are not provided with suitable hazard information for a substance
- If you are not aware of the correct way of using and handling a substance
- If there is a spillage of a hazardous substance

Policies for Food Handlers

Personal Hygiene Procedures

You have both a moral and legal responsibility to maintain high standards of personal hygiene at all times. All food handlers are sources of contamination for food and must take all precautions to prevent any possible contamination of food that they handle or come into contact with. Please pay special attention to your personal hygiene - brush your teeth, use deodorant, hair to be washed regularly, bathe/shower daily.

An Introductory Guide to Personal Hygiene:

Hands are potentially a serious source of contamination and the following precautions must be observed at all times:

- Nails must be short and clean
- Nail varnish must not be worn
- You must not work with food if you are suffering from any skin infections on your skin/arms
- Cuts or other wounds must be covered with a brightly coloured waterproof dressing
- Hands must be washed frequently and in particular on the following occasions:
 - Before starting work
 - After cleaning, emptying bins, cleaning dirty crockery etc.
 - After handling raw products
 - After using the toilet
 - After touching any part of the face or head
 - After eating, drinking or smoking

Hair for Food Handlers

Hair must be well groomed. Short hair must be contained in a head covering, e.g. cap or hair net, when preparing food. Long hair must be properly tied back, without any tailing ends, and fully contained in approved hair covering. Own personal hair coverings / accessories are not permitted.

Policies for Food Handlers

Hair for Waiting/Bar Staff

Waiting/Bar staff are not required to wear a head covering but they must either have their hair short or neatly tied back whilst on duty.

Jewellery

Jewellery is a potential source of contamination and must not be worn when working with food. Food handlers must not wear jewellery other than:

- A plain wedding band
- Small sleeper earrings which should contain no stones or other loose parts (Nose rings are not allowed)

The wearing of watches is not permitted in food production areas.

Perfume/After Shave

Perfume and after shaves may taint food and therefore are not permitted in food production areas.





Uniform for Food Handlers

Uniforms must be worn and maintained in a good condition. They must be clean and ironed. Protective clothing must not be worn outside of the workplace. Personal clothing must not be kept in food handling or storage rooms. Uniforms should consist of plain black trousers, black polo shirt and a black apron.

In the case of chefs, full uniform must be worn consisting of jacket, trousers, apron, hat and safety shoes. No logo's allowed on uniforms.

Uniform for Waiting/Bar Staff

For waiting / bar staff uniform consists of a long sleeve white shirt, plain black trousers, black waistcoat and black bowtie. No personal garments can be worn over or under uniforms.

Laundry

Uniforms must be washed separately from other clothes. Soiled uniforms should be kept separately from clean uniforms.

Foot Wear

All members of staff working in kitchen's/catering establishments must wear safety shoes. Shoes worn whilst at work must be clean, fully enclosed at the toe and the heel, low heel with a good slip resisting tread. Sandals or soft shoes such as trainers are not permitted for safety reasons. Safety shoes must not be worn outside of work. Plain black socks must be worn.

Facial

Subtle use of make up is permitted. Clean shaven or neatly trimmed beards/moustaches.

Tattoos

Visible body tattoos are not permitted.

Health & Hygiene

10 Point Code for People Working with Food

1. Regularly wash your hands and nails thoroughly before you commence working and always after entering your work area, after using the toilet, handling raw produce, handling waste products, smoking, handling dirty containers, crockery etc.
2. Do not touch your nose, mouth or hair without washing your hands immediately afterwards. Only use the designated hand wash basins for washing your hands and forearms - never use for washing utensils.
3. You have a legal obligation to immediately report to your supervisor any infections of the skin, nose, throat or bowel.
4. Cover cuts, boils, open wounds or any septic areas completely with an approved waterproof dressing.
5. Do not take any food or drink out of the premises that does not belong to you.
6. Keep nails short and clean. Do not wear jewellery, nail varnish or watches.
7. Approved clean protective clothing, hats, hair nets, overalls, etc. must be worn correctly at all times.
8. It is in your interest and a requirement of Noel Recruitment that you immediately report to a supervisor if you come across anything which is below acceptable standards or equipment that does not appear to be working properly.
9. Use clean utensils and equipment at all times. Do not handle food unnecessarily.
10. Never smoke, eat or drink other than in specifically designated areas.

Infection Control

You will be a serious source of contamination if you are suffering from any of the symptoms of food poisoning. You must report to your Supervisor if you or any close member of your household is suffering from any of the following symptoms:

- Stomach cramps
- Vomiting
- Diarrhoea
- Discharge from the ears or nose
- Skin infections on the hands or arms

Contracts & Arrangements

1. Temporary staff must familiarise themselves with the client's safety policies, procedures and emergency plans and comply with them at all times. You must do this on your first visit to each site.
2. Broadline Recruiters will liaise with clients to ensure the safety of the field staff. Where protective clothing or safety equipment is required; ensure suitable items are available for the assignment.
3. Temporary staff must adhere to client's health and safety practices and be responsible for their own safety at all times.
4. At no time must temporary staff behave in such a way to endanger their own or any other worker's health and safety.
5. In the case of accident or injury, temporary staff must notify both the client and Broadline Recruiters.

Details of an accident need to be investigated (confirmed in writing in certain cases) and entered into the client's accident book. The following details should be entered:

- Field Staff personal details
- Time/date and location of accident
- Type of incident and how it occurred
- Activity at the time of the accident
- Description of injuries sustained
- Witness details

Your Responsibility

Broadline Recruiters shall as far as is reasonably practicable, implement health and safety policies and procedures. You must also comply with all the rules for employees laid down by the Health & Safety at Work Act, The Factories Act, Offices, Shops and Railway Premises Act and any regulations made under them or any other industrial safety legislation.

- It is your responsibility whilst at work to take reasonable care of your own safety and the safety of other people who may be affected by your activities
- You must comply with the instructions laid down by management regarding safety
- You must use the means and facilities provided for the purpose of health and safety at work properly
- You must not misuse or interfere with anything provided in the interest of health & safety
- You must not undertake tasks or use machines for which you have not received training or instruction
- Always use equipment as directed. Never take short cuts to save time
- You must not use unguarded machinery where guards are a statutory requirement
- When using machinery familiarise yourself with the location of emergency cut off switches
- Never attempt to repair any electrical or other equipment - always report any defects to your manager immediately
- Where heavy lifting is necessary, ensure that you have had instruction from the client company in safe lifting techniques
- If you have an accident at work you must ensure that you enter the details in the client's accident book and inform Broadline Recruiters



Your Responsibility

For reasons of safety and insurance cover, certain jobs are prohibited and some will require special written authorisation from Broadline Recruiters. These include:

Prohibited

- Mining, tunnelling, quarrying
- Drop forging
- Demolition work
- Work on moving amusement devices
- Working on aircraft
- Pest control/logging or forestry work
- Making and/or handling explosives

Written Permission Required

- Working at heights on ladders, erecting scaffolding or any other temporary levitation devices above 5 metre
- Carriage of dangerous goods or chemicals using motorised vehicles
- Working below ground level
- Chemical manufacture
- Working with coated substances
- Offshore work
- Using powered cutting tools
- Erecting or dismantling metal constructions
- Anything where you may consider the health & safety of either yourself or other persons to be at a higher risk than normal

Assignments Requiring Specific Authorisation

Subject to ability and qualifications:

- Using power tools
- Working over 5m from the ground on scaffolding or ladders
- Dismantling/wrecking machinery
- Erecting/dismantling metal constructions
- Exterior building and structure renovation



Broadline Recruiters Statement of Terms & Conditions of Employment for Temporary Workers

1) Definitions

In these terms of engagement the following definitions apply:

'Temporary Worker' means the person introduced by the Employment Business to the Client for engagement.

'Employment Business' means Broadline Recruiters (Ire.) Ltd and/or subsidiaries or associated companies

'The Client' means the person, firm or corporate body requiring the services of the Temporary Worker.

'The Assignment' means the period during which the Temporary Worker is engaged to render services.

References to the singular include the plural and references to the masculine include the feminine and vice-versa.

2) The Contract

- a) These terms constitute a Contract of Services between the Employment Business and the Temporary Worker upon being signed by the Temporary Worker and they govern each and every assignment undertaken by the Temporary Worker.
- b) In the event of the Temporary Worker declining to accept any offer to work or not attending work, for any reason, no contract shall exist between the Employment Business and the Temporary Worker. No contract shall exist between the Employment Business and the Temporary worker between assignments.
- c) In the event of termination by the client of the assignment that the temporary worker is assigned to, no contract shall exist between the Employment Business and the Temporary Worker.
- d) For the avoidance of doubt these terms will not give rise to a Contract of Employment between the Employment Business and the Temporary Worker. Client payments will be made directly to the Employment Business on behalf of the Temporary Worker who will make the appropriate payments to the temporary worker in line with clause 3c below.
- e) No variation or alteration of these terms shall be valid unless approved by the Employment Business in writing

Disclosure of Information

Employees shall not disclose any information relating to the Company or the Client business, its structure or performance to anyone except senior management within the Company or the Client business.

Employees shall on no account discuss the Company or the Client business or its affairs with the press, media or any unauthorized persons. Any requests for information received must be referred to your Section Manager. Any breach of this rule will lead to disciplinary action that may include your dismissal.

Broadline Recruiters Statement of Terms & Conditions of Employment for Temporary Workers

DATA Protection Permission

By signing this contract I am giving my express consent that my personal information may be shared with the third party for the purposes of establishing an ethical and employment law compliance audit.

Privacy Statement

Broadline Recruiters Ltd and its associated businesses are governed by the DATA Protection Act 1988 - 2003 and are registered with the DATA Protection Commissioner's Office. The company's objective in providing this privacy statement is to ensure full compliance with the act and best practice at all times.

To secure the confidentiality attaching to the Proprietary Information stored by Broadline Recruiters and associated companies, the Company shall:-

- a) Keep separate all Proprietary Information and all information generated by the Company and arising from any and all discussions, documents and other records of the Company, its staff and its clients;
- b) Keep all documents and any other material bearing or incorporating any of the Proprietary Information at our usual place of business in a secure location;
- c) Not verbally disclose, use, reproduce, transform, or store any of the Proprietary Information in an externally accessible computer or electronic information retrieval system or transmit it in any form or by any means whatsoever outside of the Company's usual place of business without obtaining the other party's prior written consent.
- d) Should you have any reason for complaint or enquiry then please contact the company's DATA protection officer.

Right to Search

By signing this contract I give my expressed permission to allow, my person, any bags I may be carrying on my person, the clients company locker or any secured furniture or building, my car or any transport I may be a passenger in while on the client company premises, to be searched on request. I further except that failure to co-operate in such a request will be considered gross misconduct and may lead to my dismissal.

Sunday Premium

If you have been rostered 5/7 and rostered to work Sunday as part of your normal working week then you will be paid a Sunday premium. This maybe as an increased rate of pay for the Sunday worked or it maybe included in your hourly rate as a Sunday premium payment.

This contract, its terms and conditions may be altered by the company giving 4 weeks notice in writing.

Broadline Recruiters Statement of Terms & Conditions of Employment for Temporary Workers

3) The Assignment

- a) The Employment Business will endeavour to obtain suitable assignments for the Temporary Worker.
- b) The Temporary Worker acknowledges that it is in the nature of temporary work that there may be periods when no suitable work is available and agrees (a) that suitability shall be determined solely by the Employment Business and (b) that the Employment Business shall incur no liability towards the Temporary Worker should it fail to offer opportunities to work in the category specified or in any other category.
- c) The Employment Business shall pay the Temporary Worker remuneration calculated at the legal minimum hourly rate gross for each hour worked during an assignment to be paid weekly in arrears by electronic transfer. Deductions for the purposes of PRSI Contributions, PAYE and any other deduction, which the Employment Business maybe bound by law to make, shall be deducted from all payments to Temporary Workers.
- d) You will be based on our client companies' premises, which depending on your availability and work preference may change occasionally. Start date and your hours of work will be confirmed by the Employment Business before any new or change in assignment. You will on occasion be required to work outside these hours and where possible notice will be given.
- e) The Temporary Worker is not obliged to accept any assignment offered by the Employment Business but if he/she does so during every assignment and afterwards, as appropriate, he/she will:
 - i) Co-operate with the Client's staff and accept the direction, supervision and instruction of any responsible person in the Client's organisation
 - ii) Observe any rules and regulations of the Client's establishment to which attention has been drawn or which the Temporary Worker might reasonably be expected to ascertain
 - iii) Unless arrangements have been made to the contrary, conform to the normal hours of work currently in force at the Client's establishment
 - iv) Take all reasonable steps to safeguard his own safety and the safety of any other person who may be present or affected by his actions on the assignment and comply with the health and safety policy of the Client
 - v) Not engage in any conduct detrimental to the interests of the Client
- f) Due to the nature of temporary assignments, the Employment Business cannot confirm the duration of its assignments, but will notify you within 24 hours of notification from the client company as to duration
- g) Where an accident occurs while at this company (client) it must be reported to your nominated supervisor immediately and an accident report form completed and returned to the client and the Employment Business

Broadline Recruiters Statement of Terms & Conditions of Employment for Temporary Workers

4) Timesheets / Payment

- a) At the end of each week of an assignment, or at the end of the assignment where an assignment is for a period of less than one week or is completed before the end of a week, the Temporary Worker shall deliver to the Employment Business his/her time sheet duly completed to indicate the number of hours worked by the Temporary Worker during the preceding week and signed by the authorised representative of the Client. The Employment Business shall not be obliged to make any payment to the Temporary Worker unless a properly authenticated timesheet has been submitted.
- b) Salary will be paid on a weekly basis, one week in arrears and will be paid on Fridays directly into your bank account. Salaries will be calculated on an hourly rate basis and the rate per assignment will be given at the start of each assignment.
- c) For the avoidance of doubt and for the purposes of the Working Time Act Regulations, the Temporary Worker's working time shall only consist of those periods during which he is carrying out his activities or duties for the Company as part of the Assignment. Time spent travelling to the Company's premises, lunch breaks and other rest breaks shall not count as part of the Temporary's working time for these purposes. Rest breaks may only be taken on the authorisation of the nominated supervisor.
- d) The Temporary worker may be asked to work on multiple sites due to client's needs. Overtime will only be paid to a temporary worker that works over the weekly hours on the same site.

5) Termination of Contract

- a) The Employment Business are reliant on our client to confirm when this contract will be finished. Where possible notice will be provided, however, the contract can be terminated with immediate effect. Where possible the Employment Business will attempt to source new employment for you on your behalf.
- b) The Employment Business may without notice and without liability instruct the Temporary Worker to end an assignment at any time.

6) Sickness / Absence

- a) If the Temporary Worker is unable for any reason to work on an assignment they should inform the Employment Business at least one hour before start time on the first day of absence to enable alternative arrangements to be made.
- b) Unless specifically agreed to the contrary, the Temporary Worker is not entitled to payment from the Employment Business or its Clients for time not spent on assignment whether in respect of holidays, illness or absence for any other reason.

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7) Holiday Pay / Public Holiday Pay

Under the Organisation of Working Time Act 1997, depending on time worked, the Temporary Worker's holiday entitlements are paid as follows:

- a) 8% of the hours an employee works in a leave year (but subject to a maximum of 4 working weeks)
- b) Holiday pay is paid at the Temporary Worker's request
- c) A minimum of two weeks' notice must be received if you wish to take holidays and must be agreed with the Employment Business in advance
- d) Temporary Workers, who have worked at least 40 hours in the 5 weeks ending on the day before the public holiday, are entitled to public holiday benefits.

HOLIDAY PAY WILL ONLY BE PAID WHEN YOU ARE ACTUALLY TAKING HOLIDAYS.

8) General

- a) Please do not bring any personal belongings or valuables to work as the Client or the Employment Business will not be held responsible for any losses.
- b) No pension contributions are paid to Temporary Staff. However, we can provide details of a nominated PRSA provider for any employees who wish to make pension contributions. Further information is available from the office where you registered.
- c) The Temporary Worker will not at any time divulge to any person or use of his own, or any other person's benefit, any information in relation to the Client's or Employment Business employment, business affairs, transactions or finances.
- d) All Temporary Drivers, who, on the date of his /her application must declare their situation with regards to double employment, Anyone failing to inform the Employment Business of his/her employment status may lead to your dismissal.
- e) The Employment Business has strict harassment and disciplinary policies. Policies are available for inspection at any of the branches and all disciplinary actions will be the responsibility of the Employment Business.

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9) Temporary Agency Work Act 2012

- a) Your employment with Broadline Recruiters entitles you to the protection of all Irish Employment Legislation expressed or implied. In particular an agency worker contract with Broadline Recruiters is covered by the terms of the Protection of Employees (Temporary Agency Work) Act 2012 (hereafter the 2012 Act). The objective of this act is to ensure that you are treated no less favourably than an employee employed directly by a client company (hirer), carrying out the same work. This specifically covers basic pay, working time, overtime, rest periods, rest breaks, night work, annual leave and public holidays.
- b) In addition, you are entitled to benefit from collective facilities and amenities within the hirer company. You are also entitled to information on job vacancies in whatever client business you have been placed for the duration of your term with them.
- c) The terms of the 2012 Act do not apply if you have been taken on as a direct employee of Broadline Recruiters Limited under a paid between assignments contract or you are employed directly under a managed service contract supervised directly by Broadline Recruiters. A copy of the 2012 Act is available at all branches of Broadline Recruiters Limited for your information.

Confidentiality Clause

All temps and direct employees under a PBA or managed service contract must adhere to this strict policy on client confidentiality.

You acknowledge and agree that during the term of your placement/employment, you may have had access to information which is confidential and/or proprietary to the Client Company, including but not limited to information of a business, financial, or technical nature and all other information relating to the business and affairs of the Client Company. You hereby agree that all such information shall remain at all times the exclusive property of the Client Company. You further agree that you will at all times maintain such information in your possession in confidence and shall not disclose such information to anyone else nor shall you use it for your own benefit or for the benefit of others.

In order to preserve Client intellectual property and our business going forward, it is a condition of employment that any employee/agency placement may be searched by a recognised officer employed or retained by the Client Company. Such officer's have authority to search an employee's/agency placement's belongings, including his/her bag/motor vehicle, when he/she is entering or leaving the Client Company Premises. Random searches may take place at the employee staff entrance/at the security barrier. Any employee/agency placement found in possession of unauthorised articles belonging to the Client Company or to another employee is liable to dismissal and he/she may also be prosecuted.

Broadline Recruiters Group Companies



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