

Guidelines for Temporaries

Welcome to Reed and thank you for choosing to join our team of temporaries. We hope your work will prove interesting and stimulating. Reed Temporaries are known for their hard work and professionalism. This has resulted in excellent client relationships and consequently Reed is able to offer a wide choice of assignments.



REED

Equal Opportunities - We have a strong commitment to equal opportunities, both when recruiting our own staff and when supplying clients. We undertake to screen all candidates only on the basis of their merit, and will not discriminate against anyone because of sex, colour, race, religion, ethnic origin, disability, nationality or marital status.

Improving your Skills - All of our candidates have access to our free office technology training services, enabling you to tailor your skills to the requirements of a specific vacancy, or simply develop your potential for the future.

Permanent Job - One of the benefits of temporary work is that clients are able to see how capable you are. This may well lead to an offer of a permanent role with that company. If this is an attractive prospect for you, let us know so that we can sort out the paperwork and make all the arrangements to ensure everything goes smoothly. If you decide Temping is no longer for you and you want a permanent job, our Permanents Consultant will be happy to assist you in securing a really worthwhile position to suit your particular talents and experience.

Leaving - When you cease working as a Reed Temporary, please ask your Temporaries Consultant to request your P45 form from our payroll department. You should receive your P45 in the same week as your final payment.

AND FINALLY

We do hope the time you spend as a Reed Temporary is an enjoyable one and will benefit your future career. We ask your co-operation in observing these guidelines to assist in retaining the goodwill of our clients, which will result in regular work for all concerned. Remember, if you have any queries, no matter what, please contact your Temporaries Consultant.

GETTING TO KNOW YOU

Our aim is to match the needs of a temporary with those of our clients. To ensure we offer you interesting assignments that match your skills, your Temporaries Consultant will ask you to complete a series of skill evaluations. We also take up references without exception, from at least two previous employers, schools or colleges.

So that we know exactly what you can expect from your assignment, we visit client premises wherever possible to establish in more detail what the work involves and to gain a greater understanding of the environment in which you will be working.

HELPING YOU

Your Temporaries Consultant will help and guide you through any difficulties you may encounter regarding temporary work. If there is anything you do not understand, please do not hesitate to ask your Consultant who will be only too pleased to assist you. We feel confident you will enjoy working as a Temporary through Reed and to assist you, we have prepared the following guidelines.

WORKING THROUGH REED

As a Reed Temporary, you are self-employed under a weekly contract for services. Your earnings are taxable under the 'Pay As You Earn' tax system and you will also pay National Insurance contributions.

As a Reed Temporary you may stand to benefit from Reed's Profit Related Pay Scheme (see separate leaflet for full details).

On registration, please let your Temporaries Consultant have your Form P45 from your previous employer. Provided your P45 is current to this tax year, we will use the tax code indicated on it for taxing your earnings.

If you do not possess a P45, please inform your Consultant, who will ask you to complete a Form P46. This form will allow Reed to tax your earnings on the emergency tax code until we either receive your correct code from your P45 or from our Tax Office. Failure to sign a Form P46 will mean that you will be taxed at Basic Rate and therefore receive no allowances.

Students - Full-time students may be exempt from paying any tax whilst in temporary employment if their earnings for the full tax year are not more than the personal allowance. Please complete a Student Form which can be obtained from your Consultant.

Schedule D Status - All temporaries will have National Insurance deducted from their pay. However, you can complete a form at the branch requesting concessionary treatment from the tax office. This will be forwarded to our tax office who may grant you a PAYE Code of NT, which means you will pay no tax. Until this Code is issued, tax will be deducted at Basic Rate.

National Insurance - The DSS & tax office require us to have your National Insurance number on record. This number can be found on your Form P45. If you do not possess a National Insurance number, you should contact your local DSS (their telephone number and address can be found in your local telephone book).

Taxation - If you need to contact our tax office, the address is:
HM Inspector of Taxes, North East Three District (London),
Wardley House, 25 Little Horton Lane, Bradford,
West Yorkshire BD5 0ZL. Reference No: 929 R414.
Telephone: 0274 723470

Basic Rate Taxation - BR tax coding on your payslip stands for Basic Rate Taxation. You will be at BR tax if:

- a. You have not given us your Form P45 and you have not completed a Form P46.
- b. You register as a Temporary with Reed and you already have another major source of income.
- c. Reed have been instructed to operate the BR code by our tax office.

Emergency Coding - A number 1 following your tax code on your payslip indicates that you have been placed on Emergency Tax. To avoid this, please complete and return any forms the tax office may send you, as quickly as possible.

Form P625 - The tax office has produced this form as an easy way to keep a record of your earnings during each tax year. The Tax Office may ask you to submit this if there is a query regarding your tax. Please also record any period of unemployment and benefits claimed during each tax year.

Statutory Sick Pay - Should you fall ill for four consecutive days following 13 weeks continuous Temporary employment through Reed, you may be entitled to Statutory Sick Pay. If all statutory requirements are met, you will only be entitled to a maximum of one day's SSP (approximately £10). The relevant claim form is available through your Temporaries Consultant.

Maternity Benefits - Statutory Maternity Pay (SMP) is a Government scheme administered by Reed on behalf of the Department of Social Security. SMP was introduced in June 1987 for working women expecting a baby. There are a number of rules and procedures to be observed and your Consultant will explain these to you. S/he will also give you the necessary Statutory Maternity Claim form.

Thursday is Communication Day - Please telephone your Temporaries Consultant on the Thursday morning of your assignment with an estimated total of the hours you have worked that week. S/he will then discuss whether your current assignment is to continue or whether further assignments may be available for the following week.

Holidays - Please give us as much notice as possible of any holiday you intend taking. This will help us to plan your future assignment.

Change of Address - Should you change your address or telephone number, please let your Temporaries Consultant know as we may need to contact you urgently regarding an assignment. Even if you leave Reed, please keep us informed of your change of address so that you will benefit from any additional single payment which may be due at the end of our financial year in accordance with the Profit Related Pay Scheme.

Payment - Payment is made by the BACS system directly into your bank or building society account. Your Temporaries Consultant will ask you to complete the relevant form which will then be forwarded to our payroll department. If you do not have a bank/building society account, or if you do not wish to use it, Reed have teamed up with the Nationwide Building Society to offer you a Cashbuilder Account. Ask your Consultant for details.

Timekeeping/Time Off - Punctuality indicates professionalism, an attitude Reed endorses and encourages. Your efficiency and hard work will not go unrewarded and will hopefully result in regular assignments. If you are ill, going to be late or have an emergency which prevents you from reporting to work or completing an assignment, please inform your Temporaries Consultant before 9.00 am. We will liaise with the client and arrange an emergency replacement if necessary. We have no wish to upset either you or our client, so it is beneficial to all three parties concerned to be aware of the situation.

Dress Code - We will, wherever possible, give you guidelines, but you should always dress in a businesslike manner to suit the environment in which you are working.

Smoking - More and more organisations are adopting a no smoking policy in the workplace. If this is a concern for you, always check what the company's policy is, when your consultant assigns you to a company.

Health & Safety - The company you have been assigned to should ensure that the place of work is safe. Nevertheless, you should take care of your own safety and that of others who may be affected by your actions. For example, observe the client's safety procedures, ask for instruction before attempting to operate equipment with which you are unfamiliar, locate corridors, stairways and exits you may need in an emergency and always close fire doors.

TIME SHEET

Please ensure you complete your time sheet accurately and legibly with the number of hours worked per day (excluding lunch breaks). See example below. Time sheets must be signed by the client at the end of the week, or of each assignment if less than a week. **WITHOUT A CLIENT SIGNATURE WE ARE UNABLE TO PAY YOU.**

Your consultant will fill in your name and details here.

Your consultant will put the company name and address of the people you are working for here.

When you finish your assignment, the person you reported to must sign the time sheet here. If they don't we won't be able to pay you.

1. CLIENT COPY

INVOICE ADDRESS

TO BE COMPLETED AND RETAINED BY THE CLIENT

Time Sheet No. NAME

Wk End Friday

JOB TITLE CAT

PAYROLL NUMBER

TEMP. REG. BY BOOKING OBTAINED BY PAY AT BRANCH

NORMAL WORKING HOURS: TO

TO BE FILLED IN BY TEMPORARY

| | STARTING | FINISHING | TOTAL HOURS WORKED |
|-----------------------------|----------|-----------|--------------------|
| SAT | am | pm | |
| SUN | am | pm | |
| MON | am | pm | |
| TUE | am | pm | |
| WED | am | pm | |
| THUR | am | pm | |
| FRI | am | pm | |
| TOTAL HOURS WORKED → | | | |
| TOTAL HOURS WORKED IN WORDS | | | |

85184

I hereby confirm that the hours shown on this timesheet have been worked and are subject to the overtime premium stated.

a) the hours shown on this timesheet have been worked and are subject to the overtime premium stated.

b) we have received and accept the Reed Terms of Business, repeated in detail and in particular Clause 1(i) which means that if we are B in any capacity whether temporary, permanent or self-employed we will be liable for an introduction fee.

c) the signed timesheet will form the basis of an invoice payable within 7 days of the date of invoice.

Read end-user to give you the highest quality service and personnel. Your comments are welcomed by our Management on 081 397 9221

REED
Reed Personnel Services Plc. Low Rise,
Tolworth Tower, Tolworth, Surrey KT6 7EL

AUTHORISED CLIENT SIGNATURE
Please Print Your Name in Block Capitals Below

SIGNED BY: _____ TIME: _____

DATE: _____

You must fill in this section yourself every day.

The top copy of your time sheet is retained by the client, Copies 2, 3 and 4 are returned to the Branch for payment. The Blue copy is your record of your assignment and the hours you have worked. If for any reason you do not have a time sheet then you must obtain the client's signed confirmation of the hours you have worked on the client company's headed notepaper.

Your signed time sheet should be returned to your Branch each Friday to ensure you are paid promptly. If you are unable to get to your branch on Friday, put it through the letter box of your own, or any Reed branch. Alternatively post it (1st class) to arrive in your branch on Monday morning. Please note we cannot pay on a faxed copy of your time sheet.