

Your Responsibilities As A Thorpe Molloy Recruitment Temporary Worker

You are entitled to statutory rights including holiday pay, sick pay, maternity/paternity pay and time off in accordance with the Working Time Regulations.

In return, we ask that you uphold your responsibilities to us with regard to giving the required period of notice (as per your terms and conditions) and informing us of absence at the earliest possible opportunity in the event of sickness or other unforeseen events.

Professional Presentation And Personal Conduct

All temporary workers are required to respect the specific rules and regulations of individual clients. Throughout your temporary assignments please ensure that you dress in line with the corporate image of the client you are working for. All temporary workers are required to wear suitable business dress and conduct themselves in a smart and professional manner. Whilst on site for Thorpe Molloy Recruitment, temporary workers are required to keep personal calls and appointments to a minimum. Mobile phone calls are not permitted during the working day nor are unauthorised e-mail/internet activities.

General Enquiries

If you have a general enquiry relating to your assignment, please do not hesitate to contact your recruitment consultant directly.

Holiday Pay

Thorpe Molloy Recruitment operates a system of accruing holiday pay on behalf of temporary workers. For more information of annual leave and qualifying holiday pay refer to our Guidance on Annual Leave information sheet.

Notice Of Absence

If you are unable to attend work for any reason, you must contact your recruitment consultant or line manager to notify them before your start time on each day of absence and provide them with an expected date of return.

If you are unable to attend work due to illness or injury, you must contact your recruitment consultant or line manager to notify them before your start time on each day of illness and provide them with an expected date of return. If you are likely to be ill for seven or more calendar days, you will need to provide Thorpe Molloy Recruitment with a medical certificate as soon as possible. Failure to follow this procedure may affect your entitlement to Statutory Sick Pay.



Notice Of Leaving

Thorpe Molloy Recruitment temporary workers are required to provide one week's notice for terminating an assignment, unless otherwise specified at the commencement of the temporary assignment.

Agency Workers Regulations

The Agency Workers Regulations 2010 entitles temporary workers to the same basic terms and employment conditions as if they had been recruited directly to the job. You'll find a comprehensive summary of your rights under these regulations in our Guidance on the Agency Workers Regulations information sheet.

If you would like to know more about working as a Thorpe Molloy Recruitment temporary worker visit the Resources Section of our website.

Alternatively, you can search our temporary jobs and apply online at www.thorpemolloy.com.

Or, just because we think it is good to talk, call one of our consultants on **T 01224 327 000**.