



# Welcome Pack

**Heanor: 01773 252222**

**Mansfield: 01623 272676**

**Nottingham: 01158 244454**

**Out of hours mobile: 07507 692047**

**Payroll: 03303 201571**

**Email address: [admin@Recruit2You.co.uk](mailto:admin@Recruit2You.co.uk)**

**Office hours 08:30 – 17:00 Monday – Thursday and 08:30 16:00 Friday**

**Our business is all about helping local people find gainful employment, and we take pride in ensuring our candidates are looked after from day one.**

**We have opportunities across a variety of sectors, on both a permanent or temporary basis, part time and full time - all to fit around your lifestyle and commitments. Our goal is to make your dream job a reality, and we do so through our fair and ethical approach to recruitment. We are “Placing People First”**

## **There are many benefits to choosing Recruit 2 You Ltd**

- As a chain we supply to over 100 different businesses each week, allowing you the ability to choose the right type of job for you.
- Choice of days, nights, shifts, weekends only and part time work on both short- and long-term contracts.
- If a problem arises with a contract or wages, we will sort it out immediately.
- We do not charge for our services and neither do we discourage clients from taking on our workers into **permanent positions**.
- We will always try to pay the best going rate for the job.

## **Better rates of pay = better motivated workers**

- Worker of the Month scheme, where the winner receives vouchers for a top high street store.
- Workwear and uniforms available.
- Paid weekly, direct into your bank account and payslips are made available via your unique payroll portal.
- Refer a friend scheme (paid initiative).

## • Payroll

- Payslips are distributed every Thursday via your payroll portal. Your wages will appear in your bank on a Friday. Wages are paid a week in arrears i.e., work week 1 paid on Friday week 2, week 2 paid on Friday week 3 etc. Payroll is prepared by our Head Office, based on the timesheets confirmed by our Clients. In case of payroll queries please contact us in our opening times Monday to Friday, we will not be able to deal with any queries when head office is closed. Most problems with wages are caused when Staff do not sign in and out / clock in and out. Please remember it's your responsibility to make sure you always sign/clock on Clients premises.
- Personnel Files
- The company maintains a personnel file on each worker. These files are kept confidential to the extent possible. Workers may review their personnel file upon request.
- It is important that personnel files accurately reflect each workers' personal information. Workers are expected to inform the company of any change in name, address, home phone number, home address, marital status, number of dependents or emergency contact information.

### Working / Contact Hours

The company maintains normal working hours of 08:30am-5:00pm Monday to Friday. Should a worker have any questions regarding work schedule, the worker should contact Recruit 2 You within office hours if possible.

The company does not tolerate absenteeism without excuse. Workers who will be late to or absent from work should notify us in advance, or as soon as practicable in the event of an emergency. We expect staff to notify any planned absences as soon as they plan it, sickness, and unexpected absences to be notified no later than 1 hour before shift commencing, this should be via a telephone call – we do NOT accept a text message to report an unauthorised absence. All emergency departures while at work needs to be reported to the supervisor/manager and followed by notification to Recruit 2 You office.

Unauthorized departures may result in disciplinary action.

### Holidays

In order to book a holiday, Recruit 2 You require a week notice for a single day of holiday. Anything over a day, we require 2 weeks' notice in writing – you can send you request via text message to 07507 692047.

Workers are entitled to 28 days holiday a year, inclusive of bank holidays which must also be booked with the appropriate notice period as above. Entitlement to payment for leave accrues in proportion to the amount of time worked continuously by the Temporary worker on Assignment during the leave year. Holiday year will run January to December.

### Work Performance

The company expects every worker to act in a professional manner. Satisfactory performance of job duties and responsibilities is key to this expectation. Workers should attempt to achieve their job objectives, and act with diligence and consideration always. Poor job performance can result in disciplinary action, up to and including termination.

Our company provides temporary workers to the Clients, who request staff daily and on a regular basis provide us with the feedback about workers, job availability depends on Clients needs and we CAN NOT guarantee any jobs availability.

### Disciplinary Action / Termination of contract

The company reserves the right to discipline and/or terminate any worker who violates company polices, practices or rules of conduct. Poor performance and misconduct are also grounds for discipline or termination.

### Health and Safety

The company takes every reasonable precaution to ensure that workers have a safe working environment. We expect our workers to follow the Client's Health and Safety Rules whilst at Client's premises.

In the event of an accident, workers must notify a supervisor immediately. Report every injury, regardless of how minor, to a supervisor immediately. Physical discomfort caused by repetitive tasks must also be reported. For more information about on the job injuries, refer to workplace Health and Safety Rules and Regulations.

### Equal Opportunity Employment

This company is an equal opportunity employer and does not unlawfully discriminate against workers or applicants for employment based on an individual's race, colour, religion, creed, sex, national origin, age, disability, marital status.

Reporting: Any worker who feels that he or she has been harassed or discriminated against or has witnessed or become aware of discrimination or harassment in violation of these policies, should bring the matter to the immediate attention. The company will promptly investigate all allegations of discrimination and harassment and act as appropriate based on the outcome of the investigation. An investigation and its results will be treated as confidential to the extent feasible, and the company will take appropriate action based on the outcome of the investigation.

### Drug-Free / Alcohol-Free Environment

Workers are prohibited from unlawfully consuming, distributing, possessing, selling, or using controlled substances while on duty. In addition, workers may not be under the influence of any controlled substance, such as drugs or alcohol, while at work, on company premises or engaged in company business. Prescription drugs or over-the counter medications, taken as prescribed, are an exception to this policy.

Anyone violating this policy may be subject to disciplinary action, up to and including termination.

### Open Door Policy

The company has an open-door policy and takes workers concerns and problems seriously. The company values each worker and strives to provide a positive work experience. Workers are encouraged to bring any workplace concerns or problems they might have or know about to their supervisor or to a consultant within Recruit 2 You Ltd.

### Company Policies and Procedures

Recruit 2 You expects its workers to adhere to a standard of professional conduct and integrity. This ensures that the work environment is safe, comfortable, and productive. Workers should be respectful, courteous, and mindful of others' feelings and needs. General cooperation between co-workers and supervisors is expected. Individuals who act in an unprofessional manner may be subject to disciplinary action.

### Dress Code

A worker's personal appearance and hygiene is a reflection on Recruit 2 You. Workers are expected to dress suitably in clean washed attire daily. Furthermore, this should be appropriate for their individual work responsibilities and position, as per Client's request.

### PPE Personal Protective Equipment

All necessary PPE requested by our Clients can be provided by Recruit 2 You by request (Hi-vis, safety boots, hard hats etc) on a loan basis and should be returned to the office within 3 days at the end of employment, failure to return may incur a replacement fee that will be deducted from any final pay.

**Office hours 08:30 –17:00 / (Fridays) 08:30 -16:00**

**Head Office number 01773 252222**

**Out of office hours (emergencies only).**

**07507 692047**

**(Please refrain from contacting us after 8pm and before 6am unless it's an emergency).**

**All sickness or absences should be reported no later than 1 hour before the start of your shift by telephone call – we CANNOT accept a text message to report an unauthorised absence.**

**All wage queries, job enquiries will be dealt with at office hours ONLY.**

**Our Offices:**

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