

## **London Borough of Barking and Dagenham Training and Briefing Guide**

### **Overview of The Borough**

Barking and Dagenham is an outer London Borough to the east of the City on the north bank of the River Thames and within the M25 London Orbital Motorway

Staffs are based in a number of locations throughout the Borough. Adecco are committed to recruiting and retaining the best staff available and developing their careers and potential wherever possible.

### **Location of Assignment**

Prior to your assignment you will be given the full address and location of your place of work. If required your Consultant/Agency will provide you with a map and travel directions.

### **Workforce management**

Whilst in your assignment you should remain in regular contact with your consultants.

If you are unable to attend your workplace for any reason, you must telephone your Manager/Chargehand at the earliest opportunity and then a follow up call to your Consultant/Agency advising of your absence.

Any questions or queries relating to your assignment should be raised directly with your Agency.

### **Health & Safety**

Before commencing your assignment you will be required to read the Health and Safety guide. This guide contains important information on Health and Safety procedures. Please note you will work under the direct supervision and control of your line manager and you should listen and adhere to all health and safety procedures. Industrial temps must wear safety footwear at all times. If you arrive for work inappropriately dressed you will be sent home without payment.

### **Paid Annual Leave/ Sickness Pay**

Whilst in your assignment you are entitled to accrue paid annual leave. Statutory sick pay you will need to discuss the terms and conditions with your Agency.

### **Timesheet Process**

Timesheets are submitted on line. On the first day of your assignment you will receive a personal log in and password.

Timesheets should be submitted to your manager for approval no later than 6pm on a Friday. It is your responsibility to ensure that your manager has approved your timesheet on line no later than 10am the following Monday.

**Failure to do this will result in you not being paid until the timesheet has been approved.**

### **Intellectual Property Rights**

The Associate will acknowledge and agree that the London Borough of Barking and Dagenham will own all intellectual property rights in all work products.

As an Associate you will irrevocably assign all property rights worldwide in or relating to your work product to the London Borough of Barking and Dagenham.

**Performance Expectations**

Upon request, you will be required to attend applicable orientation meetings regarding policies, procedures and expectations of London borough of Havering.

**Training**

You should be aware that from time to time you will be required to attend training sessions, which may be either classroom or on the job.

Please give training your full attention as this forms part of your commitment to your assignment.

**Third Party Disclosure Waiver**

I hereby give permission for my registration details and registration pack to be audited or viewed by a third party solely for the purpose of audit to ensure compliance.

**Drivers**

I understand that it is my responsibility to notify my Agency immediately of any endorsements received or pending on my Driving Licence. Additionally, your Agency may require you to submit your driving licence for checking and copying for their files every three months. Failure to comply may result in termination of employment.

Name.....

Signature.....

Dated.....