



Workers Handbook 2025

RE Recruitment (a Trading Division of Taskmaster Resources Limited)



About RE Recruitment

Welcome onboard.

As a member of the team you are an invaluable asset to our business. We have put together this handbook to help you during your engagement with RE Recruitment to ensure that we sustain a good working relationship, we would like you to read through the important information included and follow the procedures contained within.

The handbook will give you general guidance but if there are additional requirements for a certain assignment you have been offered, we will provide you with this information separately.

History & Background

RE Recruitment (RE) was established in 2001 and has since become a trusted provider of essential recruitment services across a wide range of market sectors, including industrial, manufacturing, transport, logistics, hospitality, commercial and engineering.

In May 2025, RE was acquired by Taskmaster Resources Ltd and now operates as a trading division of Taskmaster Resources Limited, continuing to deliver high-quality recruitment solutions while benefiting from enhanced resources and nationwide support.

RE supplies both temporary and permanent staff and is committed to helping you find the right job.

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Our values and principles

Working ethically

RE operates ethically and in a worker's best interest. To demonstrate that, we have listed below standards embedded within our processes, which are based on the Ethical Trading Initiative Base Code.



Freely chosen employment



Safe and hygienic working conditions



Workers are not discriminated against



Regular employment is provided where possible



Workers have the right to join or form trade unions of their own choosing and to bargain collectively



No tolerance for any form of labour exploitation or inhumane treatment



No child labour is used



Wages are paid in line with legal requirements



Working hours are not excessive

For more information about the ETI Base Code please visit the official website - [https:// www.ethicaltrade.org_about-eti](https://www.ethicaltrade.org/about-eti) or ask your RE Representative for details. In order to ensure that we provide our clients with the best possible service at all times we expect you to behave in a professional manner, whenever you are representing RE.

Our values and principles

Our core values



Our values and principles

Equal opportunities

RE is committed to its Equal Opportunities and Diversity Policy for all employees, workers, and applicants and shall always adhere to its principles, to not only comply with the requirements of the Equality Act 2010 but to avoid unlawful or undesirable discrimination.

RE is committed to treating everyone equally, regardless of their sex, sexual orientation, gender identity, marital or civil partnership status, age, disability, race, nationality, ethnic or national origin, religion or belief, political beliefs, pregnancy or maternity leave status, Trade Union membership or non-membership, and any spent convictions. All staff members must adhere to this policy, as any form of discrimination, victimisation, or harassment is strictly prohibited.

RE shall not discriminate unlawfully when deciding which candidate or worker is submitted for a vacancy or assignment. Therefore, judgements about people for the purposes of recruitment, development, or promotion will be made solely based on a person's ability and potential in relation to the needs of the job. Factors not relevant to the effective performance of that job shall not be taken into consideration.

Our values and principles

Bullying and harassment

RE is committed to provide a work environment free from bullying and harassment and prohibits any unlawful actions such as:

- **Verbal or written conduct containing derogatory jokes or comments**
- **Slurs or unwanted sexual advances**
- **Visual conduct such as derogatory or sexually orientated posters**
- **Photographs, cartoons, drawings or gestures**
- **Physical conduct such as assault, unwanted touching, or any interference because of sex, race or any other protected basis**
- **Threats and demands, including to submit to sexual requests as condition of continued employment or to avoid some other loss and offers of employment benefits in return for sexual favours**

If you believe that you have been bullied or harassed, you should talk to your RE Representative or the manager of a local RE branch immediately. Any written complaint should include details of the incident, the name or names of the individual/s involved and the name or names of any witnesses. RE will undertake a thorough investigation of the allegations, which will be taken seriously and confidentially.

Our values and principles

Whistleblowing

Whistleblowing is the term used to refer to a worker making a protected disclosure to someone in authority about a colleague's conduct in the course of employment, or about the Company's practices.

It is used where a worker reasonably believes a criminal offence, a breach of any legal obligation or a miscarriage of justice has taken place, there has been a danger to the health and safety of any individual or a damage to the environment or that there has been a deliberate concealing of any of these and it is in the public interest for the disclosure to be made.

Whistleblowing legislation (Public Interest Disclosure Act 1998 as amended) protects workers from dismissal or victimisation if they disclose some sort of wrongdoing.

Please report such issues to us. They will be investigated and treated confidentially and with respect. For more information, please refer to our Public Interest Disclosure (Whistleblowing Policy).

Our values and principles

Complaints

Please speak with us about your concerns. Concerns of any nature are taken seriously. Most concerns can be resolved promptly, through discussion with your immediate supervisor. If they are still unresolved, you could discuss them with any of the RE Representatives. You can always talk freely and confidentially to us about any issues you are experiencing at work. Our aim will always be to put things right as quickly as possible.

If you feel unable to speak with your RE Representative or your query has not been resolved to your satisfaction, please contact the RE Compliance Team – Compliance@rerecruitment.com

Complaints and queries about your pay

RE aims to pay you accurately and on time a week in arrears, providing your timesheet is received on time. If, for any reason you would like to raise any concerns regarding your payment, please contact your RE Representative or local Branch Manager. Similarly, any changes to bank accounts or personal details, should be notified to the above at the earliest opportunity.

Your Assignment

Contract for Services

You are engaged on a Contract for Services, which means you are a worker for the purpose of employment rights legislation. No contract exists when you are not working on assignment and RE is not obliged to offer you work.

Although we will always make an effort to match you with the type of work you have requested, the more adaptable you are about the travel distance and the types of work you are willing to accept, the more work we will be able to offer for you. We strive to provide you with suitable assignments.

Once your application has been accepted, RE may offer you an assignment with one of our clients. You will be issued an Assignment Schedule with details related to work offered. You don't have to accept any assignment offered by RE – it's always up to you whether you accept the assignment.

Please note: this handbook does not form part of your contract and should be read in conjunction with your individual Contract for Services.

Your Assignment

Communication

We will communicate with you via email, text or phone calls to your mobile phone.

This is how we will offer you work, send job details and confirm if you are on-site and happy with the tasks you have been requested to carry out.

Please ensure that you have your phone with you and fully charged each day to make sure we can always get in touch.

Assignments

If we have an assignment to offer you, we will inform you of the client, the nature of their business; the date the work is to commence and likely duration of the work; the type of work, location and hours; the pay rate and any relevant health and safety risks and controls known to the client.

When you start an assignment, you should introduce yourself to your supervisor. You will be shown various areas of the site including the changing rooms, drink dispensers, location of first aid facilities, toilets and any relevant working locations.

Your Assignment

Requirements

When working you are required to:

- **Co-operate with the client's reasonable instructions and accept their direction, supervision, and control**
- **Observe any relevant rules and regulations of the client's establishment**
- **Take all reasonable steps to safeguard your own and other people's health and safety by complying with the client's procedures**
- **Not engage in any conduct detrimental to the interests of the client**
- **Not at any time divulge to any person, nor use for their own or any other person's benefit any confidential information relating to the client or RE**
- **Either you, the client or RE may terminate an assignment at any time without prior notice or liability**

Your Assignment

Expected conduct when on assignment

When you are working on assignment, please remember that you are representing RE, and we expect you to behave politely and reasonably at all times:

- Use appropriate language and respect the client, your RE colleagues and the management team
- Take reasonable steps to safeguard your own and others' health and safety
- Undertake all tasks to the best of your ability – if you don't understand something, please just ask
- Comply with client instructions – they are responsible for ensuring you understand what is required of you
- Always arrive on time, both at the start of your shift and when returning from breaks
- Dress appropriately for the work environment, bearing in mind whether you are inside or outdoors
- Do not use your mobile phone during working hours - they should be switched off
- Smoking is never permitted during work time. During breaks only smoke in a designated smoking area
- You may be subjected to security searches when arriving or leaving client premises – these checks are random and not personal

Your Assignment

What to do when you have an issue on-site

If you are not happy with the role or are unhappy with what a client is asking you to do, **CONTACT RE ASAP.**

NEVER WALK OFF-SITE WITHOUT LETTING US KNOW. IN A FIRE OR OTHER EMERGENCY PEOPLE MAY RISK THEIR LIVES BY TRYING TO FIND YOU.

Change of circumstances

Once you have registered with RE, it is your responsibility to keep us updated about your availability and any change in personal details or circumstances.

If you would like to update your bank details, address or telephone number, please either email the changes from the email address provided during registration or complete the appropriate form available at your local Branch.

Eligibility to work

Please be informed that if you do not provide up to date Right to Work documents and do not inform RE about changes related to your eligibility to work in UK, your assignment may be terminated until the matter is resolved.

Your Assignment

Health & Safety

While RE will take all reasonable steps to ensure the Health & Safety of its workers, it is also your responsibility to take care of your own safety and anyone who may be affected by your actions. RE may terminate your assignment if you violate Health & Safety procedures or if you fail to perform your duties under the legislation and instructions provided either by RE or the Client. Please remember:

- If you come across any factors that may pose a serious threat or affect safety at work, you must report them to your supervisor as soon as possible.
- You must adhere to RE and the Client's Health & Safety Procedures at all times while working on assignment. You must keep your working area clean and tidy and dispose of any waste in the appropriate place; never obstruct any fire escape routes, firefighting equipment or fire doors.
- You must not operate any item of equipment unless trained and authorised to do so, nor should you remove any guarding from any equipment used or repair it if it seems defective; comply with all hazard and warning signs displayed on the premises; refrain from any reckless behaviour that might cause Health & Safety issues.
- You must inform us if you are pregnant, so that we can take any measures needed to ensure your health and safety.
- You must follow all the rules relating to no smoking areas.

Your Assignment

Chemical Safety

You must use all substances, chemicals, liquids etc., in accordance with written assessments and instructions. You must return all substances, chemicals, liquids etc., in accordance with written assessments and instructions.

You must clear up any spillage of liquid within the work area in the prescribed manner and report any hazardous conditions that exist.

You must deposit all waste chemicals and oils at the correct disposal points and in the prescribed manner. You must not pollute watercourses, sewers or drains with chemicals, oils, or other substances.

Your Assignment

Health & Safety

Personal Protective Equipment (PPE)

You will be informed by your RE Representative if you need to wear PPE or any specific dress code is required while working on an assignment. You must always follow the client's requirements and dress appropriately for the working environment.

If you are provided with PPE, please make sure you use all items as instructed.

Accidents

Any injuries, including those brought on by physical assault, ill health on site or accident and dangerous incidents related to your work or workplace, must be reported immediately to your supervisor.

You should also inform your RE Representative who will complete an accident report and keep it on file, as per legal requirements. Any incidents which result in damage to any property should also be reported.

Your Assignment

Fire

The following is general advice only.

Make sure you adhere to the assigned client specific procedure.

- Help to avoid fires: keep fire doors shut; do not obstruct escape routes; do not allow rubbish to accumulate; observe no smoking rules. If smoking is allowed, extinguish cigarettes properly in ashtrays not rubbish bins.
- Ensure you sign in/out when you finish your shift.
- On entering a new area you must make yourself aware of the emergency evacuation routes, fire call points, fire exits and fire evacuation points.
- If you discover a fire, raise the alarm, by activating the nearest call point or by shouting FIRE.
- If the fire alarm sounds, leave the building via the nearest fire exit. Go to your designated fire assembly point. Do not run, do not panic and do not stop to collect personal belongings.
- At the assembly point listen for your name to be called on a roll call, if it is not called inform the roll caller immediately. Remain at the assembly point until the person in charge instructs otherwise.
- Never walk off site without informing your supervisor or your RE Representative. In a fire or other emergency, people may risk their lives trying to find you.

Your Assignment

Manual handling

Please note general manual handling requirements below:

- Lifting and moving of objects should always be done by mechanical devices rather than manual handling wherever reasonably practicable. The equipment used should be appropriate for the task at hand.
- The load to be lifted or moved must be inspected for sharp edges and wet patches.
- When lifting or moving a load with sharp or splintered edges, gloves must be worn.
- The route over which the load is to be lifted should be inspected to ensure it is free of obstructions.
- You should not attempt to lift or move a load that is too heavy to manage comfortably. You should ask for assistance if there is any danger of strain.
- When lifting an object off the ground, you should assume a squatting position, keeping the back straight. The load should be lifted by straightening the knees, not the back.
- You should not attempt to obtain items from shelves that are beyond your reach. A ladder or stepping stool should be used. Chairs or any makeshift device should never be used for climbing, nor should any shelving unit be scaled to reach any items.

Your Assignment

Absences

Sickness

In the event of absence through sickness or injury you must contact your RE Representative as soon as possible, on the first day of absence.

Please be informed that all unexpected absences are recorded and will be investigated. An examination of those records will identify those workers who are frequently absent and may show an absence pattern.

Based on the examination, we may decide not to offer you further assignments.

Please remember:

You must call RE as soon as you are aware that you are unable to come to work and inform RE of your intended return to work date.

Please note if you have suffered from vomiting and/or diarrhoea then you must leave 48 hours between your last occurrence and returning to work.

SSP is paid to workers who are unable to work because of sickness.

SSP is paid for up to a maximum of 28 weeks.

Your Assignment

Absences

SSP is not paid for specific illness or treatment, but to all workers who are incapable of work and who satisfy the conditions for payment.

In order to receive SSP, you must fulfil the qualifying criteria as laid down by HM Revenue and Customs. If you require further information regarding these criteria, then we would be happy to provide them. Your earnings are averaged over an 8-week period before your sickness began.

SSP is a daily payment and is usually paid for the days that you would normally work. The days that you would normally work are known as Qualifying Days (QDs).

SSP is not paid for the first three QDs in any period of sickness unless it falls within a linking period. RE will pay SSP to you in the same way and at the same time as your normal wages.

RE will ask you for evidence that you are sick. This will usually be in the form of a medical certificate from your doctor or for the first 7 days that you are sick you will be asked to fill in a self-certification form (please ask your RE Representative for details).

If you are absent due to ill health or for any other reason except holidays, bereavement, maternity, paternity and adoption leave, you must complete a Self-Certification form and a Return to Work form with an RE Representative on your return. The form consists of Self-Certification (Part 1), Return to Work Interview (Part 2), and Food Handler Declaration of Health (Part 3). Part 3 must be completed by food handlers only.

Your Assignment

Other statutory rights

You might be entitled to certain statutory rights, subject to qualifying conditions:

- Statutory Maternity Pay
- Statutory Paternity Pay
- Statutory Adoption Pay
- Shared Parental Pay

If you require details about any of the above, please contact your RE Representative who will be able to inform if you qualify and advise about next steps.

Alternatively, you can access available government publications.

Your Assignment

Pension auto enrolment

RE is required by law, under the Pension Act 2008, to provide a workplace pension scheme for qualifying staff contribute statutory funds to it.

You will be automatically enrolled into the pension scheme if you meet the following criteria:

- You are aged between 22 and State Pension age;
- You earn at least £10,000 per year;
- You usually ('ordinarily') work in the UK.

If you meet these criteria, you will be automatically enrolled into our workplace pension scheme 3 months after the start date of your first assignment with RE. The Pension Provider will contact you directly and inform about any further steps.

You can join the scheme prior to the 3-month postponement period by providing your request in writing to your RE Representative. If you don't meet the above criteria, you will not become a member of the scheme automatically but if, in the future, you earn at least £10,000 per year and meet the other two criteria above, RE will enrol you into the scheme and you will be contacted by the Pension Provider.

Your Assignment

Pension auto enrolment

Once you have joined the pension scheme, money will be deducted from each payslip in line with the pension guidelines and paid to the pension provider.

The current contributions levels are detailed below:

Date	Employer minimum contribution	Staff Contribution	Total minimum contribution
Current rate: 06/04/19 onwards	3%	5%	8%

If you require further advice, please visit:
<https://www.thepensionsregulator.gov.uk/en>

Your Assignment

Working week

It is important that you record your working hours accurately and in line with specific client instructions. You may be required to sign in and out or complete a timesheet. You will be advised by your RE Representative about the method that applies to your assignment. Please remember that if your timesheet is not submitted on time to the correct person, your payment might be delayed.

You will be required to decide during the registration if you wish to opt out of Working Time Regulations 1998 and work more than 48 hours per week. You can change your decision at any time, by giving us at least 7 days' notice. Please note that 48 hours is an average number of hours calculated over a 17-week period. That means that even if some weeks you work longer than 48 hours, it is permitted provided that the average number of hours over a 17-week period does not exceed 48.

Depending on your age and the time of the day that you are working (day/night shift), you are entitled to certain breaks and rest days. Your rights and details will be explained by your RE Representative before the start of the assignment and during your induction conducted by client.

Please note that different rules apply to drivers, who must adhere to the Rules on Drivers' hours and tachographs for goods vehicles in Great Britain and Europe.

Your Assignment

Holidays

The information below summarises your entitlement to paid time off for holidays and explains the Holiday Booking Procedure.

You are entitled to a minimum of 5.6 weeks, 28 days (including Bank Holidays) paid leave each year paid at your average weekly pay calculated over the last 52 weeks you have worked for us. If you haven't yet worked for 52 weeks, the averaging period will be the period of time you have worked so far.

Your holiday year is calculated from the start date of your employment, which will be considered the first day of your holiday year. It runs for 12 months from that date. You are responsible for making sure that all accrued holiday is requested and used within your holiday year. Your entitlement accrues in proportion to the time you continuously work during the holiday year.

Holiday pay will be paid one week in arrears, in the same way as normal pay.

If you wish to take a Bank or Public Holiday off as holiday, you will need to follow RE Holiday Booking Procedure. Where you do not work on a Bank or Public holiday, but are paid for that day, that day shall be deducted from your holiday entitlement.

Your Assignment

Holidays

You must give at least twice as much notice as the days you wish to take as stated in your contract. RE and the Client can reasonably refuse a holiday request and require you to take your holiday at a different time. This might be, for example, during busy periods.

We cannot offer you work whilst you are on paid leave from another agency.

If your contract is terminated by either party, you will be entitled to a payment in lieu of any untaken leave.

It is your responsibility to take all paid leave that you are entitled to. Under Working Time Regulations, RE is not permitted to pay you instead of taking your leave entitlement, except on termination of your employment. You must be physically away from your place of work to receive your holiday pay.

Your Assignment

Holidays booking procedure

If you wish to request your holiday, please email the exact dates of your planned leave specifying the number of hours to be paid for each day that reflects your standard day length, from the email address provided on your Application Form to your RE Representative or alternatively complete and submit a Holiday Request Form available in the local Branch. Your RE Representative will inform you if your holiday request has been authorised after liaising with the Client. You will receive your holiday payment in line with normal payroll weeks.

Please contact your RE Representative if you have any questions regarding the above or you would like to know how much holiday pay you have accrued so far.

Your Assignment

Holiday calculations - example

Weeks	Weeks for holiday calculation	Gross pay per week	Hrs	Weeks	Weeks for holiday calculation	Gross pay per week	Hrs
1	1	£360.00	30	31	27	£480.00	40
2	2	£420.00	35	32	28	£480.00	40
3	3	£420.00	35	33	29	£480.00	40
4	4	£420.00	35	34	30	£480.00	40
5	5	£420.00	35	35	31	£480.00	40
6		£0.00	0	36	32	£480.00	40
7	6	£12.00	1	37	33	£480.00	40
8	7	£120.00	10	38	34	£480.00	40
9	8	£120.00	10	39	35	£480.00	40
10	9	£120.00	10	40	36	£480.00	40
11	10	£120.00	10	41	37	£240.00	20
12	11	£120.00	10	42	38	£240.00	20
13	12	£120.00	10	43	39	£240.00	20
14	13	£120.00	10	44	40	£240.00	20
15	14	£120.00	10	45	41	£240.00	20
16	15	£120.00	10	46		£0.00	0
17	16	£120.00	10	47		£0.00	0
18	17	£120.00	10	48		£0.00	0
19	18	£120.00	10	49	42	£216.00	18
20	19	£120.00	10	50	43	£216.00	18
21	20	£120.00	10	51	44	£216.00	18
22	21	£120.00	10	52	45	£216.00	18
23		£0.00	0	53	46	£216.00	18
24		£0.00	0	54	47	£216.00	18
25		£0.00	0	55	48	£180.00	15
26	22	£480.00	40	56	49	£180.00	15
27	23	£480.00	40	57	50	£180.00	15
28	24	£480.00	40	58	51	£180.00	15
29	25	£480.00	40	59	52	£180.00	15
30	26	£480.00	40				
Total gross pay in 52 weeks				Total hrs in 52 weeks			
£14,448.00				1204			

Your Assignment

Holiday calculations

	Calculation	Description
Average pay per week:	£277.85	Total gross pay divided by 52
Average hours per week:	23.15	Total hours divided by 52
Average pay rate:	£12.00	Average pay per week divided by average hours per week
Hours accrued:	145.32	Total hours multiplied by 12.07%
Hours to be rounded down (0.49 - down, 0.50 - up):	145	Rounded down total hours accrued
Result: 145 hours to be paid at £12.00 per hour = £1740.00		

If you were not offered work every week in the last 52 weeks, the average is then calculated over the number of weeks you did actually work.

Please remember it is likely that different averages will arise at different times of the leave year depending on your pattern of work over the past 52 weeks.

Frequently Asked Questions

Holidays calculations

What happens to my holiday accrual if I transfer from a temporary worker of RE Recruitment to a permanent role?

RE Recruitment recommends that wherever possible you use your holiday entitlement prior to transferring in line with current holiday notice period rules. If you are unable to take all your existing holiday this will be paid to you according to the contract you signed.

What happens if my contract is terminated?

If the contract is terminated by either party and a P45 is requested, you shall be entitled to a payment in lieu of any untaken leave.

Can I take all my holiday in month 6, as I want to take an extended family holiday?

As you are an agency worker, you are only entitled to be paid for the holiday that has been accrued.

Any non-standard requests will need to be reviewed on an individual basis by RE Recruitment and the Client. If such leave is granted, then a proportion will be unpaid as the worker will not have accrued 4 weeks' holiday in 6 months. Any holiday in excess of 2 weeks needs prior written approval by RE Recruitment and the Client, and will only be approved in exceptional circumstances.

Is my holiday entitlement capped at a maximum?

Please note that the statutory paid holiday entitlement is capped at 5.6 weeks.

Do I have to work a minimum number of hours per week before I am entitled to holiday pay?

The Regulations do not require a minimum number of hours to be worked before a worker is entitled to holiday

Your Assignment

Agency Working Regulations (AWR)

As soon as you start working on an assignment, you are entitled to Day One Rights, which are: access to facilities and amenities i.e. canteen, crèche, transport services, toilets/showers, staff common room/waiting room/prayer room, food and drinks and car parking, as well as access to information on job vacancies at the same company.

After 12 weeks of an assignment (the Qualifying Period), you become entitled to equal treatment in respect of basic working and employment conditions as permanent employees recruited directly by the same hirer and in the same role, in terms of your pay, rest periods, rest breaks and annual leave.

According to AWR pay includes:

- Basic salary, overtime, shift allowance and bonuses or commission payment, which are directly attributable to the quality or quantity of work done by the agency worker;
- Vouchers or stamps of a fixed monetary value, which are capable of being exchanged for money, goods or services.

Your Assignment

Agency Working Regulations (AWR)

According to AWR pay excludes: occupational sick pay; occupational pensions; occupational maternity, paternity or adoption pay; redundancy pay; payment or rewards linked to a financial participation scheme; expenses payments, such as travel expenses; bonuses, incentive payments or rewards, which are not directly attributable to the quantity or quality of the work undertaken; notice pay (statutory and contractual); guarantee payments if laid off; payments by way of an advance or loan e.g. season ticket loan; any other non-contractual/discretionary payment, the payment of which has not become custom and practice.

Please note that the Qualifying Period requires you to work for 12 continuous calendar weeks in the same or substantively similar role for the same hirer, with no more than 6 weeks gaps between periods of work. In some circumstances the Qualifying Period can be paused or reset to zero.

The notes are intended as a basic guide. If you require more information, please contact your RE Representative or access government publication related to Agency Working Regulations 2010 (AWR) online:

<https://www.gov.uk/agency-workers-your-rights>

Information Security & Data Protection

Personal data

RE Recruitment processes personal data in relation to its own staff, work-seekers and individual client contacts and is a Data Controller for the purpose of the Data Protection Act 2018.

The Company will process personal data on individuals for the following purposes:

- Staff Administration;
- Advertising, marketing and public relations;
- Accounts and records;
- For the purpose of providing work finding services.

RE Recruitment, as the Data Controller, is responsible for, and must be able to demonstrate compliance with processing personal data lawfully, fairly and in a transparent manner in accordance with the principles of the Data Protection Act 2018.

Information Security & Data Protection

Personal data

Personal data shall be:

1. Processed lawfully, fairly and in a transparent manner;
2. Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes;
3. Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
4. Accurate and, where necessary, kept up to date;
5. Kept for no longer than is necessary for the purposes for which the personal data are processed;
6. Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

Under the regulations, you have the following rights:

1. The right to be informed
2. The right of access
3. The right of rectification
4. The right to erasure
5. The right to restrict processing
6. The right to data portability
7. The right to object
8. Rights in relation to automated decision making and profiling

Further details regarding your rights can be found in our Privacy Notice provided when you registered with us or on our website (www.rerecruitment.com)

General Information

Pay

Each assignment you work on may have different pay and overtime rates which will be detailed in your Assignment Schedule. RE processes payroll on a weekly basis, which means that you will be paid weekly, one week in arrears. Your wages are usually paid via BACS into your bank account. Please note that all payments made to you will be subjected to statutory deductions for tax, National Insurance contributions and any other statutory deductions.

Your payslip will be sent to you, to the email provided on the application form, on the day before your wages are paid. If you think there is anything wrong with your wages, please let us know as soon as possible.

Please ensure that you give RE your P45 from your previous employer. Provided your P45 is current to this tax year, RE will use the tax code indicated on it for taxing your earnings. If you do not have your P45, please inform your RE Representative, who will discuss the situation further.

General Information

Drugs and alcohol

The consumption of alcohol or intoxicating substances on RE's premises, or those of our clients, is strictly forbidden.

You must not attend to work under the influence of alcohol or drugs.

Any worker found consuming alcohol or to be intoxicated by alcohol or in possession of drugs for non-medicinal purposes at any place of work will be escorted from the premises immediately.

If your doctor prescribes you any medication which may affect your ability to perform your role, you should discuss this with your immediate supervisor and your RE Representative.

If your performance or conduct falls below the standards we expect from you, we may decide not to offer you any further assignments.

General Information

Mobile phones and social media

The use of private mobile phones during working hours is not permitted, (except for in an emergency) and may result in termination of your assignment. Always check with your supervisor before using your mobile phone or hands-free sets if you are working as a driver. Please be aware that if you publish on social media or forward by text/email, any racist, rude or offensive remarks about RE, its employees, workers or our clients, your assignment may be terminated.

Trade Unions

Trade Unions are organisations that look after their members' interests at work.

You have a right to become a member of a union of your choice during your engagement with RE.

For further information please visit government website on :
<https://www.gov.uk/join-trade-union>

General Information

Modern Slavery and Human Trafficking

RE Recruitment recognises its obligation to prevent slavery and human trafficking. As a recruitment business, we take our responsibility for supplying agency workers extremely seriously and are aware of the potential for being targeted by traffickers and unlicensed gangmasters.

Our staff are alert to the signs of exploitation, to take necessary action should it be identified.

Modern slavery can take many forms including the trafficking of people, forced labour, servitude, and slavery.

For more information on Modern Slavery, see the flyer at the end of this document and watch [Daniel and Weronika's Story](#).

PAY NO FEES

Charging workers finding fees is illegal in the UK. Do not trust someone if they ask you for money to find, or give you, work.

If you or anyone you know may be a victim of human trafficking, forced labour, servitude and or/ slavery, please contact compliance@rerecruitment.com

General Information

Just Good Work app

You can download the "Just Good Work" Mobile App, which provides information and guidance to all UK workers to ensure safe and lawful recruitment and employment in the UK.

The app is available in several languages.

Download here:



After The Assignment Ends

The duration of an assignment depends on the Client's requirements and your performance, and it can be terminated at any time without liability. You will be informed when it is finished or when it reaches its end date. After that, please contact your local branch or RE Representative who will assist in finding you your next suitable assignment.

If you intend to finish your assignment prior to the agreed date, you need to inform RE and give as much notice as possible. Your P45 will be issued once your final timesheet has been processed and sent to the email address provided.

THANK YOU for choosing RE Recruitment
and for taking the time to read this Handbook.

We wish you every success on your assignment.
Please contact us if you have any queries or concerns.

Further information and branches contact details can be found on our website: <https://www.rerecruitment.com>

We have a zero tolerance policy on **ANY** form of harassment

SPEAK UP & ACT...

Contact your RE Representative or Compliance Team:

compliance@rerecruitment.com

Some examples of what can be considered harassment include;



Offensive comments

Offensive comments, jokes or remarks about a person's body, private life, appearance, or sexual activities.



Inappropriate behaviour

Inappropriate gestures, leering or displaying sexually suggestive images.



Unwanted touching

Unwanted touching, hugging, kissing, blocking someone's path.



Emails, texts, social media

Sending sexually explicit messages or images via email, text or social media.

Tackling Hidden Labour Exploitation

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Are you being forced to work when you don't want to?



Do you have to pay someone money to give you work?



Are you being forced to live in accommodation against your will?



Is someone controlling your identity documents or bank account?



Is someone threatening or intimidating you or your family?

YES? SEEK HELP!

Tell a trusted Manager or RE Recruitment Compliance Officer on 01242 505 400.



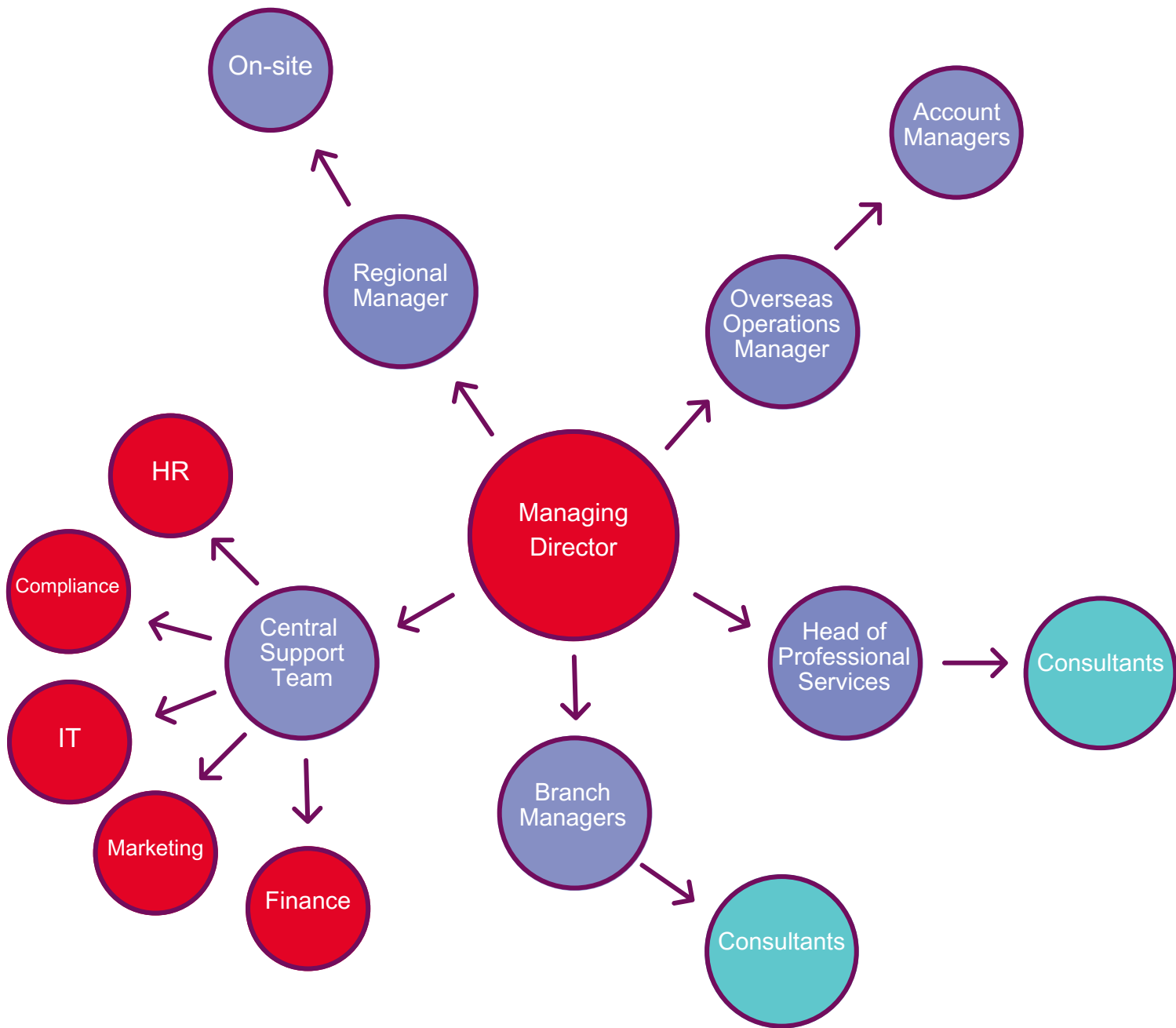
**Modern Slavery
Helpline
0800 4320804**



**Police
0800 0121700
(24/7 Confidential)**

www.stronger2gether.org

Organisational Chart



Cheltenham 01242 505400
Hereford 01432 355 351
Worcester 01905 788 090

✉ hello@rerecruitment.com

🌐 www.rerecruitment.com



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