A picture containing graphical user interface

Description automatically generated

**The nicenstripy**

**Temporary Employee Handbook**

**Personal Conduct and  
 Working Standards**

*Content*

[**1. Private Property 3**](#_Toc66967230)

[**2. Confidential Information 4**](#_Toc66967231)

[**3. Disclosure Of Information 4**](#_Toc66967232)

[**4. Handling of Money 5**](#_Toc66967233)

[**5. Smoking 5**](#_Toc66967234)

[**6. Alcohol And Drugs 5**](#_Toc66967235)

[**7. Music and Mobiles 6**](#_Toc66967236)

[**8. Risk Assessments and Method Statements 6**](#_Toc66967237)

[**9. Awareness of Health and Safety Systems – Advice to Workers 6**](#_Toc66967238)

[**10. Absence From Work 7**](#_Toc66967239)

[**11. Health And Safety At Work 8**](#_Toc66967240)

[**12. Record Of Attendance 10**](#_Toc66967241)

[**13. Accidents 10**](#_Toc66967242)

[**14. Payment 10**](#_Toc66967243)

[**15. Return Of Company Property 11**](#_Toc66967244)

[**16. General Responsibilities 11**](#_Toc66967245)

[**17. Items Received 12**](#_Toc66967246)

[**18. Undertaking 13**](#_Toc66967247)

**Welcome to nicenstripy**

The following pages outline the standards of personal conduct and working standards within the nicenstripy group.

You, as a temporary employee, are expected to adhere to these standards throughout the term of your engagement within the group.

Please read this handbook in detail and should there be anything you do not fully understand please speak with your supervisor or manager within 7 hours of receiving his handbook.

It will be assumed by nicenstripy that if you raise no questions regarding the content of this handbook that you fully understand your obligations contained within.

Date of Issue: …………………………….…………………

Issued By: …………………………………………………...

Name (Block Capitals): …………...……………………………...

Received By: …………………………………...……………

Name (Block Capitals): ………………………….……………….

### Private Property

You are individually responsible for your own property. Neither your nicenstripy Manager nor nicenstripy Gardencare Limited will accept responsibility for damage or loss of personal property whilst on its premises, in its vehicles or whilst on nicenstripy customer’s premises.

1. Temporary Employee's Responsibilities

To ensure every care is taken to look after personal property at all times.

To inform nicenstripy management immediately if personal property is lost or missing.

Not to bring valuable items to the office or take to customers premises.

### Confidential Information

Disclosure of confidential information will be deemed a major disciplinary offence.

1. Temporary Employee's Responsibilities

Neither during engagement with nicenstripy nor at any time thereafter, to divulge to any individual, firm or company any information acquired in the course of, or for the purpose of, the individual's engagement with nicenstripy concerning business, accounts or finances of the company or any associated company or customers of the company, unless expressly authorised by nicenstripy Gardencare Limited Board of Directors to so do.

### Disclosure Of Information

1. Temporary Employee's Responsibilities

Any temporary employee who wishes to comment through any means such as books, journals, lectures or through the press, radio, television, or matters connected with nicenstripy on matters concerned with the individual's profession, which may have a bearing on the company's interests, the temporary employee must first obtain the approval of nicenstripy Gardencare Limited Central Office.

### Handling of Money

From time to time, you will be required to collect money from customers. Any and all money (either cash or cheque) must be placed in the pouch provided and hidden safely in the van until your return to base. The worksheet must be completed correctly, to identify who paid together with the total amount paid.

Any shortfall in cash will be replaced by the temporary employee and you agree to these terms as a temporary employee.

### Smoking

i) Smoking is not allowed anywhere on customers premises.

1. Smoking is not allowed in any vehicle operated by the company.

### Alcohol And Drugs

Being under the influence of alcohol or drugs or being in unauthorised possession of illegal drugs on any customers’ premises, in company vehicles or during the normal working day is a disciplinary offence and may result in immediate termination.

### Music and Mobiles

The use of portable entertainment gadgets or any device that uses headphones is prohibited (such as music, video or game players etc.) together with radios, music players and any entertainment equipment that can distract workers when they need to concentrate on the work at hand and could be a risk to Health & Safety.

Any and all electrical devices brought to work are solely at the Temporary Employee’s risk and nicenstripy do not accept any responsibility for loss or damage.

### Risk Assessments and Method Statements

Temporary Employee’s will be required to follow relevant written Risk Assessments and Method Statements for all work undertaken. They will be required to be read in advance of the work commencing, so that they can be clarified by nicenstripy personnel if so required.

### Awareness of Health and Safety Systems – Advice to Workers

Risk Assessments and Method Statements are of no value unless the Temporary Employee is fully aware of their contents. They will tell you what risks are involved in your work and the control measures you will need to have in place. This will help you carry out work without risks to you or anyone else.

The answer to the following questions should be **YES**!

* + Have you seen the risk assessments and method statements for your work?
  + Do you understand the task and the hazards with the job?
  + Have all the people who may be affected been identified & notified?
  + Are you happy that all the measures to stop you being injured have been taken?
  + Do you know what to do and whom to contact if the job goes wrong?

If you have answered **NO** to any of the above, then seek clarification from your nicenstripy manager before commencing any works.

If you find that your risk assessments or method statements do not match the work you are carrying out, stop work immediately, or as soon as it is safe to do so, and advise your nicenstripy manager.

### Absence From Work

1. Temporary Employee's Responsibilities

Every Temporary Employee absent from work without authorisation should notify their nicenstripy manager between 6.30am and 7.00 am on the day of absence by telephone. Texting or emailing is not sufficient. Failure to do this without good and sufficient reason or if a pattern of single day absences from work develop, may lead to Termination of Engagement.

Evidence of incapacity will be required for all absences other than those days that are known and agreed in advance, i.e. annual holidays, maternity or prior approved absence. The self‑certification form will suffice for periods of absence up to seven days. Thereafter a doctor's certificate must be supplied and for every seven days of continuing absence.

Where there is a lengthy period of absence for sickness or injury or where several periods of absence for sickness or injury cause concern, we reserve the right to review the situation in the light of medical evidence.

### Health And Safety At Work

nicenstripy places great importance on health, safety and welfare of temporary employees at work. At all times, temporary employees are to follow Health & Safety guidelines and lack of knowledge is not considered to be a viable excuse.

1. Policy

It is nicenstripy’s general policy that an environment is created and maintained which is both safe and healthy for the benefit of all employees, temporary employees, sub-contractors and third parties. The prevention of all accidents, particularly those involving injury or damage to equipment and property is recognised as being essential to an efficient operation as well as avoiding hardship and suffering.

The safety of the individual is important and must be considered along with the needs of the business. All members of management will ensure that reasonably practicable, safe methods and conditions of working are maintained and that they comply with statutory regulations and employer's duties.

The observation of the Health & Safety Regulations is a condition of engagement for all temporary employees and it is made clear that failure to adhere to these regulations may result in disciplinary action. This can lead to termination for serious cases, which jeopardise the health and safety of other employees, sub-contractors or other persons.

It is nicenstripy’s intention to operate wherever possible using substances and plant that will not damage the environment.

Temporary Employee’s Responsibilities

To comply with the Health and Safety rules operating within a nicenstripy unit and with all rules laid down by the Health and Safety at Work Act, the Factories Act, the Offices, Shops and Railways Premises Act. Failure to comply with such rules may lead to disciplinary action.

All temporary employees are further required to take such steps as are reasonably practical to ensure that the health and safety of themselves and of others is not affected by their work.

Protective clothing and equipment (PPE) should be worn at all times and Temporary Employees should co-operate with nicenstripy management in all respects for the full implementation of the Health and Safety Policies in force. In particular, steel toecap boots must be worn at all times, which are to be supplied by the Temporary Employee in good condition.

### Record Of Attendance

1. Temporary Employee's Responsibilities

All Temporary Employees are required to follow the procedures that are in force for recording attendance.

This is in compliance with the Health and Safety at Work legislation and failure to follow correct procedure could result in disciplinary action.

### Accidents

If anyone is involved in any accident, however minor, this must be reported to a member of nicenstripy management as soon as possible. This includes any accident involving any other person on or off nicenstripy premises and it is your personal responsibility to ensure that all accidents are recorded in the nicenstripy accident documentation.

The designated qualified First Aider should be requested to attend to any person who has suffered an injury of any kind whilst on site and take the appropriate action to remedy the situation, including, but not limited to, calling the emergency services for assistance.

### Payment

Temporary Employees are required to invoice nicenstripy on the last working day of the month and will be paid by the 7th of the following month, unless alternative arrangements have been agreed between both parties. Invoices must always be provided before any monies are paid.

### Return Of Company Property

On leaving nicenstripy’s engagement all uniform, property, documents and correspondence relating to the company's affairs must be returned, including books of instruction and reference and all effects etc. Failure to comply will result in the costs of such items being deducted from Temporary Employees’ final invoice.

### General Responsibilities

1. Franchisee’s Responsibilities

To ensure Temporary Employees are issued with and briefed on their Terms and Conditions of Engagement on commencement of engagement. Temporary Employees should be issued a Temporary Employee Handbook.

To ensure that any queries with regards to a Temporary Employee's Terms and Conditions are answered to the Temporary Employee's satisfaction.

To keep Temporary Employees fully briefed on their Terms and any variations, which may be issued/available to them from time to time.

To provide Terms and Conditions of Engagement to all new Temporary Employees.

Temporary Employee's Responsibilities

To read the Terms and Conditions of Engagement with a view to abiding by them with regard to their engagement.

To sign and return as acceptance the employer's copy of the written statement of Terms of Engagement to you.

### Items Received

#### Uniform Provided

|  |  |  |
| --- | --- | --- |
| **Item** | **Size** | **Quantity** |
| **Trousers** |  |  |
| **nicenstripy Polo Shirt** |  |  |
| **nicenstripy Sweatshirt** |  |  |
| **nicenstripy Fleece** |  |  |
| **nicenstripy Waterproof** |  |  |

#### Safety Equipment Provided

|  |  |  |
| --- | --- | --- |
| **Item** | **Size** | **Quantity** |
| **Safety Goggles** |  |  |
| **Ear Plugs/Defenders** |  |  |
| **Protective Gloves** |  |  |

### Undertaking

|  |  |
| --- | --- |
| **By signing this Handbook, you agree to the following;** | **Signature** |
| **I confirm that I have been engaged to undertake specific task(s) as a labour-only Temporary Employee.** |  |
| **I have my own PPE and take personal responsibility for their condition and effectiveness** |  |
| **For the tax purposes, I operate as self employed / limited company and will issue invoices for any monies I am due.** |  |
| **I confirm that I have Public and Employee Liability Insurance and a copy of my insurances has been provided.** |  |
| **I do not have Public and Employee Liability Insurance and will be covered by the nicenstripy policy and that I acknowledge that I have a responsibility to myself and other employees Health & Safety and will not undertake any task that I haven’t been trained for.** |  |
| **I confirm I have read in full and fully understood this Handbook** |  |

**Received By;**

**Signed: ………………………………………………………….**

**Name (Block Capitals): …………………………………………...**

**Date: …………………………………………………………...**