LtdNew Starter checklist

ALL SECTIONS MUST BE COMPLETED BEFORE EMPLOYEE COMMENCES EMPLOYMENT

Name: ………………………… Start date: ……….…………….………

Job: …………………………… Person responsible:……………….

Site:…………………. Department: ………………………

|  |  |  |
| --- | --- | --- |
|  | **Completed** | **Comments** |
| **New Starter Form** (Name Address,  DOB, NI Number, Bank details, Next  of Kin Contact Details |  |  |
| **P45 if not P46** |  |  |
| **Staff handbook** (Company Policies, Procedure and Rules) |  |  |
| **Health & Safety Handbook** (policy rules; fire and emergency procedures; first aid; reporting of accidents) |  |  |
| **48 hour Opt Out, form Stop & Search Policy** |  |  |
| **Medical Questionnaire.** (Any medical conditions which may affect ability to work must be highlighted and risk assessed) |  |  |
| **Right to Work documentation** (passport or birth certificate, and for foreign nationals any documentation confirming your legal right to work in the UK) |  |  |
| **Deductions from Pay Agreement** (one copy for employee and one copy for employer) |  |  |
| **Pre booked Holidays**  Please inform the company of any holidays already booked at the beginning of your employment, to ensure that these are authorised. We may not be able to do so once your employment has commenced. |  |  |
| **Induction Completed by Training Department** |  |  |

**Please Note: It is now a requirement of the HMRC that all information provided is current and correct, please sign below to verify.**

Manager’s signature: ……………….…………………… Date: ……...................

Employee’s signature: ……………………… ……………Date: ………...............

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# MEDICAL QUESTIONNAIRE

Name …………………………………………………………………………………...

Date of birth …………………………………………………………………………...

Date employment commenced ………………………………………………………..

**The Company requests that you fill in the following medical questionnaire so that we can identify any medical requirements that may need to be taken into consideration during your employment with the Company.**

**Please indicate if any of the following medical conditions apply to you or have applied to you in the past. If you do not wish to complete the following please indicate at the end of the form.**

**Medical Conditions**

Circulatory problems such as varicose veins, thrombosis, phlebitis Yes/No

Heart problems such as angina, high blood pressure, heart attacks Yes/No

Chest problems such as lung capacity difficulties Yes/No

Asthma Yes/No

Diabetes Yes/No

Epilepsy, fainting attacks, dizzy spells or blackouts Yes/No

Skin disorders Yes/No

Rupture or hernia Yes/No

Recent operations or fractures Yes/No

Any current medication Yes/No

Back trouble, arthritis, rheumatism (pain in joints) Yes/No

Injury to bones, joints, tendons including wrist tendons or restrictions in

Movement Yes/No

Any claim for industrial injury or disability Yes/No

Have you ever worked in an industry with high noise levels Yes/No

Have you ever worked in an industry with high dust levels Yes/No

Have you had annual medicals including regular lung capacity tests

and blood tests Yes/No

Any other significant health problems (such as eyesight, hearing, or

skin disorders etc) Yes/No

Do you currently or have you previously worn prescription safety glasses. Yes/No

Are you presently having treatment from your doctor? Yes/No

Do you have any relevant health conditions or concerns that may affect

your work? Yes/No

**If the answer to any of the above questions is yes, please give full details.**

Details ………………………………………………………………………………….

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I hereby declare the above information is correct and true to the best of my knowledge, I confirm that I will advise the Company of any changes to my health immediately.

Signature ………………………………………………………………………………..

Date …………………………………………………………………………………….

**I have chosen not to complete the medical questionnaire**.

Signature ………………………………………………………………………………..

Date ……………………………………….……………………………………………

Agreement Relating to Working Time Regulations 1998 (as amended)

For the purpose of Regulation 5 of the Working Time Regulations 1998 (the regulations) I hereby agree that the maximum average working time of 48 hours per week set out in the Regulations shall not apply to me.

I also agree that should I work night shifts I will not take any other employment or undertake any other daytime work, paid or unpaid, during such shifts.

I agree that this agreement shall continue indefinitely while I continue to be employed by or contracted to NEW COsubject to me being able to give three months written notice to the company if I wish to revoke this agreement.

While this agreement remains in effect, I agree to maintain any records of my hours of work, which the company many ask me to complete.

Print name ………………………………………………………..

Signed ……………………………………………………………………..

Date ………………………………………………………………………….

**DEDUCTIONS FROM PAY AGREEMENT**

1) If you are overpaid for any reason, the total amount of the overpayment will normally be deducted from your next payment but if this would cause hardship, arrangements may be made for the overpayment to be recovered over a longer period.

2) If you are hourly paid and you "clock in" more than four minutes late (e.g. at 8.05 am) you will lose 15 minutes pay. If you "clock in" more than 19 minutes late (e.g. at 8.20 am) you will lose 30 minutes pay and so on.

3) Lateness or absence may result in disciplinary action and/or loss of appropriate payment.

4) If there is a temporary shortage of work for any reason, we will try to maintain your continuity of employment even if this necessitates placing you on short time working, or alternatively, lay off. If you are placed on short time working, your pay will be reduced according to time worked. If you are placed on lay off, you will receive no pay other than statutory guarantee pay.

5) If you are an allocated key holder, you must ensure that all procedures and guidelines are followed when securing the building prior to leaving. The keys and any security measure such as alarm codes must be always kept safe. You must not give the keys or alarm code to any third party unless authorisation is obtained from your manager. Any loss or damage caused because of your failure to follow procedures or your negligence in ensuring the safekeeping of the keys and alarm code will result in disciplinary action which could lead to your summary dismissal. We also reserve the right to deduct the cost of any loss, repair or replacement from any monies owing to you.

6) The Company provides tools necessary to carry out your duties. You should keep these in good repair and take all reasonable steps to ensure that they are always secure. You must report any lost, damaged, or mislaid tools to a director. You must return all Company tools upon termination of employment by either party. Failure to return tools, or any loss or damage suffered because of your negligence, will result in a deduction to cover the cost of the tools being made from monies due to you.

7) Any damage to vehicles, stock, or property (including non-statutory safety equipment) that is the result of your carelessness, negligence or deliberate vandalism will render you liable to pay the full or part of the cost of repair or replacement. Any loss to us that is the result of your failure to observe rules, procedures, or instruction, or is as a result of your negligent behaviour or your unsatisfactory standards of work will render you liable to reimburse to us the full or part of the cost of the loss. In the event of an at fault accident whilst driving one of our vehicles you may be required to pay the cost of the insurance excess. In the event of failure to pay, such costs will be deducted from your pay.

8) If you arrive for work and, in our opinion, you are not fit to work, we reserve the right to exercise our duty of care if we believe that you may not be able to undertake

your duties in a safe manner or may pose a safety risk to others and send you away for the remainder of the day with or without pay and, dependent on the circumstances, you may be liable to disciplinary action.

9) The Company mobile phones are to be used for business purposes only except in the case of an emergency. Therefore, any personal use deemed by the Company to be excessive may be recharged back to you. This is an express written term of your contract of employment. Internet usage on Company mobile phones is subject to the same provisions set out in our Email and Internet Policy.

The Company reserves the right to monitor all communications made on Company mobile phones to ensure compliance with our policies and procedures.

10) If you terminate your employment without giving or working the required period of notice, as indicated in your individual statement of main terms of employment, you will have an amount equal to any additional cost of covering your duties during the notice period not worked deducted from any termination pay due to you. You will also forfeit any contractual accrued holiday pay due to you over and above your statutory holiday pay if you fail to give or work the required period of notice.

11) On the termination of your employment you must return all our property which is in your possession or for which you have responsibility. Failure to return such items will result in the cost of the items being deducted from any monies outstanding to you.

12) On termination of your employment you must return any Company vehicle in your possession to our premises. Failure to return the vehicle will result in the cost of its recovery being deducted from any monies outstanding to you. I have read and I understand the above terms. I agree that they form part of my Contract of Employment

SIGNATURE: Employee………………………………………………………………………………

NAME…………………………………………………………………………………

DATE………………………………………………………………

**STOP AND SEARCH POLICY**

**Introduction**

We New Co, aim to create a working environment in which all our staff are respected, supported, and safe. We believe in equal opportunities, equality of opportunity and diversity in our workplaces. We also believe in ensuring that all our staff are protected from unnecessary intrusion into their private lives. This policy is designed to explain why the Company have felt it necessary to produce a stop and search policy and what will happen in the event a request is made for a search, either of your belongings or your workspace

The Company wishes to ensure that its property and its reputation is protected. It also wishes to ensure that innocent members of staff are not put under suspicion due to dishonest individuals who do not respect other peoples or the Company’s property.

This policy should be read in conjunction with our Data Protection Policy, Grievance Policy and Disciplinary Policy.

**Reason for Policy – why the employer has a stop and search policy**

It is the Company’s intention to use this stop and search policy only when absolutely necessary and when it has a reasonable suspicion that a theft or other wrongdoing has taken place. It is the aim of the Company to prevent this type of criminal or otherwise wrongful activity within its workplace and make a safer and more desirable working environment for all employees and workers.

**What sort of search will be carried out?**

If a report of wrong-doing or criminal activity comes to the Company’s attention, it may instigate a series of random spot checks on employees and workers. This system of random checks will only be conducted where the Company consider that it is the only reasonably means of obtaining the information and carrying out its investigations.

The Company will not do this unless it has a suspicion of wrongdoing. Being stopped and asked to submit to a search does not however indicate that you are suspected of wrong-doing or that you are implicated. The random search process is designed not only to accuse but also to eliminate the innocent from potential suspicion.

A search will be done in private and as discretely as possible.

**How consent to a search will be obtained?**

Within your contract of employment, a clause is inserted providing for searches to be carried out. Your consent to a search will be deemed to have been obtained when you accept the terms and conditions of employment within your contract of employment.

You will however also be asked to sign a form confirming that you consent to the search being performed. A failure to provide consent may be deemed a breach of contract and a failure to carry out a reasonable management request. In certain circumstances and if the seriousness of the situation warrants it, the Company may decide to inform the Police and invite them to carry out the search.

**Consequences of Refusal – what happens if an employee refuses to be searched?**

If the employee or workers refuses the search inferences may be drawn from that refusal. The Company may decide that the refusal to a search is sufficiently serious to warrant the instigation of the disciplinary process.

However, no search will take place without the employees or workers written and explicit consent.

**What happens if a search is conducted, and prohibited items are found?**

If prohibited items are found during a search, the Company will instigate an investigation in line with the Disciplinary Policy. If following the investigation, it is deemed necessary to take disciplinary action in line with the Disciplinary Policy, it is possible that this will fall into the category of gross misconduct capable of summary dismissal.

**What will be searched?**

Searches may be conducted on work areas, including desks and desk drawers, lockers and the locker area, computers and emails. If this is not deemed sufficient searches may also include searching personal belongs including but not limited to coats, bags, cars or other vehicles including Company vehicles.

**Who Conducts a Search?**

In the case of an employee your immediate line manager with the assistance of the gate security person will conduct the search. You are also permitted to have a work colleague present during the search. In the case of a director a fellow Director will conduct the search. In the case of a shareholder a fellow shareholder or Director will carry out the search. In the case of an agency worker, a manager from the Company will conduct the search. In each case of a search a member of management will be present, and the individual being searched will have the right to be accompanied by an appropriate person i.e employee – work colleague, Director, a fellow Director, shareholder a fellow shareholder or Director, agency worker a fellow colleague.

**Who is Subject to this Policy?**

All employees, Directors and shareholders are subject to this policy as are any agency workers or consultants.

**If you believe the search has been carried out unreasonably, how do you complain?**

If you believe the search has been conducted unreasonably you should refer to the Grievance Policy and submit a grievance to your line manager or if he has conducted the search to the next level of management or a director

**APPROVAL TO STOP & SEARCH POLICY**

SIGNATURE:

Employee………………………………………………………………………………

NAME…………………………………………………………………………………

DATE………………………………………………………………