

How We Work

Brothers Recruitment provides an around the clock service and we aim to supply the most experienced reliable agency drivers for our clients.

How We Work, I will give you a call on Tuesday and ask which days you are available for work next week. I understand that driver's availability often changes, if this happens please give me a call or send me a text so that I can update. For holidays please let me know in advance if you can.

When a job comes in I will give you a call and ask if you are free to do any work for Brothers Recruitment today? If it's No, that's fine, I will hang up and move on as I will have other drivers to call in order to fill the job within the fifteen minutes' maximum turnaround time. If it's Yes, I'll give you the Name of the company, Who to report to, the Rate of pay, when possible What the job involves and your Start time. I will then ask, Do you want the job? If it's No, that's fine. If it's Yes, I will give you directions to the company if you need them. If you are unsure please say No, as I have other drivers who will appreciate my call.

If there is an occasion that you are too ill for work, it would really be a terrible thing if you were to let my client down by not showing up at your start time. Please give me, as much notice as possible so that I have the best chance of finding a replacement driver. I am available on the mobile to support you throughout your working day and night so call me with any concerns that you may have.

Punctuality is essential, our client has booked you from a certain time for a reason, if you can appreciate that they will have their own deadlines to meet. Could simply be that they want to avoid traffic build up or maybe they have a set delivery slot so it would be good if you could arrive five or ten minutes early and stick to the most direct route possible between deliveries. Many deliveries are timed and tracked by our clients so if there are any delays, please give the company or myself a call then we won't worry un-necessarily.

Please be well presented for work, wearing safety shoes or boots, clean work trousers, high visibility vest or jacket, gloves. Some clients require you to wear a helmet and goggles but I will tell you about these clients at the time of giving you the job. You will be subject to the Health and Safety policy of the company that you are working for, please make sure you read, understand and comply with each companies Health and Safety policy. When you are on an assignment, you will be driving on the company's insurance, no passengers allowed. Please devote you time and attention to their business, working as directed and at the end of the job, download your digital card and get your timesheet signed. This is the Brothers Recruitment timesheet, I'll go through it with you so that you know how to complete it correctly. Completed timesheets should be posted on a Friday evening if possible or at latest by 9am on Monday morning in the letterbox on the black railings, near the Dunston House sign, or please mail to frances@brothersrecruitment.co.uk & Jobs@brothersrecruitment.co.uk.

Brothers Recruitment offer drivers to be paid on PAYE, through an Umbrella Company or on invoice received for self-employed drivers. Which is your preferred method? PAYE – mention holiday days accrued, P45, pay date etc. Umbrella – mention that a percentage of their pay goes towards holidays and employer national insurance and that the umbrella company will charge an admin fee however to counteract slightly drivers have an option of claiming expenses, ie. 45p per mile fuel, £10.00 per day subsidence which will be deducted from their tax and national insurance. Self Employed Drivers – invoice to be received by Friday evening, showing Name, address, reg.no., name of company working for, itemised showing hours worked at basic rate, overtime rate, VAT & totals.

BROTHERS RECRUITMENT LTD

For Temporary Workers

This Agreement is made between Brothers Recruitment Limited, a company registered in England and Wales, and whose registered office is at Suite 4a, Dunston House, Livingstone Road, Hessle, HU13 0EG ("the Agency")

and

Name: enter name of

Address enter address ("the Temporary Worker")

1. For the purposes of this Agreement the Agency is acting in its capacity as an employment business as defined by the Conduct of Employment Agencies and Employment Business Regulations 2003.
2. The Temporary Worker is engaged under a contract for services. This is not a contract of employment and there is no mutuality of obligation between the parties. The terms which shall apply to each and every assignment undertaken by the Temporary Worker are set out below.
3. The Agency agrees to offer assignments to the Temporary Worker when a suitable assignment becomes available from a client of the Agency.
4. Where there are two or more suitable Temporary Workers available for an assignment the Agency shall select such suitable Temporary Worker as it in its absolute discretion sees fit.
5. Suitable assignments applicable to the Temporary Worker named in this Agreement shall include: (delete those not applicable) general labour, haulage, construction, factory work, and office based work.
6. The Temporary Worker shall be paid for each hour worked and for each lesser period of an hour to the nearest 15 minutes in accordance with the timesheet completed by the Temporary Worker and signed by the client when on assignment to be paid weekly in arrears. It is the responsibility of the Temporary Worker to complete the timesheet each week and to obtain the client's signature to the timesheet. The Temporary worker shall not be paid for travelling time or for lunch or other breaks during the working day unless such payments are received by employees of the client undertaking the same or substantially the same work as the Temporary Worker.
7. The Temporary Worker must submit the timesheet at the end of each week or the end of the assignment if it ends before the end of the week. For these purposes the end of the week shall mean no later than Friday at 6pm.
8. The hourly rate of pay for each assignment can vary dependent on the type of work being undertaken and the agreement between the Agency and its client. The Agency shall communicate to you in writing prior to the start of the assignment the hourly rate applicable to the assignment.
9. The hourly rate shall never be below the applicable National Minimum Wage in force from time to time.
10. The Agency shall be responsible for making all statutory deductions at the applicable rate from time to time relating to Earnings Related Insurance and income tax under Schedule E and transmitting these payments to HM Revenue and Customs.
11. The Agency shall make payment to the Temporary Worker for work undertaken on the assignment regardless of whether it receives payment from its client.
12. The Temporary Worker shall be entitled to holidays in accordance with the Working Time Regulations 1998.
13. The Temporary Worker is entitled to a maximum of 28 days annual leave per year. Holiday payment only accrues once the Temporary Worker has been engaged on an assignment. Holiday payment and leave is calculated pro rata to the amount of time worked on assignments. The rate of holiday pay shall be calculated in accordance with the average weekly pay while on assignment based on the most recent 12 weeks work prior to the commencement of the leave.
14. The Temporary Worker may only take holidays that have accrued. Should the Temporary Worker wish to take a period of holiday they must inform the Agency in advance so that the number of days accrued can be confirmed and calculated and those days owed paid to the Temporary Worker through payroll in the usual way.
15. All holiday entitlement must be taken in the holiday year which shall run from January 1st to December 31st. Should the Temporary Worker fail to take their annual leave during the holiday year these shall be lost and there shall be no right to payment in lieu.
16. Should either party terminate this Agreement accrued but untaken holiday entitlement shall be calculated and paid to the Temporary Worker.
17. The Temporary Worker shall be under no obligation to accept any offer of assignment by the Agency.
18. When the Temporary Worker accepts an offer of assignment from the Agency the Temporary shall comply with the following conditions:



Registration Form

Conditions of Work

- 18.1. Not to be engaged in any conduct which is likely to bring the Agency into disrepute or to damage or lower the reputation of the Agency in any way. 18.2. To attend at the client at the times and places specified by the Agency for the total number of hours agreed during each day or week. 18.3. To abide by all instructions issued by the client to the Temporary Worker and to abide by the client's disciplinary rules and obligations in force at the premises where the services are performed. 18.4. To take all reasonable steps to safeguard his/her own health and safety and the safety of other persons who may be affected by the Temporary Worker actions. 18.5. To comply with all reasonable requests from the client or the Agency within the scope of performing the services under the assignment.
19. The Agency shall not be obliged to offer any minimum number of hours to the Temporary Worker and the Temporary Worker shall not be obliged to accept any minimum number of hours in any day or week.
20. In the event that the Temporary Worker refuses an offer of work or fails to attend at work the Agency reserves the right to terminate this Agreement.
21. Should the Temporary Worker be unable to attend an assignment which he or she has agreed to undertake as a consequence of sickness or injury he or she must contact the Agency before 8am on the day of absence.
22. The Temporary Worker must then keep the Agency informed of the continued absence by telephoning each day between 3pm and 4pm.
23. The Agency shall be permitted to send a replacement worker to undertake the assignment.
24. The Temporary Worker should telephone the Agency to inform them when they are fit for work so that assignments can again be offered, unless this Agreement is terminated prior to the Temporary Worker being fit for work in accordance with clause 20 above.
25. The Agency shall comply with the requirements for statutory sick pay entitlements where these apply to the Temporary Worker.
26. In the event that the temporary worker through their own negligence causes damage to a Clients or the Agencies property the temporary worker agrees to the deduction of such costs as caused by the negligent act from his or her wages.
27. The Agency and the Temporary Worker agree that the terms of this Agreement govern the offering of assignments which are temporary in nature as such there may be periods between assignments where no work is available. During periods where no work is available the Agency shall be under no obligation to pay the Temporary Worker and the Temporary Worker agrees that no contract shall subsist between the parties during periods when no work is available.
28. The Agency may instruct the Temporary Worker to end an assignment with its client at any time and the Temporary Worker shall comply immediately with such requirement.
29. Either party may terminate this Agreement upon one weeks' notice given in writing to the other.
30. Falsification of timesheets shall be regarded as fraud for which the Agency shall take action against the Temporary Worker including but not limited to the immediate termination of this Agreement without notice.
31. In the event that any overpayment of wages is made by the Agency to the Temporary Worker the Temporary Worker agrees to the deduction of such overpayment as made from his or hers next wages.

Complete by hand:

Signed by the Temporary Worker: Print Name:

Date:

Signed on behalf of the Agency: Print Name:

Date:

Witnessed by (signature) Print Name: Date:

Address: Occupation: