Welcome to the Frankly Recruitment Temporary Workforce.

In order to ensure you fulfil the standards our clients expect of our temporary staff and to ensure we can keep you in assignments there are a few things you need to understand when working through Frankly Recruitment.

You have been carefully selected from a large number of candidates who have asked for work. In providing work for you with our clients, we expect you to help in achieving a standard, which – in accordance to those clients – will "exceed their expectations".

☐ Good time keeping is essential for any assignment. Please ensure you have always allowed enough time to arrive early rather than risk being late. You will have been given in advance the hours you are expected to complete, do not rush to leave early or spin out an assignment in order to earn more money!

☐ Dress Code – You are representing Frankly Recruitment – please dress smartly and appropriately for the assignment undertaken.

☐ On arrival at an assignment report immediately to the person as directed.

☐ Always respect your fellow workers – be polite and courteous at all times. You will be expected to be flexible in undertaking other tasks asked of you.

☐ If for any reason you are unable to attend your assignment you must inform us prior to its commencement.

☐ Once starting on an assignment you will be expected to see it through. If you have a problem in achieving this, you must let us know as soon as possible.

☐ Observe all Health and Safety Regulations of the workplace.

☐ Your timesheet is **your responsibility** to get signed and get back to us by 6pm Friday.

☐ If you are carrying a mobile telephone please ensure it is switched off during your assignment.

☐ If you are unsure about anything please ask!!

Thank you for choosing Frankly Recruitment we will do our utmost to fulfil your needs.

If you are unhappy in any way with any part of our service please let us know immediately;

01793 514441 or info@franklyrecruitment.co.uk