



evolution recruit



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 Evolution Recruit

 @ltd_evolution



what we do

As a reliable, trustworthy and honest recruitment business, we are dedicated to transforming your work and job concerns into genuine career solutions. From our base in Mansfield, we provide a broad yet thorough approach to temporary and permanent recruitment through a diverse range of clients across the East Midlands and beyond.

*Reliability in your ever
changing environment*

getting to work

To increase your chance of gaining work you should telephone Evolution each day between 9.00am-10.00am and 3.30pm-4.30pm. If you don't immediately receive work, don't give up! We will return your call with our very next job offer.

All our assignments are job offers. This means you may turn down any job you feel is unsuitable. However, failure to turn up to any job you have accepted without giving reasonable notice of your intention not to attend will result in no further job offers being made.

authorised absences/holidays

Doctor/Dental appointments must be made outside of working hours.

Days off (other than scheduled days off) should not be taken without first obtaining permission from an Evolution representative. An authorisation must be obtained from us a minimum of 1 week before the time taken off. In case of sickness, our office is open from 8.00am-5.00pm Monday to Friday. We also have an out of hours' number (see back of leaflet) for you to leave a message, this is available upon accepting your first assignment for Evolution.

All holiday requests must be made by filling in our holiday request form either in person, in our office, at your work placement or by email. Text messages and verbal requests will not be classed as an official request. For the avoidance of doubt, the holiday year runs from 1st January until 31st December. Unused holidays will not be carried over to subsequent years.

Our mobile telephone number is 07899 978213 and is operational at times before 8.00am and after 5.00pm. If you are unable to personally notify us of your illness, then you should get a friend or relative to do it for you at least 2 hours before you are due to be at work. Failure to inform us before absence could result in your work assignment being re-assigned to another employee.

conduct

A) You must not leave a client's premises for any reason without prior permission from the shift supervisor.

The following examples of misconduct that may result in you losing your assignment, but this is not an exhaustive list:

- Poor timekeeping
- Persistent absence
- Disruptive behaviour
- Contravention of Health & Safety Regulations
- Failure to maintain the required standard of dress and behaviour

B) you will be immediately dismissed from the client and from Evolution for the following:

- Stealing
- Consumption of alcohol/illegal drugs on the Client premises
- Smoking in unauthorised areas
- Leaving the clients premises without prior permission

smoking

Clients rules on smoking vary due to the nature of their work and the materials being used. Generally, smoking is strictly confined to specific areas. This area can only be used during authorised break periods. Warning notices are displayed and failure to comply with this instruction will lead to instant dismissal. Always ask before smoking.

personal protective clothing and equipment (ppe)

All temporary workers must wear PPE as and when directed. Any worker that has been directed to wear PPE and is not, will be sent home. Again, the rules regarding PPE change from assignment to assignment, so always ask if you are unsure. Any work requiring additional PPE will be provided by the client.



your employer

Always remember that you are employed by Evolution under a contract for services and are representing Evolution. Whilst reporting to the supervisor on site daily from whom you take your instructions. You are also required to comply with any additional instructions issued to you by Evolution.

attendance

Your hours of work and overtime rates can vary from contract to contract; if you are not sure, ask your Evolution contact. Evolution may wish to change your hours to suit client's requirements but will endeavour to give you adequate notice.

You are required as part of the agreement you signed when registering for work with Evolution to complete the contract. You must complete your shift so that the client is not let down; you must never walk off the job. We offer regular attendance incentives so please ask our team for more information.

timesheets/payment

When you accept an assignment, unless informed otherwise, a timesheet is completed by the client, but it is your responsibility to ensure you 'clock' in before and after your shift. Some clients require you to show when you have left site during your shift also, i.e. for lunch breaks. If this procedure is followed you will be paid promptly and accurately. Payment will be made weekly in arrears on the Friday following the previous week's work.