



Employee Induction – Key Information Document

This document sets out key information about your relationship with us, including details about pay, holiday entitlement and other benefits.

Employer Information:- Rapier Employment LTD

Branch Details:- Didcot, Oxon, OX11 7LE

Contact number:- 01235 550300

Out of hours explained:- After 17.00 our phone lines will go through to an out of hours service, if you need a member of staff, please call during office hours- 08.00 -17.00

Pay/slips:- You are paid weekly direct into your account on a Friday. Payslips are obtained via epay, if you are unsure on how to retrieve them, please speak to your local branch.

Holiday – Holiday will start accruing from when your assignment commences. You are entitled to the statutory minimum of 28 days per annum. This is accrued on each hour worked and typically means you will accrue 0.538 of a day towards your accrual balance each week.* This is pro rata'd for part time or reduced hours worked. The daily rate you are paid per day whilst taking holiday is an average daily rate of your wages over the previous 52 weeks. The holiday year runs from the beginning of March – end Feb.

- *This may vary with parity on certain assignments*

Sickness reporting/SSP :- You must contact the branch/ out of hours 2 hours before your shift commences. If your sickness lasts more than 4 days, you may be eligible for SSP payment, you will need to complete a self certification form, send to the branch, if your sickness lasts more than 7 working days a doctors certification will be required. SSP is paid at the current government standard.

Pension – you are automatically enrolled into our pension scheme, currently Nest pension.
<https://www.nestpensions.org.uk> You have the option to opt out if you wish to.

Health and Safety Manual

https://rapieremployment.co.uk/documents/Rapier_h%26S2025.pdf

Employee Handbook/ Disciplinary Procedure

<https://rapieremployment.co.uk/documents/Rapier-Flexible-Employee-Handbook.pdf>



PPE Issued.

You must wear the PPE stipulated by site at all times, failure to do so will result in you being sent home.

Hi-vis

Safety Boots

Other

Drug And Alcohol testing:- We operate random drug and alcohol testing, you could be tested at any point during your working assignment, either by our client or a trained Rapier representative.

Stronger Together, tackling modern slavery

Rapier Employment Ltd understands all potential modern slavery risks related to its business and to put in place steps that are aimed at ensuring that there is no slavery or human trafficking in its own business and its supply chains. We are a part of the stronger together organisation helping to tackle the exploitation of employers in the UK. We work alongside the Gangmasters Licensing Authority to help eradicate it once and for all.

Video – Daniel and Werenika’s Story

<https://www.youtube.com/watch?v=q-5GVA5lg-Y> – please follow the link

I have watched and understood the nature of this video and know that if I, or anyone I know, find themselves in this situation, I am now confident in who I can contact.

Speak up Hotline:- Freephone:- 0808 175 4660

If you believe something or someone is putting our people or business at risk, we want to know. This could include forced labour, work introduction fee, another person in control of your passport/bank account, feeling or being threatened within your work environment, theft/fraud, serious health and safety risk. You should speak to your manager or contact our, dedicated hotline, available 24/7 to report your concerns. You may wish to remain anonymous, please leave as much detail as possible, for us to investigate the situation thoroughly

GDPR

<https://rapieremployment.co.uk/data-processing-policy/>

Web App

If you are registered on the web app, you will have your own log in details and password unique to yourself. Within the portal you can access your contract, application form, assignment schedule (pay rates). You can also log your drivers hours and availability and POA. You can access the worker App via:- <https://app.sabrems.com> If you are unsure on how to use this please speak to one of our consultants.

I confirm that I understand and agree to all the points raised above.