

### **Agency Worker 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. Lateness or absence may result in loss of appropriate payment.
3. You are required to complete and submit timesheets as directed in order to ensure that you receive the correct payment. Incorrectly completed, or late submission of, timesheets may result in incorrect or delayed payment of wages.
4. Any damage to our or our client's vehicles 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.

In the event of an accident whilst driving one of our vehicles, or one of our client's vehicles, you may be required to pay the cost of the insurance excess up to a maximum of £1000.00. This amount will be deducted from your pay and in the event of failure to pay due to insufficient earnings, you will be personally liable for any amounts owing.

The company may withhold the insurance excess payment for a period extending up to 12 months depending on the length of time to receive the outcome of the insurance payout. A separate agreement will be issued regarding this deduction.

5. Any damage to our or our client's 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 or our client 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 failure to pay, such costs will be deducted from your pay.

6. You may be provided with tools and/or property necessary to carry out your duties. You should keep these in good repair and take all reasonable steps to ensure that they are secure at all times. You must report any lost, damaged or mislaid tools and/or property to the Client. You must return all Client tools and/or property upon your intention to terminate your availability for assignments and/or if the employment business/client no longer offer assignments. Failure to return tools and/or property, or any loss or damage suffered as a result of your negligence, will result in a deduction to cover the cost of the tools and/or property being made from your pay. This is an express written term of your Agency Worker Contract for Services.
7. Upon your termination of availability for assignments, or when the assignment you are placed on ends, where PPE items have been issued to you, this must be returned. Failure to return such items will result in the replacement cost of the items being deducted from any monies outstanding to you at the following rates: £16 for black safety boots, £25 for White Safety shoes, £3.00 for 'hi-viz' vests, £3.50 for safety gloves and £7.00 for blue vest. This is an express written term of your Agency Worker Contract for Services.
8. For some roles subject to DBS clearance, the processing fee incurs a cost of £29.00 plus £1.00 postage. Upon successful placement with our client, this fee may be deducted from your pay by GR Employment Ltd. Once the DBS application is submitted, the DBS fee is non-refundable, and there is no right to cancel or withdraw.

9. All employees are required in law to provide evidence of their eligibility to work in the UK. As an employer we have the legal obligation to comply with the applicable immigration legislation which includes ensuring that employees provide the appropriate documentation prior to the commencement of employment.

In the event that an employee is unable to provide satisfactory evidence of their eligibility to work in the UK the Company reserve the right to terminate the employment without notice. Acceptable evidence is set out in our Work Permits and Eligibility to Work Policy.

All costs relating to any immigration application must be borne by the employee in question and will be deducted from your salary.

10. Those who are responsible in the organisation for ensuring compliance with the prevention of illegal working will be required to perform Right to Work Checks. Employers that fail to do this could face civil penalties if they are found to have employed an illegal worker without carrying out a proper right-to-work (RTW) check.

Each RTW check will cost a total of £4. You agree that the Company has the right to deduct the cost of your RTW check from your first salary/wage payment.

I have read and I understand the above terms. I agree that they form part of my Agency Worker Contract for Services.

11. Agency Worker signature X \_\_\_\_\_
12. Agency Worker name (print) X \_\_\_\_\_
13. Date X \_\_\_\_\_