



## Recruitment Agency Policy

### About Us

We are Dorabridge Design and Build Limited, a company incorporated in England and Wales (01477948), and our registered office address is: Hinkley House, Ashford Road, Badlesmere Lees, Faversham, Kent. ME13 0NX.

### The Policy

We recognise and value the role of recruitment agencies in helping us to hire both permanent and temporary staff. However, we are committed to sourcing staff directly whenever possible.

- Where it is appropriate for us to use the services of an agency, that agency must be a preferred supplier with whom we have agreed terms of business.
- Only our Managing Director has the authority to instruct an agency to recruit on our behalf.
- We do not pay agency fees where terms of business have not been agreed.

### Submission of Speculative CVs

- We reserve the right to contact directly any candidate whose details are sent on a speculative basis by a third party without being liable for fees.
- The submission of speculative CVs to any member of our staff either directly or indirectly (including via our website or generic email addresses), will be deemed to be an acceptance of this policy.
- A "speculative CV" is one where an agency has not been formally requested by us to find candidates for a specific role and where agreed terms of business have not been signed.

### Agency/Temporary Workers

We will always consider workers to be either self-employed or the employee of the supplying agency unless it is agreed and actioned that the worker will sign a contract of employment directly with us on either a permanent or fixed term basis.

### Eligibility to Work in the UK

It is the responsibility of the hiring agency to ensure all Agency/Temporary workers are eligible to work in the UK. The hiring agency will assume all legal responsibility and liability for any failure to meet UK eligibility requirements.

### Signing of Timesheets

- The only authorised signatory of Timesheets is the Managing Director.
- Irrespective of any Agency policy or documentation or contract, the authorised signing of a timesheet is only acknowledgement that those hours were actually worked.

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## Acceptance of Quality of Work

Irrespective of any Agency policy or documentation or contract, the signing of a timesheet cannot be construed, in any way, as acceptance of the quality of the work performed by the agency worker.

We will make reasonable practicable efforts to review the quality of the work performed, in accordance with the nature of the task and the type of worker (see Definitions). As soon as work is found to be unsatisfactory, we will discuss the matter with the agency directly, but depending upon circumstances, may ask the worker to leave site immediately.

## Advertising of Roles

- An agency may not use our company name in any advert (online, print, radio, television, job posting on a recruitment site, mail shot, email campaign and so on), without our prior written approval. We reserve the right to request a copy of any advert and to veto any advert that we feel is detrimental to our corporate image, reputation or does not meet statutory obligations or contains inaccuracies.
- The Agency must take particular care at all times to avoid using language that has a sexual connotation that may indicate a preference for applications from a certain section of society. For clarification, the Agency should include an equal opportunities statement on all material.

## Membership of REC

The Recruitment and Employment Confederation (REC) are a professional body for recruitment. We will prefer to do business with those Agencies who are fully paid-up REC members.

## Definitions

*Unskilled* – workers who are mostly asked to perform manual labour roles, and not usually required to use reasoning or intellectual arguments in their work. Typical tasks would not require specialist skills or formal training to carry out well. They would require a higher degree of direct supervision (although may be left to get on with a repetitive task once it is understood and being performed to a suitable level of quality). Can expect to have their work regularly checked for quality (i.e multiple times per day). Would not be expected to provide their hand-tools

*Semi-Skilled* – worker who undertakes work of a largely repetitive nature where the focus is more on their ability to do the task accurately, consistently and efficiently, and less so on their ability to exercise judgement, skill and reasoning – except as required to deliver the task. Depending upon the task, they may or may not hold, or be working towards, relevant formal qualifications. Will typically have less than 6-12 months experience in the relevant skill. Can expect to have their work checked on a daily basis. Would be expected to provide a number of relevant hand-tools.

*Skilled* – workers who are consistently capable of correctly exercising judgement and reasoning, working independently without direct supervision for most of a day. Will most likely hold formal relevant qualifications. They would be using and applying specialist skills,

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knowledge and relevant practical experience to consistently produce work of a high standard of quality. Will typically have over 12 months experience in the relevant specialist skill. Can expect to have their work checked every couple of days. Would be expected to provide the all of their own hand-tools.

## Provision of PPE

- A workers employment business is responsible for supplying PPE:
  - Hard hat
  - Gloves
  - Safety Boots
  - Eye Protection
  - Ear Protection
  - Hi-Visibility jacket or tabard
  - Harnesses (where required)
- This legal responsibility cannot, by law, be passed on.
- Where a worker does not have the necessary PPE, and has to be turned away, they will be considered to be in breach of contract.

## Contacting Us

Any questions, concerns, requests and comments regarding this document should be addressed to:

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