



Agency Worker Regulation Policy

Overview

On 1 October 2011 Agency Worker Regulations (AWR) were introduced which provide temporary agency workers (TAWs) with entitlement to certain additional employment rights after 12 weeks in the same role with one hirer/employer. This includes (but is not limited to) basic pay, annual leave, overtime, bonuses linked to performance, duration of working time and rest breaks. TAWs must also be given access to facilities, collective amenities and vacancy notices from day one of their assignment with a hirer.

Intu has responded to this change by introducing a policy to ensure fair, consistent and simplified employment practices.

Policy

The AWR Policy applies to all employees of intu who hire, and/or are responsible for, temporary workers within intu.

TAWs are a useful resource for emergency and short term periods (i.e.: less than 10 weeks) of employment and will continue to be used by intu. However, under no circumstances should a TAW remain working for intu in the same role after a continuous 10 week period.

Who is a TAW?

- Individuals supplied by temporary work agencies
- Individuals supplied by intermediaries (e.g. umbrella companies).

Different regulations already apply to individuals on temporary/fixed term contracts if they are employed directly by intu.

Who is not a TAW?

- Individuals who are genuinely self-employed (contractors, consultants, freelancers)
- Individuals who are genuinely Managed Service Contracts
- Individuals on secondment
- Individuals employed directly by intu on a fixed term contract.

Your requirements as an intu employee

Should you hire and/or are responsible for a TAW, you must:

- Obtain approval from your Head of Department prior to engaging in a TAW arrangement (as per current procedure);
- Notify HR before engaging in a TAW arrangement. HR must agree the agency terms prior to the TAW starting the assignment, including temp to perm arrangements/fees;
- Ensure that you do not continue to employ a TAW for longer than a 10 week period;
- Discuss your options with HR should you require a medium term employee (i.e.: more than a 10 week period); and
- Ensure that any temporary worker who begins work with intu is aware of the company policies available on the intranet, paying particular attention to: Acceptable Use of Information and Communications; Business Code of Practice; Code of Professional Conduct; Diversity; Harassment; Health & Safety; and Whistleblowing.