



PMR TEMPORARY STAFF CODE OF CONDUCT

PMR have a reputation for providing high-quality staff, which we aim to retain.

At all times you are a contract worker for PMR you are representing the company.

How you dress, behave and react will give the client an impression of not only you, but also of PMR. On any assignment you are asked to attend you are expected to adhere to certain codes of conduct.

The dress code for any assignment, unless otherwise stated, is as follows:

SHOES:	Black or Brown (No Trainers)
TROUSERS:	Dark (No jeans or similar)
SHIRT:	Plain light coloured (white preferred)
TIE:	PMR Tie provided
JACKET / BLAZER:	Dark

Female staff should wear equivalent appropriate dress.

Once on site you will be able to dress according to the dress code of the client, which may be slightly more relaxed.

You should endeavour to arrive at your assignment **AT LEAST 10 minutes BEFORE** you are scheduled to start work. If it is the first time at a particular site you should allow extra time to find the location.

1. Whilst on duty you should be of tidy and smart personal appearance and cleanly shaven.
2. You may not smoke, swear or shout, or be under the influence of alcohol.
3. You may not behave unsociably; use the telephone for personal calls or SLEEP.
4. You may not congregate with others at any time whilst you are on duty.
5. No alcohol or drug abuse will be tolerated.
6. You will be punctual for your working hours and not leave the site without prior permission
7. No Fighting will be tolerated nor verbal abuse

Failure to adhere to the above rules will result in disciplinary action. The list is not exhaustive. Bad conduct and poor work performance will also be deemed as reasons for disciplinary procedures.

Being drunk, fighting, theft and verbal abuse shall be considered as reasonable cause for immediate dismissal.

Information regarding any of PMR's clients is CONFIDENTIAL and should NOT be passed onto any third party.

If at any time you have any questions concerning the above, please do not hesitate to contact your consultant

I have read, understood and agree to the above.



Signed by the Temporary Worker

Date _____