

TEMPORARY WORKERS CODE OF CONDUCT

TPP temporary employees have a reputation for providing our clients with the highest professional standards of work. To maintain this standard, we expect all temporary employees to ensure that:

1. There should be no excessive use of mobile phones at the client's offices.
2. Urgent calls should only be made with the client's permission. You are not to use the client's phone, email or internet for casual personal use.
3. PCs are not to be used to type up CVs or other non-related work. Private USB sticks should not be loaded onto client PCs.
4. Please dress in accordance to the client's dress code. Unless otherwise directed by your Consultant please be professionally attired.
5. Time off for interviews, non-emergency doctor's appointments etc should be agreed in advance and at a mutually convenient time with the client. Please also inform your TPP Consultant. Please endeavour to book appointments outside client hours where possible (or early morning/late afternoon to ensure minimum disruption).
6. You are not to engage in any conduct detrimental to the interests of TPP and/or the client, respect confidence and do not discuss clients' work outside of the work place.
7. You will be paid weekly in arrears into your bank account only in respect of hours worked as certified online by the client and calculated at the hourly rate agreed at the commencement of the assignment. It is the temporary worker's responsibility to submit their hours via tpp.timesheetportal.com within TPP's payroll deadlines (5:30pm Friday). Hours worked will need to be approved online by the client by 9am of the Monday following the week of work.
8. You will be required to provide proof of your ability to work in the UK.
9. Overtime hours will be paid at standard rate unless agreed in writing by TPP.
10. Please check when starting an assignment your official and/or assigned lunch and break times. Do not take breaks unless these have been approved by your Manager. When calculating your hours please deduct breaks.
11. Health and Safety is your and TPP's overriding concern. You must ensure you are properly briefed on arrival at the client and you must immediately bring to the client and TPP attention any issue or concern.