

Working At Starfish 9 Ltd. - You and Your Job

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Probationary Period

All appointments are subject to a 3 month probationary period, this may be extended by a further 4, 8 or 12 weeks in order to determine whether you will remain in our employment.

Job Descriptions and Job Profiles

We will endeavour to provide you with a job description or profile, which outlines your primary tasks and duties. This will be given to you at the start of your employment with us. However, you may be asked to perform other duties if one of your colleagues is off sick or on annual leave.

Hours of Work

Due to the variety of roles within the Company hours of work may differ. Your hours of work are noted in your Main Statement of Terms and Conditions of Employment.

Break Periods

Due to the variety of roles within the Company break periods may differ. Your break periods are noted in your Main Statement of Terms and Conditions of Employment.

Overtime

From time to time we may require you (depending on the position you hold with us) to work overtime in order to meet the needs of the business. This will be in cases where we have committed certain deadlines to our clients. In such circumstances, your full support is paramount in order to meet the needs and expectation of our client. It will also ensure the growth and future prosperity of our business.

Overtime is classified as those hours worked in excess of 39 or those, which are noted in either (or both) your offer letter and/or your Main Statement of Terms and Conditions of Employment.

Any entitlement to be paid for overtime working will be detailed in your Main Statement of Terms and Conditions of Employment.

Short Time Working and Lay Off

We reserve the right to invoke the statutory rules pertaining to 'short term lay off'. That is, we will only exercise this right in cases of a serious downturn in business and in so doing we will ensure we comply with the law in this regard including paying the said guaranteed payments.

After 4 weeks, we will review the circumstances in accordance with the law.



Other Employment

It is a requirement of your employment with us that you inform us of your intention to take a second job or indeed if you have another job in addition to your job with us. In normal circumstances we would prefer that your employment with us is your 'whole' and main employment. In all circumstances, if your employment with us is full time, you will devote your entire working hours to Starfish 9 Ltd. Nevertheless, we reserve the right to:

- Request details of the hours you work for any second or 'other' employer.
- Establish the nature of the employment.
- Examine the impact of your second job on your position with us.
- Request you sign a Working Time Directive Opt Out Clause if the combined hours of work exceed 48 per week averaged over a 17-week period.
- Insist Starfish 9 Ltd. is your only and main employment during your employment with us.

Wages

Payment of wages

Your rate of pay will be as detailed in your Main Statement of Terms and Conditions of Employment.

All payments are made to **weekly paid personnel** into a bank account of your choice every Friday.

Salaries are paid to **salaried personnel** on the last Friday of the month into a bank account of your choice.

The Company does not pay wages cash in hand.

A pay slip is given to you showing a breakdown of all payments. However it is your responsibility to pick up your wage slip and cordially check that the details are correct.

In addition it is your responsibility to inform the Wages Office, your Foreman or Line Manager of any changes, which could affect your wages.

Overpayments

From time to time we may accidentally make an overpayment in relation to your wages. In such circumstances, we will seek to reimburse the loss by making a deduction for such overpayments, where you have not worked the equivalent amount of hours and as such, are not entitled to this amount of money. The full amount will be recovered from your wages and will be deducted in accordance with the clause in your Main Statement of Terms and the Employment Rights Act 1996.

Underpayments

If you believe we have underpaid you then please contact the Wages Office or your Line Manager for advice and assistance in this regard.

Time Sheet Completion and Signing In and Out

It is vitally important that we keep up to date and accurate records both in relation to the Inland Revenue and our company accounts. Thus if you are required to sign in and out you must do so when you commence and finish your day's work. This enables the Foreman or your Line Manager and the Wages Office to 'accurately' calculate your wages. It also ensures that the Company complies with the Inland Revenue and other statutory lead bodies.



Bonus Payments

There may be occasions when we pay you an 'effectiveness' or other bonus. Such payments are never guaranteed and are wholly dependent on the Company's and your individual performance.

Further details can be found in your Main Statement of Terms and Conditions of Employment for more details.

Income Tax and National Insurance

We are required by law to make deductions from your pay such as Income Tax and National Insurance.

If you do not have a National Insurance number, you will need to contact GOV.UK application line on 0800 141 2075. If lost apply online at [www.gov.uk / apply-national-insurance-number](http://www.gov.uk/apply-national-insurance-number)

If you do not have a P45, you will be taxed at the emergency rate and may have to claim back any over payments, from the Inland Revenue. If you do not have a P45, please ask for a HMRC starter check list. This will help obtain your correct tax coding.

Other Deductions

Other deductions (where applicable) made from your pay will be shown on your pay slip. If you have any doubt or query concerning a deduction, you should speak to your Foreman, Line Manager or the Wages Office.

Voluntary Deductions

Although the Company will require written authorisation, we are happy to make deductions for both individual savings schemes and union subscriptions.

For further details please liaise with either your Foreman, Line Manager or the Wages Office.

Personal Endeavours

You must not seek to make personal gain from your association with us. As such, you are not permitted to exchange in the sale or purchase of any personal belongings whether new or second hand at any time when on duty.

Terms and Conditions of Employment

You are entitled to a Main Statement of Terms and Conditions of Employment within 8 weeks of your start date. This represents part of the contractual agreement between you and us. A copy of the signed contract will be held on your personal file confidentially by us, in accordance with data protection legislation. We believe it is important that you understand your Main Statement of Terms and Conditions of Employment so we encourage you to read your contract very carefully and then put it somewhere safe.

Pension

Automatic Enrolment

Starfish 9 Ltd will automatically enrol you into a workplace pension scheme. Saving into a workplace pension is easy - you don't have to do anything. Once you're enrolled, not only will you pay into the scheme, but so will Starfish 9 Ltd and you may also get tax relief from the Government.

We will enrol you into a workplace pension scheme if you:

- Are not already in one
- Are aged between 22 and State Pension age
- Earn more than £10,000 a year
- Usually work in the UK

You can opt out, for further information contact Accounts Dept.

Employee Welfare

We believe it is very important that you are happy in your job. We want you to feel free and able to discuss any issues or problems with us particularly if it is affecting you in your work.

Appropriate Legal Representation

We contract some of our human resource services to appropriate legal representation. They may take responsibility for a variety of activities including:

- Producing our human resources literature.
- Providing advice, guidance and support including making site visits for the purposes of attending disciplinary, grievance, appeal hearings or other employee matters.

Name: John Jessimer

Signed: 

Position: Managing Director

Date: 7 January 2023

