



Protection of Temporary Workers (including Transparency of take home pay)

When people work through our company, it's important that they know if they are classed as an 'employee' or a 'worker' under employment status law. It affects what they are entitled to and what our obligations are.

If they are self-employed and take on an assignment through our company, this could mean they are classed as an employee or worker for the duration of the assignment.

The workers rights

As a worker, they have rights straight away, such as:

- protection against discrimination
- National Minimum Wage entitlement
- a minimum of 5.6 weeks' holiday entitlement

An employer must not cause them 'detriment' because they reasonably believe being at work or doing certain tasks would put you in serious and imminent danger

We and the worker will take reasonable steps over a health and safety issue, for example complaining about unsafe working conditions

The Worker must inform their employer about health and safety issue in an appropriate way

Detriment means the worker experience one or both of the following:

- being treated worse than before
- having your situation made worse

Examples of detriment could be:

- The employer reduces your hours
- The worker experience bullying
- The Worker experience harassment
- The employer turns down your training requests without good reason
- The worker is overlooked for promotions or development opportunities

From the first day of an assignment, the worker will have the same right as direct employees of the hiring organisation to use any shared facilities and services, including:

- The canteen or food and drinks machines
- Car parking or transport services



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We will ensure that once the worker has been on the same assignment at the same hiring organisation for 12 weeks. This is called the '12-week minimum qualifying period' under the law. The workers rights are upheld regarding

- pay
- holiday
- sick leave
- working hours and rest breaks
- access to permanent job vacancies at the hiring organisation
- parental time off

A week counts as any 7 days that you work in, from the day your assignment began.

Pay Rights

Agency worker, have the same rights as other employees and workers to:

- be paid at least the National Minimum Wage or National Living Wage
- not have any deductions from your pay that are not legal
- be paid on time and by the agreed method
- receive payslips

The workers pay may vary from assignment to assignment, we will ensure :

- The worker agree to your pay rate before an assignment begins
- The worker not going to get less than the rate agreed in your terms and conditions or contract
- We will always provide timesheets. As its our responsibility to pay for the hours worked.
- We will always pay at least National Minimum Wage or National Living Wage, as a minimum
- Delays in pay
- We will only delay a payment for a reasonable amount of time and value when we need to confirm hours you worked.
- Even if we have incurred delays in payment, we will still pay the worker on time
- The right to the same pay

After the worker has reached the 12-week qualifying period, they are entitled to the same rate of pay as direct employees of the hiring organisation. Under the law this is called 'the right to equal treatment to pay'.



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The right to equal treatment to pay includes:

- basic pay
- holiday pay that's more than the legal minimum
- individual performance-related bonuses
- commission
- overtime pay
- allowances for working shifts or unsociable hours

Alex Stockley - Managing Director – XANDER RECRUITMENT GROUP LTD

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