We would like to introduce to you our rules and regulations, which must be abided by at all times whilst working with our agency. Please sign this document to confirm you will follow all points.

**IMPORTANT INFORMATION**

**WORKING HOURS**

Please note our office working hours are as followed:

***Nadi – 07:00 till 16:00***

***Dina – 08:00 till 16:00***

***Rabia – 09:30 till 14:30 (Monday to Thursday)***

Outside of these hours, we are unavailable. If you have any emergencies after work hours and on weekends, please ring the office on 01772 821821.

**WHATSAPP**

Please ensure you have all our numbers saved in order to receive important messages and any emergency shifts:

***Nadi – 07950 404812 (Coordinator)***

***Dina – 07508 393449 (Assistant)***

***Rabia – 07495 466008 (Registrations and claim forms)***

**LOCUM SHIFT INFORMATION**

**AVAILABILITY**

We advise all dispensers to provide availability one month prior and update us every Monday with any potential changes.

**Please Note:** Based on availability and travel margin, we will book your shifts accordingly so please refrain from rejecting shifts when received at the end of the week.

**CANCELLATIONS**

Regarding cancellations, we understand circumstances may change, however, please remember the cancellation policy we have in place. Which is as follows:

***• Let Nadi know ASAP if you cannot make a shift***

***• More than three cancellations may result in company’s asking not to book you again.***

**DIRECT SHIFTS**

Shifts should **NOT** be taken directly and if you are contacted by area managers or companies, please ask them to contact our dispensing team.

**ROTAS**

We send shift rotas out for the following week towards the end of the week. Upon receipt, we appreciate shifts being confirmed and accepted. If for any reason you do not receive shifts on a Thursday, please be available from 07:00am for any emergency shifts.

**LOCUM INFORMATION**

**OUR EXPECTATIONS**

When working for us, we expect you to be dedicated and always carry out shifts you have committed to. We expect all of our locums to be making a good impression of themselves at all times, if you are not then this could lead to the company avoiding booking you in for shifts.

* **ALWAYS BEING PUNCTUAL**
* **BE RELIABLE**
* **QUALITY WORK ETHIC**
* **RESPECTFUL OF THE COMPANIES STAFF YOU COME INTO CONTACT WITH**
* **PROFESSIONAL ATTITUDE AND APPEARANCE WHEN IN BRANCHES**

**NOTICE OF LEAVE**

We require 2 weeks’ notice before you leave our agency, this must be a written notice. Notice should be emailed to us at **dispensers@preferredlocums.co.uk** 2 week prior to last working day.

**COMMUNICATION**

We expect full communication from our dispensers at all times. We can contact you anytime throughout the day via phone or WhatsApp. We understand sometimes you will be unable to get back to us, but we do expect communication during your time working with us to avoid any issues.

**ATTIRE**

The dress code for shifts is **Smart Casual.** We expect that for the time that you are working that you are dressed both appropriately and professionally.

**PAYMENT INFORMATION**

**SELF-EMPLOYMENT AND TAXES**

As a locum you are classed as self-employed and it is very important that you are aware of rules and regulations that follow self-employment. This means you will be responsible for your taxes, NI, etc. For help and advice on this please go to:

[**HTTPS://WWW.GOV.UK/WORKING-FOR-YOURSELF**](https://www.gov.uk/working-for-yourself)

**CLAIMING FOR SHIFTS**

We will send you an email with all the information about claim forms. After you have completed your shift, fill in the relevant claim forms and email it to us at [dispensers@preferredlocums.co.uk](mailto:dispensers@preferredlocums.co.uk) for processing or submit your hours on WebExpenses (for Rowlands) and they will be processed and can take up to a month for payment to reach your bank account.

**SHIFT RATES & MILEAGE**

The set rate for dispenser locum shifts is £12 per hour on a weekday and £13 on a weekend. Some companies pay travel costs towards petrol and some also pay towards public transport fees. You will be told your mileage on your rota. Most companies pay mileage after 20 miles.

Thank you for taking the time to read through our induction.

Please sign the below boxes to confirm you have read the rules and regulations and you agree to follow them.

**LOCUM NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**LOCUM SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**