1. Do not smoke after you finish your shift, please. After work go straight to the mini bus and do not stop for a cigarette. Let everybody else to go back home as soon as possible.
2. All injuries and accidents must be reported to the shift manager and to ADS.
3. Only blue metal-detectable plasters are allowed on site. These are issued by the First Aiders only. Do not use any other dressing in the factory. If a plaster is lost report to the shift manager immediately. All open cuts or infected areas must be covered by a blue plaster.
4. You must be back from your **breaks on time**.
5. Store your personal belongings in the lockers provided (if you haven’t got a locker key – ask for it in the ADS office).
6. Keep the **changing room and the canteen** **clean and tidy** at all times. **After the shift leave wellington boots hanged on the racks, put dirty coats to dirty laundry storage.**
7. **Always keep ADS minibus clean and tidy**.
8. Never run in the factory. Be aware of slippery floors.
9. Report to us immediately any problems that you face at your workplace so we can help.

**Salaries, Payslips**

1. Pay day is every Friday; however, we tend to pay cash from 4.00 pm on every Thursday. Salaries to Bank Accounts are transferred either on Saturdays or on the following Mondays (depending on the bank).
2. Payslips are ready to collect every Thursday after 4pm. Please, collect your payslips on regular basis.
3. **We do not post/e-mail payslips.**
4. **We do not issue photocopies so store your payslips in a safety location**.

**Final Notes**

1. If you breach any of these rules, disciplinary actions (warning or dismissal) may be taken.
2. Please note that you are required to communicate with all ADS staff (both in the factory and in the office) in English at all times despite yours or their origin.
3. All accidents must be reported to your manager immediately even if nobody is injured, which would be entered in the accident book.

***Our rules are simple but we are happy to explain anything that seems to be unclear to you. Please, ask our member of staff for help. We are hoping that you will enjoy working through ADS Recruitment Ltd.***

**4**

**If you need to contact ADS**

1. Never call mobile numbers that we send the texts from.
2. Never text mobile numbers.
3. Never text **023 8063 0077.**
4. **Always ring 023 8063 0077.** The number is available 24/7 for emergency matters.

**Reporting Sickness**

1. **If you are sick RING ADS – 023 8063 0077**. The number is available 24/7 for emergency matters. Be aware that if you call to report your sickness **less than 12 hours in advance we might request for a doctor’s notice** confirming the reason of your absence**.**
2. If you are suffering from diarrhoea or vomiting you are not allowed on site earlier than 48 hours after last onset. If you are suffering from any of those the night before tell us straight away. Do not wait until morning so you feel better. You are not allowed at work anyway!
3. If you are suffering from any other disease you are not allowed at work unless you are fully recovered.
4. After every sickness and before you are allowed back at work you must come to ADS to sign Return To Work Form.
5. Please note that if you are sick/ absent from work more than 3 times in three months, you won’t be able to pass the probation period.

**Booking DAYS OFF or HOLIDAYS**

1. **Book days off and holidays in advance**. No holidays allowed over Christmas, New Year, Easter, Bank Holidays and other busy periods. Always check with ADS before booking your holidays.
2. If you want to get paid holiday you must book it at least 4 weeks in advance.
3. After holidays and before returning to work you must come to ADS to sign **Return To Work Form**.
4. **Need a day off?** Make sure that you book it **a week in advance.** The minimum period for booking **a day off** **is 2 days.** Report to ADS all GP, NHS, Job Centre etc. appointments on the same principal – a week in advance.

**1**

**Informing about the work**

1. Every Weekend we send text messages about the work place and shift you are doing next week.
2. If there are any changes during the week – we send you additional text messages.
3. **Report to us if you are unsure whether you are scheduled for work** (call the Office Number **023 8063 0077**).
4. **Report to us if you did not receive a text message** (call the Office Number **023 8063 0077**).

**Going to work by ADS BUSES**

1. Always **be on time for ADS mini bus**/ for work.
2. There are only seated places available on ADS bus. Wait until mini bus stops completely to stand up and get off the bus at your bus stop. **Do not stand up until the bus stops completely.**
3. Always inform ADS straight away about any **changes in your address/bus stop**.

**Please Call to ADS Immediately**

1. **Report straight away if you are sick. ADS office number is 023 8063 0077**.

Be aware that if you call to report your sickness **less than 12 hours in advance, we might request a doctor’s notice** confirming the reason of your absence**.**

1. **You must call IN ADVANCE at all times when you cannot go to work. For an unauthorised absence from work you will get a warning/dismissal.**
2. Report immediately if you **change your mobile phone number** or if you **lose your phone**.
3. Report immediately if you **change your address** and need a bus from a **different bus stop**.

**ADS Office Working Hours**

1. ADS office is open from 9am to 5pm on Monday, Tuesday, Wednesday and Friday. On Thursday we are open from 9am to 6pm. We are closed for weekends and Bank Holidays.
2. **If there is anything you want to talk about call in to make an appointment so we can speak to you and help if possible**.

**2**

**Working in food environment**

1. Good personal hygiene is very important. Take regular showers and go for dental check-ups. Wear clean clothes and shoes at all time.
2. Always wash your hands before you enter the production area, after every break, after using toilet, after eating and drinking, after smoking, after blowing and sneezing your nose, after bleeding your nose, coughing, touching your face and hair, handling waste or refuse, after handling cleaning equipment and chemicals, every time your hands are dirty.
3. No jewellery is allowed on site. Only plain wedding ring is allowed.
4. Wearing watches is forbidden on site.
5. No hair bands and hair clips are allowed on site.
6. No personal belongings (wallets, mobile phones, etc.) can be taken on site. Do not keep any of those in your pockets.
7. Excessive use of perfume and after shave or make-up is not allowed at work.
8. Fake nails and nail varnish are forbidden on site. Even transparent nail varnish and conditioner is not allowed.
9. Fake eye lashes are not allowed on site.
10. No vest tops and no shorts/ skirts are allowed on site. No open shoes, please.
11. Spitting and chewing gum is not allowed. Those are not allowed in production, canteen, changing room, toilet, smoking area, parking zone and outside/inside ADS mini bus.
12. Do not take any nuts and nut containing products on site. No Snickers bars and Nutella, please.
13. Eating and drinking is allowed only during breaks and only in the canteen. No eating or drinking is allowed in production, changing room, smoking area, parking, ADS mini bus and so on.
14. Store your lunch in the canteen in the fridge provided. Do not take your lunch to changing rooms or production.
15. No personal medication is allowed into the factory unless authorized by the manager.
16. Smoking inside the factory is forbidden. Smoking is allowed only in the smoking area outside and only during breaks. No smoking in the toilet, canteen, car park, outside the bus.

**3**