

CODE OF CONDUCT FOR TEMPORARY WORKERS

PMR are able to offer experienced Workseekers a wide variety of work opportunities because we provide our clients with reliable staff and a great service.

We have high standards that we expect all of our temporary workers to meet. By taking on temporary assignments with us, you agree to the following Code of Conduct.

DRESS

You are expected to be smart and wear the correct clothing for your role. Front desk Concierge staff are expected to wear,

Dark suit, white shirt, dark tie and dark, clean shoes

ATTENDANCE

You are expected to arrive 5-10 minutes ahead of your shift time to carry out a handover, if you are required to attend for more than this, you will be paid additionally for the time.

GENERAL RULES

- You may not smoke anywhere within the building or grounds
- You may not be under the influence of drugs or alcohol whilst on duty, some clients carry out random tests and a failure will result in immediate dismissal
- You may not use any IT facilities provided for private purposes
- You may not use any telephone or mobile for any calls except those which are work-related
- You should not leave site for any reason without informing the building management, or PMR
- You are expected to keep confidential any and all information that you learn relating to the affairs of residents, or their visitors. Legal action may be taken against you if this is breached

TIMESHEETS

Timesheets are now digitally created on Prime Pro, you will have access to this as a temporary agency worker with PMR to view your calendar and booked shifts.

Your consultant will discuss the approval of all timesheets with the client.