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INDUCTION PACK



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WELCOME TO SPRITE RECRUITMENT!

Thank you for registering with **Sprite Recruitment Ltd**, based in Coulsdon, Surrey.

Candidates who work for **Sprite Recruitment Ltd** benefit from working for high-profile Clients and feeling part of a team. Attending the induction session demonstrates that we believe you have the attributes we are looking for!

Our induction sessions, which are carried out by qualified trainers, are compulsory and cover a number of different aspects:

- Copies of your passes and permits are taken and added to the system
- Your **Sprite** Photo ID card is issued
- The Registration Process
- Timesheets
- Personal Protective Equipment (PPE)
- Drugs & Alcohol Policy
- Feedback

The following notes aim to give you all the information you need to know to ensure your temporary contract with us runs as smoothly as possible.



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Passes & Permits

Getting Started

You will understand that it is important for us to undertake identity checks before you can engage in a temporary contract. We will need to see the following forms of identification (originals only):

British Citizens

Both of the following:

- A 10 year passport
- Proof of address (i.e. recent Council Tax or utility bill)

Or two of the following:

- British photo driving license
- P45
- Birth certificate (issued within 6 weeks of birth)
- Credit card with 3 statements and proof of signature
- Proof of residence (i.e. recent Council Tax or utility bill)

EEA Nationals

Both of the following:

- Full EEA passport or national identity card
- Proof of residence in the UK (i.e. recent Council Tax or utility bill)

Other Nationalities

Both of the following:

- Full passport and home office document confirming UK immigration status and permission to work in the UK
- Proof of address whilst resident in the UK (i.e. recent Council Tax or utility bill)

We will also need your national insurance number for identity purposes only.



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Workmanship Standards

Sprite Recruitment has over 70 industry workmanship standards in place, covering various aspects of installation works from basic camera installation to more project specific tasks.

The Standards contain information from the theory behind the task to examples and illustrations of the task and how it should be executed on site.

Sprite Photo ID Card

We will issue your Sprite Photo ID Card during your induction session.

The Registration Process

What we will do for you...

- Once you have registered with us we will aim to find suitable contracts for you with one of our Clients.
- We will offer you an excellent service, with our Consultants actively searching for the best contracts for you with competitive rates of pay.
- We will phone you with details of the contracts and aim to provide as much information as possible (i.e. length of contract, contact name, telephone number, contract location, hours of work etc) to enable you to determine if you are interested in the contract.
- We will process your authorized timesheet weekly (in arrears) providing you ensure it is submitted on time.
- We can provide you with a range of PPE items including a hard hat, boots, Hi-Vi and goggles at a reduced cost. Please let us know if you would like to purchase any of these items during your induction and we will recoup the cost from your first wage with us.
- We provide a range of training courses for Candidates with the aim of providing a wide range of contracts for you to work on. The costs of the training course can then be recouped from your wages as agreed.
- We can keep in touch with you via e-mail or text if a contract arises so it is essential that you inform us if your contact details change at any time.



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What we need you to do...

- If we put you forward for a contract, please consider carefully whether it is suitable for you before you accept it.
- We will need you to be present during the times specified for the total number of hours during each day and / or week of the assignment as agreed.
- Please take all reasonable steps to safeguard your own safety and the safety of any other person(s) you may be working alongside.
- To co-operate with the Client's staff and accept the direction of any person in the Client's organization to whom it is required to report and comply with all reasonable and lawful instructions.
- Please inform us of any absence/holidays which may interrupt the contract you are working on so we are able to inform our Client and provide cover.
- In terms of sickness or absence we need you to inform us at least 1 hour before your shift is due to start.
- Please ensure your authorized timesheet is submitted **weekly before 12 noon on a Tuesday** and this will ensure your payments are made on time. **It is your responsibility to submit an authorized timesheet.**
- Please keep us up-to-date with your availability and inform us if you no longer wish to be contacted regarding contracts we may have for you.
- Please provide us with copies of any training certificates and passes that you gain to ensure our records remain up-to-date.



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Personal Protective Equipment (PPE)

When working in hazardous circumstances wearing PPE is mandatory. EVERY **Sprite** candidate should arrive on site with the correct PPE. Failure to adhere to this rule will result in you being rejected from the site. If you are unsure of the PPE you require to work on site please ask us for advice.

At Sprite Recruitment we offer a range of PPE equipment:

NAME: _____

ITEM	QUANTITY	PRICE
Sprite Recruitment Hi-Vi		£8.50
Hard Hat - White		£9.50
Goggles		£3.50
Gloves		£1.80
Safety Boots - Black		£43.50
TOTAL		£

I can confirm that the PPE I have selected above will be deducted from my first weeks' pay.

SIGNED: _____

For Office Use Only:



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Drugs & Alcohol Policy

Sprite Alcohol & Drugs Policy (Revised Nov 03). **ISSUE 2**

Issue 2 - November 2003

The Drugs and Alcohol Policy as appears in all revisions of the company Induction Pack below revision 7 has been revised to make direct compliance to Network Rail Standard RT/LS/S/008-1 easier to establish.

Introduction

From 7 December 1992 new regulations came into force under the Transport and Works Act 1992. These regulations affect both the operators and employees of transport systems within Great Britain. As many of Sprites customers are transport system operators, these new regulations are relevant to the way we conduct our business.

Each of the different transport operators have formulated their own policies concerning the use and abuse of drugs and alcohol by their employees. In order to clarify the standards of behaviour expected by Sprite of its candidates, the following Policies and Code of Conduct have been developed.

Scope

This policy applies to all employees. It defines the Company's policy in respect of any employee whose proper performance of their duties is impaired, or may be impaired, as a result of drinking alcohol or taking drugs.

By incorporating this policy into the system of Sprite standard forms it is made directly available to all those who need to refer to it.

Reference to this policy is also provided in all method statements and contract specific safety plans.

Policy Statement

Sprite expects its candidates to take a responsible approach to the consumption of alcohol and not to use illegal drugs or practice substance abuse in any form.



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All employees must take care that their level of alcohol consumption does not interfere with their duties at work. It has been shown that the presence of alcohol consumption in the human system, even that below the limits currently prescribed in the Transport and Works Act 1992, is liable to adversely affect performance.

All employees must not take illegal drugs and must be aware that even the use of drugs for valid medical reasons, prescribed or otherwise, can affect performance and introduce hazards to the workplace.

To this effect all candidates shall not:

- Report, or endeavour to report, for work if they are under the influence of alcohol or drugs.
- Consume drugs or alcohol whilst on duty.
- Be in possession of illegal drugs or alcohol whilst employed by the company and working at any of the Company's premises or worksites.

Guidance on how staff should conduct themselves to stay within the rules is provided later in this document.

We will not tolerate any departure from these rules and will take any candidate from our books who does not comply.

To ensure compliance to the Drugs and Alcohol Policy we will take the following actions and expect all staff to co-operate fully in the following measures:

- Communicate and comply with a Company attitude that condemns the consumption of alcohol where it could affect work performance and totally condemns the use of illegal drugs and substance abuse.
- Conduct drugs and alcohol screening programme that includes planned testing of safety critical staff, random testing, post-incident testing and for cause testing (These are explained later in this document).
- Notify their Supervisor or Line Manager if they are taking any medication, prescribed or otherwise, that could affect their ability to work safely.
- Identify any members of staff who's change in performance, or other indications, may indicate an underlying problem with drugs or alcohol abuse.

Drugs and Alcohol Testing

Breathalyzer tests may be conducted without warning to test for the presence of alcohol in the breath. A positive breath test will result in the person being removed from the work site, and prevented from working until a negative result has been obtained from a urine test.



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Urine samples may be taken either at an approved medical screening service provider's premises or at suitable premises at work sites in accordance with 'chain of custody' procedures and standards.

The urine sample is divided into two portions. One portion is kept in secure conditions, the other portion is used to test and screen for prohibited drugs.

The 'chain of custody' sets the standard for a system to maintain the integrity and a tracking record of the urine sample from the time it is given by an individual until the time the sample is reported and can be discarded.

Persons who are to be employed in a safety critical capacity or employed on the Network Rail infrastructure in a position that will require track competency training, will be required to submit to a pre-employment drugs and alcohol test.

All employees classified as safety critical will be tested on an annual basis. For the purposes of this policy, safety critical is defined as those holding positions of responsibility in LUL infrastructure premises (SPC and Protection Masters) and all those holding track competency on Network Rail infrastructure projects.

In addition a further 5% random selection shall be made from the above categories of staff. This random sample shall be tested at a different time to the planned testing. The selection shall be made without discrimination.

Post Incident Testing – following a dangerous incident, all personnel involved in the incident may be drugs and alcohol tested. Testing shall be conducted as soon as possible after the incident.

For cause testing – if there is any suspicion that a member of staff has reported for work under the influence of drugs and/or alcohol, the individual must stop work immediately, leave the work site and submit to drugs and alcohol testing

Staff suspected of having consumed alcohol or drugs may be requested to remain at the site of work pending further investigations. They have a legal duty to comply with this request.

The Police (Usually the British Transport Police) have powers to arrange for alcohol and drugs testing to be carried out on personnel who are suspected of being at work under the influence of drugs and alcohol. It is a criminal offence to carry out safety critical work if unfit for duty through the effects of alcohol and/or drugs. It is also a criminal offence to refuse a test.

Guidance – Alcohol

The consumption of alcohol even in small amounts may adversely affect the safety, performance, conduct or efficiency of an employee as well as the safety and well-being of other employees and customers.

All employees should be aware of their responsibilities regarding alcohol and work and should be encouraged to seek help with alcohol / drugs related problems. It is a particular responsibility of managers to identify any developing problems among their staff and to effectively intervene where an employee's performance appears to be affected by alcohol or drugs.

The restrictions on drinking before duty, possession of, or consumption of, alcohol on duty apply equally to contract staff.

It should be noted that the “prescribed limits” of alcohol permitted under the Transport and Work act 1992 are subject to review by the Secretary of State, and could be altered at any time. Notably, a near-zero limit could be introduced, and it is for this reason that several of our customers have stipulated a near-zero limit for their staff.

The limit set by Network Rail is 30 milligrams in 100 millilitres of blood. This is also the limit set by Sprite for their Drugs and Alcohol Policy.

Even small amounts of alcohol in the body can impair vigilance and reaction time. To guarantee starting work with a zero or near zero alcohol level, not more than 7 units* should be taken in the 16 hours before booking on, and NONE in the 8 hours immediately before booking on. The safe limit is zero.

*1 unit = ½ pint of beer/single measure of spirits/single measure of wine.

Guidance - Drugs

The term “drugs” as used in this policy is defined in two ways:

- Substances which are taken for reasons other than for medical purposes which includes the use of illegal drugs
- Substances which are used a medication for a medical problem - e.g. control or cure disease, to relieve pain, to help sleep or help treat a psychological problem. While these drugs are usually prescribed by doctors, some can be purchased direct from the chemist.



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Illegal drugs include Amphetamines, Cannabis, Cocaine, Benzodiazepines, Methadone, Opiates, MDMA (Ecstasy) and Propoxyphene (This list is indicative only and other drugs may be classed as prohibited under UK Law).

In addition to illegal drugs, substances that have legitimate uses can be abused (e.g. solvents and glue) and their misuse is strictly forbidden.

Many medicines obtained, with, or without prescription, can affect performance at work. Examples include tranquillizers, antidepressants, sleeping pills, some anti-histamines for hay fever, some medicines for coughs, colds and indigestion.

To stay within the requirements of the Drugs and Alcohol Policy, staff shall not take illegal drugs or practice substance abuse and shall inform their Supervisor or Line Manager if they are taking any medication as it could affect their performance at work (Tell your doctor if you undertake safety critical work and read the label on all medication e.g. the terms 'may cause drowsiness', 'do not use machinery' etc. indicate that it would affect your ability to conduct your work safely).

Employee's responsibilities

- To be familiar with the policies and the disciplinary implications resulting from a breach of the policy.
- To understand and accept their responsibility with regard to their use of alcohol.
- To seek help if they have a drinking problem.
- To ascertain whether there would be any side effects which affect work performance as a result of taking medication.
- To inform their manager if the taking of medicine, pills or drugs is likely to affect work performance.
- To avoid covering up or colluding with colleagues whose behaviour and performance is affected by alcohol or taking drugs.
- To urge colleagues to seek help if they have problems arising from the use of alcohol or drugs.
- Employees who believe that they have, or are developing, an alcohol or drug related problem, should approach their Manager. It is company policy to ensure that any approach of this nature is treated sensitively.



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To be signed and returned to:

**Office Manager
Sprite Recruitment Ltd
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ACKNOWLEDGEMENT

I hereby acknowledge receipt of the Sprite Alcohol and Drugs Policy and confirm that I have read and understood the contents of this statement.

Signature

Name

Date



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Feedback

At **Sprite Recruitment** Ltd we welcome feedback from our candidates so that we can improve the service we offer you.

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