**Temporary Worker’s Obligations & Code of Conduct**

As a Temporary Worker you must:

* keep FOSB Ltd informed of your availability;
* inform FOSB Ltd if the client contacts you directly regarding a start date;
* complete a Health Declaration form prior to starting your assignment;
* complete the Bank & Declarations form prior to starting your assignment;
* complete the Legal Disclaimer and inform FOSB Ltd if you are currently (or have been) subject to any kind of investigation or prosecution relating to a Conviction, and where this is the case FOSB Ltd will comply with the Client’s policies and procedures regarding such matters.
* inform FOSB Ltd if you become injured on the Client’s premises or have been diagnosed with a medical condition that could affect your ability to provide the Services you have been engaged to do, and where this is the case FOSB Ltd will ask you to complete a new Health Declaration form.
* inform FOSB Ltd if during the course of your assignment you are subject to any kind of investigation or prosecution relating to a Conviction, or which could lead to a Conviction, and where this is the case FOSB Ltd will comply with the Client’s policies and procedures regarding such matters.
* inform FOSB Ltd if you are or you become pregnant. We will then immediately inform the Client to ensure that you are not exposed to any working condition which could cause risk to either yourself or your unborn child.

At the end of the Assignment you must:

* inform FOSB Ltd if you are finishing your temping assignment to work for the client in a permanent or fixed term contract.
* inform FOSB Ltd if you are finishing your temping assignment to work for another client introduced to you through the client of your current assignment.
* hand over work to your line manager, or the person taking over from you and report any adverse incidents that have occurred;
* where required by the client, make accurate and legible records before you leave, printing your name, role and identifying yourself as a Temporary Worker;
* return any property or other resources obtained during the course of the Assignment.

**Temporary Worker’s Expected Standards of Behaviour**

At all times you must:

* conduct yourself in an appropriate and professional manner;
* be honest and act with integrity;
* be punctual and ready to commence work at the start of every shift/assignment day;
* present yourself in a professional manner in line with the local uniform policy or dress code for the Client;
* identify who your line manager is and what your duties will be on the assignment;
* wear your valid photo ID badge issued by the Client;
* have the care, wellbeing and safety of patients and/or customers as their first concern;
* work as directed by the Client and follow all requests, instructions, policies, procedures, standards and rules of the Client;
* adhere to the Client’s Health & Safety requirements at all times and work within the Customer’s culture and values;
* work collaboratively and communicate effectively with the Client’s areas or department’s own staff;
* treat all patients/customers/visitors with dignity, courtesy, respect and with due regard to their age, gender, race, religion, physical and mental condition;
* only undertake work and tasks that you are competent to do. Where you feel you need to do something that you are not competent to do, you must inform your line manager.
* report all complaints, incidents or accidents witnessed to your line manager, and if you are involved or affected you must also report this to FOSB Ltd.
* report to your line manager or to FOSB Ltd any concerns regarding possible fraud;
* report to your line manager or FOSB Ltd if feel you are being treated unfairly or inappropriately during the Assignment;
* not act in a manner likely to bring disrepute upon the Client including, but not limited to, unlawfully discriminating or engaging in any form of physical or verbal abuse, threatening behaviour, harassment/bullying or otherwise being uncivil to persons encountered in the course of the Assignment.
* not falsify records, timesheets, expenses or attempt to defraud the Client in any way;
* complete the timesheet accurately and thoroughly and get it signed by the Client’s appropriate representative.
* inform FOSB Ltd if the client has asked you to work extra hours.