



CLOSE CIRCUIT SECURITY

2nd Floor, 145-157 St John Street, London EC1V 4PY

t 020 7788 7925 e info@closecircuit.co.uk www.closecircuit.co.uk

Terms of Employment

Payment:

Payment will be made on receipt of an invoice by email to info@closecircuit.co.uk, **signed** by the person that worked for Close Circuit. The invoice period is for all work from 29th to 28th from one month to the next. Payment should clear into workers account (which has to be in their name) by the 5th of the following month if the invoice is received on the 29th. This is to allow for processing and the bank transfer time. Any invoices received after the 29th may be subject to a delay in payment reaching the account, for example, until the pay run for the following month.

The account in question will be one in the employee's name.

Bank holiday rate of time and a half will only apply to a shift which actually starts on the bank holiday itself.

Overtime:

If a worker is asked to work past their pre - booked hours, then they will be paid to the nearest hour. For example, if they are booked from 9pm until 1am and they are required to stay on until 1.30am, they will be paid until 2am. In order for this to be registered, the worker must inform Lee via phone or text the following day. There is no extra rate for overtime.

Booking:

The booking and confirmation of work will generally be done via SMS / text messaging. Work is distributed without prejudice on a first come first served basis. On receipt of the job received via text, the worker registers an interest via a reply. Confirmation will then be sent as booking for the job. Failure to receive a reply will indicate that the job has already been taken. Replies will *usually* be sent within an hour of the original text.

If shifts are cancelled by the employee, 24 hrs notice must be given. Failure to give 24 hrs notice will incur a **£50** penalty.

Dress Code:

The dress code will be specified in the confirmation text. The default dress code will **always** be formal.

Formal dress code - Black suit, black shirt, black tie (all ironed) and polished black shoes. The suit, shirt and tie should be completely black with no patterns.

Casual dress code - Black Close Circuit fleece, blue Close Circuit polo shirt, black trousers and black shoes.

Workers that arrive at a booked job inappropriately dressed will be sent home, without pay, regardless of excuse.

All workers must wear their Close Circuit lanyard and ID card (if they have one) /SIA licence when they work.

Punctuality:

If a worker is running late, they must inform the close circuit management as soon as possible. At the management's discretion they may be docked pay at 15 min increments for that period of lateness.

Workers who arrive at a booked job late without informing the management will lose the first hour of their pay.

A closer approach to security

VAT Number: 899038074



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Professionalism:

Duties on the majority of shifts will be given by the event planner or venue manager. Direction will be taken from them. If you are of doubt then seek clarification from Close Circuit management discreetly. On certain events Close Circuit will offer supervisor status to one of the workers members booked. Their duties will include liaison with the event management team and the directing of the Close Circuit team.

All workers without fail will work to the highest standard at all times. This includes being courteous and offering assistance if required to clients, guests and supervisor alike. If complaints are received regarding individuals standard of work then any shifts they have booked for upcoming work will be cancelled immediately and not offered any future work. This also applies to other members of Close Circuit you may work with.

At times you may be asked to work elsewhere other than where you have previously been booked. The management would appreciate your cooperation at these times. No member of staff has a permanent position at any venue. The management retain the right to book any member of staff at any venue.

I have read the terms of employment and I will comply with everything that is set out in this document. (Name must be clearly visible)

Signed _____

Name _____

Date _____

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