

Your Temporary Assignment

We are pleased you are about to start a temporary position with one of our clients. We are committed to ensuring your interests are protected throughout the assignment. Similarly, we have an obligation to our clients, and would be very grateful if you could therefore observe the following. Please read carefully and sign to acknowledge your acceptance of the points made. The form should be returned to us as soon as possible.

1. Although you will be working on the client's premises, you will be representative of Rainford Berry Ltd. Please make sure you look as smart as is appropriate to the working environment. Be punctual, and always let us know if you are unable to attend work for any reason.
2. While working on the client's premises, you will be expected to observe company policies and procedures. Please pay particular attention to the company health and safety policy.
3. You will be expected to keep all information available to you confidential both during and at any time after the termination of the assignment.
4. Do not remove any documents, papers, materials and other property (including any copies) from the client's premises.
5. Please tell us if you wish to terminate your assignment and give us as much notice as possible.

Declaration:

I confirm that all the information I have provided to Rainford Berry Ltd is true. I have read and understood and intend to comply with the above.

Signed _____

Printed Name _____

Date _____

Thank you for your co-operation.

Please return to:

Rainford Berry Ltd., 10 Church Steet, Weybridge, Surrey KT13 8DX

Fax No : 01932 268500