

AGENCY RULES

Welcome to L&P Job Placement Agency, as of today you are working for us. We strive to make your work as pleasant and transparent as possible. For this reason we have agency rules that contain a lot of useful information.

You represent our company, we expect you to adhere to the rules / procedures below. This can result in a good cooperation with the employer, L&P Arbeidsbemiddeling and you. If you have any questions, you can always contact the consultants of L&P Arbeidsbemiddeling. We wish you luck and success in your new job!

Registration

Before you start working for the client company, there are a few important things. In addition to these agency rules, it is important that you have received and signed the temporary employment contract. No rights can be derived from a temporary employment contract that is not signed.

In order to complete the registration and the agreement, the following documents are required:

- a truthfully completed registration form;
- a statement of your employment history;
- a copy of your (valid) ID (passport, European identity card, residence document);
- a signed temporary employment contract.

Work agreements

Agreements regarding to work must always be kept. It is your own responsibility to briefly conclude the appointment made with L&P in connection with any changes. If you have not (yet) heard from L&P on the day of the work appointment made, you must contact L&P yourself.

Cancelation

Canceling work is not desirable. The following exceptions are made: Death of close relatives and serious illness.

Reporting illness

In case of illness you must call in sick by telephone to L&P no later than 08:00. You can do this by calling the office number: 020-2105722. You will receive written confirmation of your sick-report. You must also provide your contact person at L&P with a daily update of your wellbeing, so that this can be corresponded to the employer.

Being late

Being late is not appreciated. If you arrive late due to unforeseen circumstances (car breakdown, a train that's delayed), you should immediately call the head office of L&P: 020-2105722. If you arrive too late or late without a valid reason, you will work less or not at all.

Time sheets / hour registration

L&P Arbeidsbemiddeling uses time sheets to register the hours that you worked. Their use may depend on which client you are working for. In the event that you are responsible for noting and submitting your hours, this can be done by using the hoursheet, which can be found on the website www.l-p.nu/downloads. Make sure that both you and the client sign the hoursheet.

L&P Arbeidsbemiddeling pays your salary every Wednesday. Make sure you have submitted your hoursheet every Monday if you want to be paid by Wednesday. This can be done by e-mail to administratie@l-p.nu. It may happen that your salary is not on your account on time or that the salary is incorrect. Please contact your contact person at L&P.

Payment of salary

When registering, it is possible to opt for a weekly or four-weekly salary. The choice you have made cannot be changed afterwards. You can find the payment calendar on the L&P website.

Identification obligation

You are obliged to be able to identify yourself in accordance with the Identification Act. We therefore always request that you bring proof of identity with you during your work - in the workplace, a driving license is also a valid way of identification.

Client / your job

In case of any problems at work, you should contact L&P as soon as possible and not the client. It is not permitted to work directly for the client of L&P without noticing of L&P.

Risks

There can be dangerous situations with certain activities. To limit these risks, you must observe the following rules:

- If dangerous situations arise in the workplace, you must always contact L&P. We will contact the client to resolve this situation.
- Always wear sturdy (safety) shoes and work-related clothing.
- Working with harmful or flammable substances is only permitted if you have followed specific training or under the supervision of the manager / client.

Registration of illness and accidents

If absenteeism is caused by an accident at work, this will be registered with L&P. The causes of the accidents that lead to absenteeism are investigated by L&P and / or its clients. Serious cases will be reported to the labor inspectorate. L&P has weekly consultations about the operational activities of its temporary workers. Any accidents are registered, which are transparent to authorities regarding sick leave/health and safety legislation.

Work and rest times

L&P uses the ABU CAO. This CAO describes the work and rest times that also apply to temporary workers. If a collective labor agreement does not provide, Dutch legislation will be applied. The ABU CAO is enclosed in the email with the temporary employment contract.

Incidents

In the event of an incident, you must immediately notify your immediate supervisor. In case of major injuries / calamities, you should always warn an EHBO (first aid) post and / or call 112. Continue to communicate with colleagues, other guests and / or supervisors. In case of fire or accidents you need to know what to do. If this has not been told before the start of your work, you must ask your direct supervisor.

Unwanted Behaviors

If you are faced with threats, violence, discrimination or sexual harassment, you can always contact the consultants of L&P Arbeidsbemiddeling. If necessary, external help will be available.

General prohibitions

It is strictly forbidden to be under the influence of alcohol and / or drugs during your work. Failure to comply with the rules can be sanctioned in the form of reprimand, written notice, unpaid leave or dismissal.

Leadership

If there is dissatisfaction with the way in which your manager deals with you, you can indicate this to L&P. If necessary, action will be taken and the client will be informed. In case of conflicts with the manager, you should always contact L&P immediately.

Payslips

L&P Arbeidsbemiddeling works with digital payslips. When your job slip has been processed, you will receive your payslip digitally by email after the salary. It is the responsibility of the temporary worker that L&P is in possession of the correct e-mail address and personal data at all times.

Complaints procedure

The complaints regulations of L&P Arbeidsbemiddeling can be found on the L&P website: www.l-p.nu

Privacy Policy

The privacy regulations of L&P Arbeidsbemiddeling can be found on the L&P website: www.l-p.nu