**Welcome to the A1 Group**

**You will be required to:**

* Complete all employee forms provided, including new starter forms and bank details
* Provide us with photographic ID i.e. Passport
* If will be driving any company vehicles you will need to provide us with both parts of your driver’s licence
* Disclose any information about other employment
* Provide us with any qualification certificates

**You will be supplied with:**

* Uniform
* Hard Hat
* Steel toe capped boots
* High visibility vest
* Gloves
* Plus any additional job specific Personal Protective Equipment (PPE)

Please note it is your responsibility to ensure that you wear your PPE in the yard and on other sites. If you lose any of your PPE please notify the office staff immediately.

**The Yard**

* All PPE must be worn within the yard by all staff and visitors. It is YOUR responsibility to report any staff or visitors who are not wearing their PPE correctly to the office.
* Any accidents, near misses or suspicious activity should also be reported to office immediately.
* It is also your responsibility to help any customers or any other members of staff, e.g. act as a banksman if requested whilst in the yard.

**Off-Site**

When off-site you are a representative of the A1 Group. Therefore, a professional manner is expected.

Make sure all your PPE is available and used when needed.

If you are driving, ensure you have:

* Your driver’s licence card
* A copy of our fleet insurance
* Your Tachograph card (if necessary)

**Joining Our Company**

**Probationary Period**

You will join us on initial probationary period of three months. During this period your work performance and general suitability will be assessed and, if it is satisfactory, your employment will continue. However, if your work performance is not up to the required standard, or you are considered to be generally unsuitable, we may either take remedial action (which may include the extension of your probationary period) or terminate your employment at any time. We reserve the right not to apply our full contractual capability and disciplinary procedures during your probationary period.

**Job Description**

You may be provided with a job description of the position to which you have been appointed but amendments may be made to your job description from time to time in relation to our changing needs and your own ability.

**Employee Training**

At the commencement of your employment you will receive induction training for your specific job, and as your employment progresses your skills may be extended to encompass new job activities within the business.

**Performance and Review**

Our policy is to monitor your work performance on a continuous basis so that we can maximise your strengths, and help you overcome any possible shortfalls.

**Job Flexibility**

It is an express condition of employment that you are prepared, whenever necessary, to transfer to alternative departments or duties within our business. It may be necessary for you to take over some duties normally performed by colleagues. This flexibility is essential as the type and volume of work is always subject to change, and it allows us to operate efficiently and gain maximum potential.

**Mobility**

It is a condition of your employment that you are prepared, whenever applicable, to travel as required by the needs of our business. Your mobility could be essential to the smooth running of our business.