

# Useful Information for Benfield ATT Job Applicants and New Employees

*- for help and initial guidance only -*

## **Employment Offer**

All offers are subject to receipt of satisfactory references and completion of probation period as designated in offer letter.

## **Temporary Accommodation**

If you are relocating to the Caldicot area, we will assist you to get established by providing you with bed and breakfast accommodation in a local guesthouse for up to 4 nights when you first arrive. This gives you a little time in which to find somewhere to live on a more permanent basis.

## **Accommodation within 6 miles of Caldicot**

A room in a shared house costs around GBP £250 to £300 per month. A 2 bedroom unfurnished flat or house costs around GBP £500 per month, and an unfurnished 4 bedroom house costs between GBP £750 and £1000 per month. Furnished houses are about GBP £100 per month more expensive.

## **Training**

As an 'Investors in People' Company, Benfield ATT are committed to helping you improve your education and knowledge. While we encourage you to obtain recognised professional and trade qualifications, in many of the employment positions offered by the company this might be a stipulation. That is to say, continuing permanent employment may be conditional upon your studying for and obtaining such qualification.

As a new employee it may be essential for you to take additional training almost immediately when you join our company. To meet output standards, for example, you may need training in Timber Frame Structures, Sustainability, Environmentally Conscious Building, Project Management, etc. as well as the use of company wide software, like Customer Relations Management, Excel Routines, etc.

To satisfy these requirements, Benfield ATT arrange both in house and external training courses for you. You may also select other training that would assist you in the development of your career.

However, if you leave your employment, for any reason, within 2 years, you will be required to reimburse the Company all monies paid for training and any related / other costs of your employment.

Make sure you have some old clothes or work overalls with you, because from time to time, and especially as part of your induction training, you may be required to spend a little time working in the factory and on site, to help you gain an all round appreciation of what our Company does. (where applicable to the position)

## **Assessments and Alternative Posts**

After you have been with us for a short period of time, we will discuss your role and the contribution that you can make to the company. This may lead to you being offered an alternative role, as well as seeking to establish your career path.

Thereafter, every four months or so, you will be invited to discuss and assess how your employment with the company is progressing. These discussions will also consider your personal development needs and how these relate to improvement of your position within the company. They do not relate to salary.

## **Acceptance of any Offer of Employment**

As you will know, Benfield ATT are expanding and becoming increasingly busy. Accordingly, we are currently constantly recruiting.

## **Opportunities for Other People**

If all goes well with you we may be able to look at offering employment on the same terms to other people that you know after, say, 3 or 4 months. Please get them to submit their CV's and experience details to us for consideration.

## **Rates of Pay**

Initial and early months salaries reflect the fact that you will not be fully competent within the new role.

## **Salaries & Advances on Salary**

Your starting salary will be reviewed after 4 months, 8 months and 1 year, with annual reviews thereafter. Please bear in mind that any salary increase that you get will be heavily dependent on performance (output, accuracy, timeliness, customer satisfaction, etc.) Your salary will be paid directly into your bank account on the last working day of each calendar month. If you are short of cash for any reason, e.g. payment of rent, we may agree to pay you a cash advance of up to 50% of time that you have worked.

## **Week in Hand**

Because notifications to banks, calculations of wages, etc, all take several days, all remuneration is paid on the basis of a "week in Hand". This means that your last weeks pay in every month will not be paid until the next month. Adopting this arrangement allows us to effectively pay you early, so that you have your money in your bank account at the beginning of every month, not a week later. If this causes you any difficulty in your first couple of months working with us, we may be prepared to find ways to help you 'over the hump'.

## **Gross and Net Pay**

The salary quoted in any offer of employment made to you is the Gross pay due to you. From this we are legally required to make deductions for tax and your NHI (National Health Insurance & Pension Contributions. If you do not have UK Tax and NHI numbers, then we will help you get one as quickly as possible to minimise such deductions.

## **Holidays**

As a new employee you will initially be entitled to the 8 statutory holiday days as they arise, plus 15 days holiday for every full year that you work with us. However, you have to keep 5 days of these 15 days for the long Christmas break taken by the UK construction industry. Holidays are paid at standard salary rate as part of your monthly salary payments.

## **Sickness**

If you are absent due to sickness you will be paid at the statutory sick pay rate. This will be less than your agreed rate of pay and is not payable for the first 3 days of absence, or for periods longer than 2 weeks away. You may 'self-certify' that you are ill for up to 1 week. Thereafter you will need to obtain a doctor's note specifying the reasons why you are ill, before we are allowed to pay you any sick pay.

NB: You will only be able to register yourself and your dependents with a doctor after you have obtained a work permit, which may take several months to come through.

## **Hours of Work**

Factory hours are 07.00 to 16.00, Monday to Friday, with half an hour unpaid lunch break and two paid 10 minute refreshment breaks (one morning and one afternoon) , i.e. 40 hours per week. Saturday and Sundays are sometimes worked, according to job urgency.

Site hours tend to follow available daylight, with 10+ hour days sometimes being worked plus weekends. The aim is to work a minimum 40 hours per week and longer, with breaks as for the factory, when daylight hours permit, but in winter this may be reduced.

Office hours are 08.30 to 17.30, Monday to Friday, with 1 hour for lunch, but members of staff are expected to work whatever time is necessary to ensure their tasks are completed. However, we are not 'clock watchers', and you will find us fairly flexible in a 'give and take' fashion.

If you are a member of staff you will not formally work in the factory, or on site (unless your staff position is directly related to factory or site). However, there will be occasions when you will have to attend on both.

## **Travelling time**

The time you spend travelling to work at the companies Caldicot premises, or up to half an hour from your home to any site (in both directions), does not qualify for travelling time. If you are a factory or site worker you can claim pay for any time above this half hour, at the rate of 50% of your hourly rate. If you are a member of staff, travelling to jobs is regarded as part of your duties, and is not paid for.

## **Transport**

In general you will be expected to hold a current driving licence and be able to provide your own transport to and from your place of work from time to time. Where such travelling exceeds the half hour noted above then, by special arrangement, you may be able to claim a daily vehicle allowance. To be able to do this, you must ensure that your vehicle insurance covers you for 'business, domestic and pleasure' so that you can convey other employees (e.g. take an erection crew to and from site). Where you are paid a daily vehicle allowance, then reasonable fuel expenses will also be paid to you against production of VAT receipts.

NB: If your annual mileage in your own vehicle for the Company is at least 1,500 miles, you may be able to receive your daily vehicle allowance tax free.

### **Overtime**

Overtime is paid to site and factory workers at agreed rates after the prescribed 40 hours have been worked. Hours of absence on a normal working day will be deducted from any overtime hours before overtime rates are paid. For example, taking a Monday off, and then working Saturday (or Sunday) to make up for this, will disallow the Saturday (or Sunday) from ranking for overtime pay.

### **Smoking**

A strict no smoking policy is in force at all company premises and in company vehicles.

### **Policy Handbook**

A copy of the Company's Policy Handbook will be given to you at the start of your employment. These policies may be varied from time to time and form part of your contract of employment. If you require a copy of this before accepting a position, this can be e-mailed to you (circa 40 x A5 pages)

### **Coming to Work for Benfield ATT from Abroad?**

- **Identification** - Please bring with you all your certificates, driving licence, passport, references, testimonials, and any other documents relevant to support your employment. We will need to copy these and retain them on your file.
- **Work Permits** - If you are coming from abroad, Benfield ATT will make the application for your 'foreign' employee's work permit. The application fee is GBP £50 for EU residents, more for other nationalities, to which has to be added the time spent by the Company in negotiation with the Foreign Office / Home Office and in processing this. If you leave the company within 2 years you will have to repay these fees and costs in full.
- **Foreign Vehicles** - It is a good idea to drive your own car over to the UK, since some of the accommodation can be further away than walking or cycling distance and bus services can be infrequent and erratic. There may also be occasions when you have to go to site and you will need transport for this (as you will have seen from our web site, we work all over the UK). As noted above, we pay petrol and use costs when you have to use your own car.
- **Bank Accounts** - If you are coming from one of the newer EU member countries, as well as some other countries, you may need assistance in establishing a bank account. You will need this both to handle your money in the UK and to send money back to relatives or friends in your home country. Benfield ATT are familiar with these requirements and will be happy to help you set up these arrangements after you have started work with us.

### **Other things you need to know**

- If you are coming from abroad, or are new to the construction sector, you should understand that the UK construction industry can be quite confrontational. To cope with this you must be able to be strong in dealing with customers and their professional advisors, as well as sub contractors and other direct employees.
- You will also need to understand the basics of construction contract law, but don't worry about this because after you have completed your initial 3-month, training in this will follow.
- Most important for you is to understand that progress with us depends on both your COMMITMENT to our corporate vision & values, and your PERFORMANCE. Improvements in your pay and position will relate to the number of tasks you complete profitably, inside the time allocated, and that are signed off as fully satisfied fully paid for.
- We are developing a fairly mixed team and you will be working with women and men from Korea, Poland, Estonia, Slovakia, France – and probably other countries later on.
- We also aim to provide whatever training is necessary both in house and on outside courses. However, as noted above, if you leave within two years of taking a course for which the company has had to pay others, then the full costs of this are deducted from your salary.
- Obtaining your work permit can be an issue. It is difficult, but not impossible, for us to obtain a work permit for you if you come from outside the EU. However, we are prepared to look at individual cases carefully, so don't let this put you off talking to us about your special requirements.
- Benfield ATT is an equal opportunity company. We make no distinction between, or special allowance between either sex, sexual orientation, race, religion, or age. Advancement depends on capability, performance and dedication to the Company.

### **Let us Help**

We have created this Information Sheet to make you as comfortable as possible when thinking of working for us. If you have any further questions about working for Benfield ATT or your employment however, our Personnel Officer will be able to help on 01291 437050.