

## Terms & Conditions for Candidates

### Prime Recruitment Services Ltd

#### 1. Introduction

These Terms & Conditions (“Terms”) govern your use of services provided by Prime Recruitment Services Ltd (“the Agency”, “we”, “us”, “our”).

By registering with us, applying for roles, or accepting assignments, you agree to be bound by these Terms.

#### 2. Registration

By submitting your details, you confirm that:

- All information provided is true and accurate
- You have the legal right to work in the UK
- You will provide any requested documentation (e.g. ID, Right to Work, qualifications)

We reserve the right to remove candidates who provide false or misleading information.

#### 3. Nature of Engagement

- You will be engaged on a temporary assignment basis unless otherwise agreed
- This does not create a contract of permanent employment
- Assignments may be ended by the client or the Agency at any time

#### 4. Compliance Requirements

Before starting work, you must:

- Complete all compliance checks (including Right to Work)
- Provide references where required
- Complete an AccessNI check (where applicable)

Failure to complete compliance may delay or prevent placement.

#### 5. Pay & Timesheets

- You will be paid only for hours worked and approved by the client
- Timesheets must be:
  - Submitted by the required deadline
  - Approved by your line manager

Failure to submit or gain approval may result in delayed payment

#### 6. Holiday Pay

- Holiday pay is accrued in line with UK legislation
- Holiday must be requested via the official leave request process

- Holiday will not be processed via email, text, or verbal request

#### 7. Conduct & Behaviour

While on assignment, you must:

- Act in a professional and respectful manner
- Follow all client policies and procedures
- Not engage in misconduct, negligence, or unsafe behaviour

Failure to meet standards may result in termination of assignment

#### 8. Absence & Sickness

- You must notify both the Agency and client immediately if unable to attend work
- You may be required to complete an absence form
- Repeated absence may result in removal from assignments

#### 9. Confidentiality

You agree not to disclose any confidential information relating to:

- The Agency
- The client
- Other staff or service users

This obligation continues after your assignment ends.

#### 10. Data Protection

Your data will be processed in line with UK GDPR.

We may use your data to:

- Find suitable work opportunities
- Share your details with clients
- Meet legal and compliance requirements

#### 11. Right to Work

You must maintain valid Right to Work status at all times.

Failure to do so will result in immediate termination of assignments

#### 12. Notice Period

Unless otherwise agreed:

- You are expected to provide 10 days’ notice if leaving an assignment
- Failure to provide notice may affect future work opportunities

### **13. Health & Safety**

You must:

- Follow all health and safety procedures
- Report any incidents or risks immediately

### **14. Equality & Diversity**

We are an equal opportunities employer and expect all workers to:

- Treat others with dignity and respect
- Not engage in discrimination or harassment

### **15. Amendments**

We reserve the right to update these Terms at any time. Updated versions will be made available to you.

### **16. Acceptance**

By registering or accepting assignments through our platform, you confirm that:

- You have read and understood these Terms
- You agree to comply with them