



Security Services

Operational Employee Starter Pack

Name: _____

Op Unit: _____

To be forwarded to the Security Screening Department for retention in P/File

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Equal Opportunities

My Vision Security has an equal opportunities policy which aims to ensure that no job applicant, employee or group of employees receives less favorable treatment on the grounds of sex, religion, marital status, disability, race, colour, nationality, ethnic or national origins or is disadvantaged by conditions or requirements which cannot be shown to be adjustable of its employees. These policies will ensure that all employees are afforded equal opportunity for recruitment, training and promotion.

You are reminded that the Sex Discrimination Act (1975) and the Race Relations Act (1976) make it unlawful for any employee to apply discriminatory practice on the grounds of race, sex or to operate arrangements calling for the application of such practice. In Northern Ireland the Fair Employment (Northern Ireland) Act 1989 renders unlawful any discrimination solely on religious grounds.

In particular it is unlawful to discriminate in relation to:

- a) Applications for or offers of employment
- b) Terms and conditions of employment
- c) Promotion, training or other benefits relating to employment
- d) Disciplinary/grievance matters
- e) Termination of employment

The purpose of this notice is to bring your attention to MVS's policy on equal opportunities, further details which are contained within the Employee Handbook (available for inspection from Head Office or Line Manager), and to instruct you that it is your statutory duty to ensure that as an employee of MVS you do not discriminate against any person.

Equal Opportunities Monitoring

MVS is committed to a policy of equal opportunities and recruits and employs staff on the basis of skills, qualifications and experience of the work to be performed, regardless of sex, marital status, physical or mental disability or ethnic origins.

To help us ensure that our equal opportunities policy is carried out, could you please supply the information below by ticking the appropriate box. This information plays no part in the selection process.

Sex

Male Female

Ethnic origin

(Categories used are those recommended by the Commission for Racial Equality)

- | | |
|--|---|
| <input type="checkbox"/> White | <input type="checkbox"/> Black-Caribbean |
| <input type="checkbox"/> Indian | <input type="checkbox"/> Black-Other |
| <input type="checkbox"/> Pakistani | <input type="checkbox"/> Chinese |
| <input type="checkbox"/> Bangladeshi | <input type="checkbox"/> Other (please specify) |
| <input type="checkbox"/> Black-African | _____ |

Disability

Do you consider yourself to have a disability? Yes No

Medical History Questionnaire

Are you registered as a disabled person? Yes No

A Medical History

Please list all hospital admissions, operations or outpatient visits specifying cause and length of hospital treatment

B Medical Questionnaire

Are you currently suffering from or have you ever had persistent illnesses connected with any of the following.
(please state yes or no on each line)

	YES	NO
Back pain/trouble		
Blood disorders		
Chronic infectious disorders		
Any allergies		
Diabetes or tuberculosis		
Chest pains, palpitations or heart disease		
Ear, nose or throat problems		
Raised blood pressure		
Shortness of breath, bronchitis or asthma`		
Recent weight change or alteration in appetite		
Gastric or duodenal ulcers		
Urinary difficulties		
Repetitive strain injury		
Rheumatism, neck trouble, sciatica or arthritis		
Rupture or hernia		
Varicose veins		
Migraine		
Fits, faints, dizzy spells, epilepsy		
Internal injuries or disorders which could affect lifting capability		
Impairment of vision, hearing or smell		
Anxiety/depression, psychiatric or stress related disorder		
Drug or alcohol dependency abuse		
Eyesight problems		

Please state average daily tobacco consumption _____

If you are taking any medication, please give details _____

Please state average daily alcohol consumption _____

Numbers of days off sick from work in the past year _____

(state which of the above medical conditions was the cause _____

Name and address of GP _____

If you have answered 'yes' to any of the above please give details _____

Statutory Sick Pay

Have you made a claim for any of the following State Benefits during the past 57 days?

This information is required for statutory sick pay purposes.

- (a) Sickness benefit _____
 - (b) Maternity allowance _____
 - (c) Invalidity pension _____
 - (d) Non-contributory invalidity pension _____
 - (e) Unemployment benefit which has followed entitlement to invalidity pension
(entitlement arises after 28 weeks sickness) _____
- My benefit stopped on _____

Training and Notice Periods

To ensure that we provide a quality service to our clients and encourage good practice by our employees, a thorough training programme has been designed. The programme has also been developed to provide our employees with the knowledge and skills required to protect their own health and safety whilst at work.

The cost of recruitment, training, screening and supplying a uniform is high; therefore we feel it is our duty to point out the following before you take up any offer of employment with MVS.

1. Should I leave MVS, apart from at MVS's request, before I have completed the basic induction and the on-site training, I shall not be entitled to any remuneration for these training days.

OR

2. Should I resign from MVS, apart from at MVS's request, before completing one year of service, the company shall deduct up to £250 towards the cost of training, screening and supplying a company uniform.

The Working Time Regulations 1998

Employee's Statement of Intention

Regulation 4(1) of the Working Time Regulations 1998 provides that an employee's average working time, including overtime, shall not exceed 48 hours for each seven day period.

PLEASE TICK ONE BOX ONLY.

I hereby agree the provisions of Regulation 4(1) of the Working Time Regulations 1998 should not apply to me. If at any time I should change my mind, I will give one months notice to the Human Resources department of this intention, after which period I understand that only an average of 48 hours per week will be given to me to work.

Option

1

Although I am unlikely to work more than an average of 48 hours per week, I will register my agreement to have the option to do so. This will allow me the opportunity to work additional hours when I choose. I understand that without this confirmation MVS will be unable to offer me additional work. I therefore agree that the provisions of Regulation 4(1) of the Working Time Regulations 1998 should not apply to me. If at any time I should change my mind, I will give one months notice to the Human Resources department of this intention, after which period I understand that only an average of 48 hours per week will be given to me to work.

2

I do not wish to work any more than an average of 48 hours per week. I understand that by making this declaration, MVS will not be permitted to allow me to work more than 48 hours per week and that I will only be paid for the hours which I actually work.

3

(Please note: - the Regulations provide that within the security industry an average 48 hour working week is calculated by taking the average number of hours worked each week over a 26 week period, excluding holiday or sickness leave)

Form of Undertaking

All employees are required to read and sign this form of undertaking upon commencement of employment.

1. Confidentiality

- 1.1 I recognize that in the course of my employment confidential information (as defined below) may be imparted to me and I also recognise that the interests and the standing of MVS and the goodwill which MVS enjoys with its respective customers could be seriously adversely affected if I were to use or disclose such information otherwise than in the legitimate course of MVS's business. Accordingly, I hereby agree that I shall not at any time during the continuance of my employment by MVS or at any time after termination of such employment, directly or indirectly, make use of or disclose to any person, company, business entity or other organisation whatsoever any confidential information (as defined below) obtained by me during the course of my employment other than for the legitimate purposes of the business of MVS.
- 1.2 In this clause "confidential information" means any trade secrets or other information relating to or belonging to the business of MVS which MVS regards as confidential or in respect of which MVS owes an obligation of confidentiality to a third party and which is not readily ascertainable to persons not connected with MVS, either at all or without significant expenditure of labour, skill or money. Such information shall include without limitation information relating to business methods, procedures, operations and dealings, information relating to management systems, corporate plans, financial information and plans, technical data, technical information relating to products and services intellectual property, designs formulae and information relating to personnel matters and employees, information relating to the marketing or sales of any product or service (including sales targets and statistics), marketing surveys and plans, market research and reports, information relating to sales techniques, price lists, pricing and discount structures and other pricing information, advertising and promotional material, information relating to maturing new business opportunities, the names, addresses, telephone numbers, contact names and identities of customers and potential customers and details of the requirements of such customers for any products or services and any other information not in the public domain relating to the business relationship between such customers and MVS or to the business operations of such customers.
- 1.3 I understand that the obligations contained in this clause do not apply...
- 1.3.1 to any information which may subsequently come into the public domain other than by way of unauthorized disclosure (whether by me or a third party),
- 1.3.2 to any act of mine in the proper performance of the duties of my employment,
- 1.3.3 where the use or disclosure of information has been properly authorized by MVS,
- 1.3.4 to any information which I am required to disclose by law.

2. Publicity

I understand that only duly authorized employees are permitted to communicate with the media or the public concerning the business of MVS and, accordingly, I undertake that, unless I am properly authorized to do so, I will not at any time during the course of my employment make any statement (whether written or oral or in any other form) to the media or the public concerning the business or affairs of or purporting to be on behalf of MVS, nor will I accept any invitation to do so.

3. Use of computers

I understand that during the course of my employment I may become involved in the use of computer hardware and software and, accordingly, I undertake to comply with MVS policies relating to the use, abuse or misuse of computers and information technology.

4. Non-Competition

I undertake that during the continuance of my employment by MVS I shall not engage in any other employment of any nature unless authorised in writing to do so by MVS nor will I solely or jointly with any other person,

- 4.1 have any interest in or act as director, officer, consultant, partner or agent for any person, company, business entity or other organisation which is or shall be in competition with MVS or,
- 4.2 have any interest in, or hold any position as director, officer, consultant, partner or agent of any company, business entity or other organisation, if such interest or position impairs or might reasonably be thought by MVS to impair my ability to act in the best interests of MVS or requires or might reasonable be thought by MVS to require me to disclose confidential information (as defined in clause 1.2 above) obtained by me during the course of my employment by MVS

5. Non-solicitation of Customers

- 5.1 In this clause the word 'customer' shall mean any person, company, business entity or other organisation who, or which is or has been during the last 12 months of my employment a customer of, or in negotiations with, MVS in relation to the general type of business with which I have been concerned during my employment.
- 5.2 I undertake that I shall not at any time during my employment or during the period of 12 months immediately following the termination of my employment, howsoever occasioned, either on my own account or on behalf of any person, company, business entity or other organisation whatsoever, directly or indirectly, canvass or solicit or take away from MVS the business order s or custom (relating to the general type of business referred to in clause 5.1 above) of any customer if:
 - 5.2.1 I have had dealings with that customer during the last 12 months of employment.
 - 5.2.2 I have at any time during my employment come into the possession of confidential information concerning the relationship between MVS and that customer.
- 5.3 I undertake that I will not, without the written permission of MVS, at any time after the termination of my employment represent myself or permit myself to be held out by any person, company, business entity or other organisation as being in any way connected with or interest in MVS.
- 5.4 In sub-clause 5.1 and 5.2 above the words 'MVS' shall have the meanings set out in clause 7 below. Save that in the event of termination of my employment MVS shall for the purpose of those sub-causes only mean any group company by which I shall have been employed in the last 12 months preceding termination

6. Non-solicitation of staff

I undertake that I shall not for a period of 12 months following the termination of my employment solicit or entice away or seek to entice away from MVS any person who is and was at the date of such termination employed by MVS as a director, senior manager or sales person and who is or has been engaged wholly or partly in any particular business of MVS with which I was directly concerned at any time during the past 12 months of my employment.

In agreeing to foregoing undertakings, I acknowledge that the following definitions apply: -

'MVS' means My Vision Security Ltd and any company in which MVS has a direct or indirect interest of 50% or more.

I acknowledge and agree that each provision of this undertaking is independent and severable from the remaining provisions and enforceable accordingly.

Employee's Undertaking

1. I hereby acknowledge that I have this day received the notice in relation to the Company's Equal Opportunities Policy and in particular to the Sex Discrimination Act (1975) and the Race Relations Act (1976) and I agree that I will at all times during my employment with MVS act and abide by the provisions of the aforementioned Acts, and in accordance with the above instruction.
2. I have not knowingly made a false declaration in the medical history questionnaire.
3. I understand the Training & Notice Period rules.
4. I have ticked a box in the employee Statement of Intention (working Time Regulations 1998)
5. I understand and accept the Provisions of the Form of Undertaking.
6. I have been issued a copy of the Employee Handbook and agree to abide by all that is written within.

Name _____

Address _____

Post code _____

Telephone no _____

Signature _____ Date _____
