

Adecco

# Worker Handbook

University of Sussex



US

UNIVERSITY  
OF SUSSEX

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**We are the world's leading workforce solutions company, offering flexible placement, permanent placement, outsourcing and managed services across all sectors.**

At Adecco, we believe in the potential of people. We deliver the right talent capabilities at the right time, enabling flexibility and agility for clients. Our global scale, local knowledge, and 'always-on' approach matches the best candidates across a wide range of office, industrial and service sector roles. As a career partner, we support the employability of our workers and are committed to their success.



# Your Assignment



# Hello and welcome to Adecco

*The purpose of this handbook is to provide you with all the information relevant to your assignment. It is in your interest to take the time to read the handbook and familiarise yourself with the contents. This handbook should be your first point of reference for any questions/queries that you may have.*

*Our aim in producing this document was to create a one-stop information point where you would be able to access all the information you are likely to need in relation to your employment with us. The Handbook and corresponding policy documents form part of your contract of employment with Adecco.*

*I hope you find this a useful guide during your employment, however if you are unable to find the answer to your question here, please feel free to contact the Adecco Team*

*Thanks*

*NoS Team*

**On-Campus Adecco Team**  
**[universityofsussex@Adecco.co.uk](mailto:universityofsussex@Adecco.co.uk)**

# Your Adecco Team



## On-Campus Support and Specialist Recruitment

Our dedicated local Account delivery team is based on campus, offering hands-on support for you as and when you need them.

The team will be based on campus 3 days a week. So please feel free to drop-in and see them at Sussex House with any queries or questions you may have.

## Contact us



TBC



[universityofsussex@adecco.co.uk](mailto:universityofsussex@adecco.co.uk)



Adecco team hours of work  
Monday – Friday 08:00 – 17:30



[www.adecco.co.uk](http://www.adecco.co.uk)

# University of Sussex

## Welcome to University of Sussex

### A Bold, Inclusive and Forward-Thinking Institution

For over 60 years, Sussex has been a place that stimulates, excites and challenges—leading in scientific discovery, global policy, student welfare and career development. Our modernist campus, progressive academics, and creative staff reflect a tradition of radicalism, critical thinking and innovation.

### Our Values Shape Everything We Do:

- **Kindness** – Caring for each other and the world around us.
- **Integrity** – Treating everyone with dignity and respect.
- **Inclusion** – Celebrating diversity and valuing every voice.
- **Collaboration** – Building creative and productive relationships.
- **Courage** – Speaking out, embracing change, and being bold.

Together, we build a thriving, inclusive culture rooted in creativity and excellence—locally and globally.

# Contract of Employment

As a worker of Adecco, you will have received a contract of employment and complete other documents at registration. You are employed directly by Adecco, so should you have any problems or queries you should always address them directly to Adecco.

Further detailed policies and procedures which may not be mentioned as part of this document, but still form part of your conditions of employment with us can be accessed through your Adecco Account team. All temporary workers will be aligned to the standard Adecco policies in relation to your employment matters. This handbook summarises the main terms of your employment with Adecco.

Adecco reserves the right to change its terms & conditions and employment policies from time to time. You will be notified at the earliest opportunity of these changes by way of general notice to all workers affected by the change.

Whilst you are on assignment for Adecco, we will strive to ensure you enjoy your time here. We will do everything possible to make sure you would recommend Adecco to a friend who is looking for work.

If you have any questions or suggestions as to how we can improve our service during your Assignment at University of Sussex, please see your Adecco On-campus Team.



# End of assignment

Your assignment can be terminated at any time by University of Sussex. You can terminate your assignment by giving Adecco 1 weeks' notice.

If you do decide to leave your assignment with Adecco, you must provide your resignation and P45 request in writing. Email is acceptable but please ensure that you confirm your address and date of birth.

# Changes to personal information

It is important that our records are correct, as inaccurate or out of date information may affect your pay or cause difficulties in situations where contact is required for emergencies.

You must update your account on Connect Communities and notify the Adecco team immediately of all changes in the following personal information:

- Name
- Home address
- Telephone number
- Bank account details
- Emergency contact

Personal data on workers is held in accordance with the provisions of the Company's Data Protection Policy which will be made available for inspection by you if required.

You can access Connect by clicking [here](#)

# Pay & Benefits



# Payroll

You are paid weekly, every Friday directly into your Bank account. This is paid in arrears, which means you work one week and are paid the following Friday for those hours.

You will be paid an hourly rate which will be indicated to you before you accept your assignment.

Occasionally on Bank Holidays your pay date may change, however this will be communicated to you by the on-campus team.

Payslips will be available to view via your Connect profile by clicking [here](#).



## Pay queries

Should you have any queries regarding your pay please see your Adecco consultant.

If they are unable to resolve the query, they will contact the relevant head office department for further information. The deadline for any queries is 10am on a Monday in order for us to rectify your query for payment that week, however it is always better to raise a query as soon as you can.

# Adecco benefits

Adecco offer a large range of excellent discounts in our Benefits package.

## Boost Benefits

As a valued worker, Boost Benefits is your go to place for discounts, wellbeing and recognition. Explore your benefits on offer and gain access to our new recognition scheme, exclusive for workers of The Adecco Group brands.

From groceries to gardening, electronics to fashion, holidays and even home utilities, there are almost 1,000 different offers available to you, all of which can be used on top of other sales and promotions. Your different ways to save include:

- Reloadable cards
- Cashback
- Instant vouchers

Find out more about Boost benefits in our [eBook](#) or watch the Boost Benefits [video](#). - [Log in to your Boost Benefits account](#)

## Eye Care Vouchers

Your sight matters. If you work for long periods in front of monitors, computer screens and other VDU, it can cause eyestrain. As an employer we provide and fund an eye examination\* to any employee using VDU and glasses if required solely and specifically for VDU.

**Your Specsavers voucher entitles you to:**

- A full eye test
- One pair of glasses from the £49 Specsavers range or £49 towards glasses, when required solely and specifically for VDU use
- £20 off when purchasing from the £99 range with Premium Club
- Safety Eyewear if required (working with machinery, chemicals, sparks etc)

[Apply for a Specsavers voucher](#)

# Annual leave

You will accrue holidays every time you work a shift with Adecco. You are entitled to 28 days per year, pro-rata.

It is your responsibility to manage your own holidays.

To find out your accrual please ask a member of staff in the On-Campus Team.

To request holidays, you must:

1. Complete the Adecco Holiday Request online form which can be provided by your Adecco Account team.
2. If you are a temporary worker, this will go to your manager for approval before being submitted and you will be informed of the approval outcome by email.
3. If you are a casual worker, this will be immediately sent to the Adecco account team for processing.

Please allow 7 days notice of holidays, failure to do so may result in late payment of holiday pay.

The holiday year is from the beginning of October to the end of September and **no remaining holiday will be allowed to be carried over**



# Pension & Tax

## Pension Auto-Enrolment

Adecco will automatically enrol you into our pension scheme provided that you:

- **Are aged between 22 and state pension age**
- **Earn income that is subject to tax**
- **Have worked for us for three months**

Our pension scheme is provided by NOW: Pensions and you will receive information from them confirming whether or not you meet the criteria to be automatically enrolled. If you have pension contributions on your payslip it's because you meet all three of the criteria above. If you want to contact them in advance of receiving this information or because you haven't received any information to date you can contact them on:

**Telephone: 0330 1003334**

**Email: Pensions Mailbox: [membersupport@nowpensions.com](mailto:membersupport@nowpensions.com)**

Remember that if you don't want to belong to the scheme you are able to opt out of it. In order to do this you must contact NOW: Pensions but only after they have written to you. You also have the option of opting in to the pension scheme before the 12 week period – you will need to contact Now Pensions directly regarding this.

Please note that no member of Adecco can advise you on whether you should join or not. If you are unsure, you should seek independent financial advice.

## Tax

You will need to supply Adecco with your bank details on your first day and P45 to ensure you are paid correctly straight away.

If you have any queries relating to tax you will need to contact HMRC directly. The details you will need are below:

**HMRC: 0845 300 0627**

**Adecco Reference: 951/AD220**



# Absence

## Reporting Absence

Please ensure you contact the Adecco Account Team as soon as you know that you are not able to attend work for any reason, at least 2 hours before your due to start work. Please give accurate and detailed reasons for your absence which will be recorded, and your attendance will be monitored. Please note that continued and/or repetitive absence may result in disciplinary action being taken.

## Statutory Sick Pay (SSP)

- **Eligibility:** Subject to qualification under the SSP scheme and submission of appropriate certification.
- **Waiting Days:** No SSP is paid for the first 3 days of absence.
- **Assignment Status:** If you're not on assignment when you become unwell, SSP may not apply. Contact your Adecco Account team for clarification.

## Certification Requirements

### Sickness of 5–7 Days:

- Complete a Self-Certification form.
- Available from your Adecco Account team.
- False information may lead to disciplinary action or dismissal.

### Sickness Over 7 Days:

- Provide a Doctor's 'Fit to Return' certificate.
- Must include weekends and non-working days.
- Submit to your Adecco Account team promptly.
- Failure to provide may result in loss of pay.

# Agency Worker Regulations (AWR)

The Agency Worker Regulations seeks to ensure that agency workers receive the same entitlement or no less favourable treatment as comparable employees with respect to basic employment and working conditions.

Adecco work with University of Sussex to ensure we are compliant with this legislation.



# User Guides



# Contingent Worker User Guide

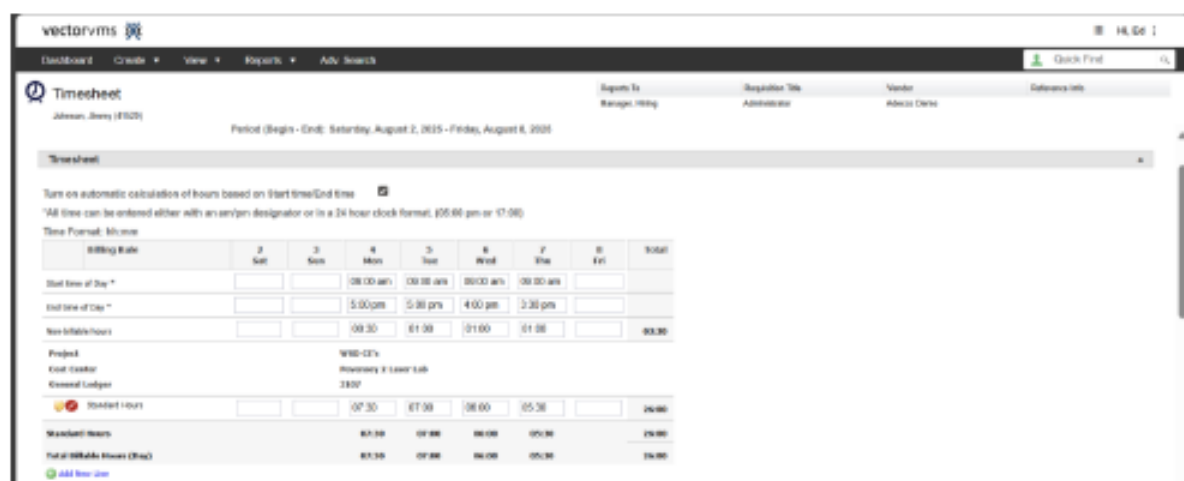
Updated September 2025

For additional support on the topics referenced within this guide, please contact your agency representative

## Submitting Time

We recommend that you submit your hours after your final shift of the week

1. Sign in to VectorVMS using your username and password.
2. From the Home dashboard, navigate to the top toolbar, and hover over Create
3. Click Timesheet.
4. Enter units in the box for each day worked. You should submit this in hh:mm in increments of 15 minutes. If entering in days, you should submit this as 0.5 for half a day worked or 1 for a full day worked.
5. Non Billable Hours is where you insert any break/lunch periods you have taken.



The screenshot shows the VectorVMS Timesheet interface. At the top, there's a navigation bar with 'vectorvms' and a search icon. Below it, a 'Timesheet' section is active, showing a period from Saturday, August 2, 2025, to Friday, August 8, 2025. The interface includes a table for entering hours by day (Sat to Fri) and a summary section at the bottom.

Billing Rate	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
Start time of Day *			08:00 am	08:00 am	08:00 am	08:00 am		
End time of Day **			5:00 pm	5:00 pm	4:00 pm	3:30 pm		
Non-Billable Hours			00:30	01:00	01:00	01:00		03:30
Project	WHS-CF's							
Cost Center	Personnel & Labor Lab							
General Ledger	2107							
Standard 1 hour			07:30	07:00	06:00	05:30		26:00
Standard Hours			07:30	07:00	06:00	05:30		26:00
Total Billable Hours (Total)			07:30	07:00	06:00	05:30		26:00

At the bottom, there is a green button labeled 'Add New Line'.

6. When you are happy with your timesheet, click **Submit**. This will now be sent to your line manager for approval.



## Entering Overtime

(NOTE: The working week runs from Saturday to Friday with Saturday being the first working day and Friday being the seventh working day)

(NOTE: Only certain grades are able to claim overtime as per policy. If you cannot see options for overtime entry, this is because you are not entitled to claim. Please speak to Adecco for support/guidance if you believe this to be incorrect)

1. If you need to enter overtime hours, please click Add New Line as highlighted in red below:

Period (Begin - End): Saturday, January 20, 2023 - Friday, February 3, 2023


Timesheet

Time Format: Minutes

Billing Rule	20 Sat	20 Sun	20 Mon	21 Tue	1 Wed	2 Thu	3 Fri	Total
Total Billable Hours (Day)								

**Add New Line**

2. Highlight the relevant code from the drop-down list and then in the billing rule, select the relevant overtime rate you would like to add and select the add button

vectorvms 

Dashboard | Create | View

Timesheet

Johnson, Jerry (4520)

Turn on automatic calculation of hours based on start and end times. \*All time can be entered either with an am/pm

Time Format: Minutes

Billing Rule

Start time of Day \*

End time of Day \*

New Invoice/Hours

Project

Cost Center

General Ledger

Round Hours

Manual Hours

Total Billable Hours (Day)

**Add New Line**

Project: 02 Projects

General Ledger

Cost Center

Billing Rule:

- Standard Hours
- Dark / Holiday
- Overtime Between First & Fifth Working Day
- Overtime Between Sixth & Seventh Working Day

Add Cancel

- You will then have either a standard rate or another line on your timesheet for you to upload your overtime hours against.



**Timesheet**  
Johnson, Jenny (FFHC)

Time Format: Manual

Working Rate	2 Sat	3 Sun	4 Mon	5 Tue	6 Wed	7 Thu	8 Fri	Total
Start time of Day *			08:00	09:00	09:00	09:00		
End time of Day *			17:00	17:00	18:00	18:00		
Net billable hours			09:30	08:00	09:00	09:00		35:30
Project	W50-IT's							
Cost Center	Personnel & Labor Sub							
General Ledger	8850							
Standard Hours			09:30	08:00	09:00	09:00		35:30
Overtime between start & end working day								

Reports To: Manager, HRSG      Registration Title: Administrator      Vendor: Adecco Direct      Reference Info:

## Saving As Draft/Updating A Timesheet

- Hover over the view button at the top of the page and select timesheets
- Change timesheet status to all and amend the date range to include the date of the timesheet you are looking for
- This will then display all of your submitted or saved timesheets



Dashboard   Create   View   Reports   Quick Find

**Timesheet Summary**   **By Timesheet**   2

Timesheet Status: All   Period Start Date: From 09/04/2022 To 28/07/2022

Print Timesheet   Save View   Show Filters   Export

- Next, click on the clipboard next to your draft timesheet and click View Timesheet
- Update your hours and then either save as draft again or submit your hours



# Contingent Worker User Guide

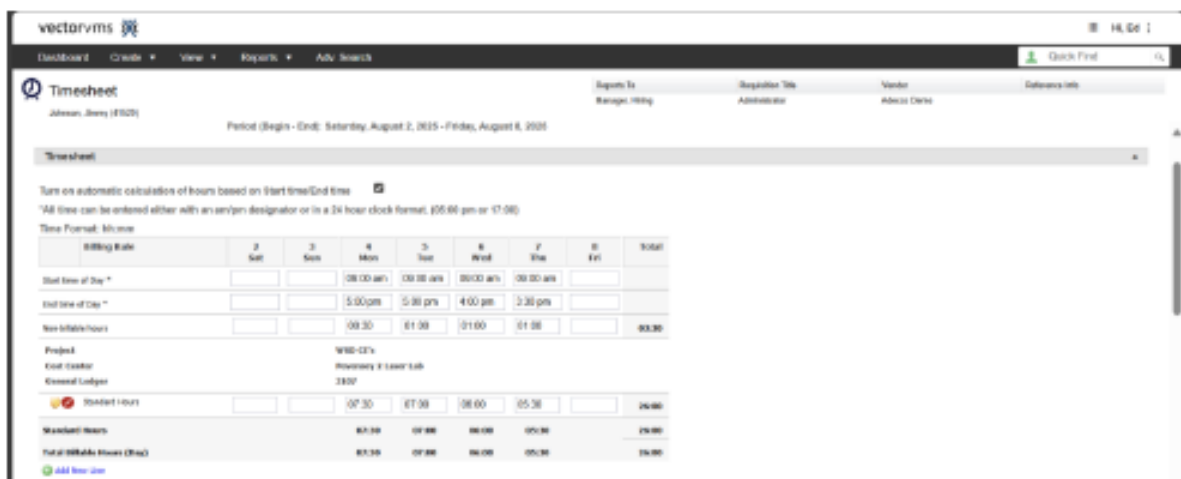
Updated September 2025

For additional support on the topics referenced within this guide, please contact your agency representative

## Submitting Time

We recommend that you submit your hours after your final shift of the week

1. Sign in to VectorVMS using your username and password.
2. From the Home dashboard, navigate to the top toolbar, and hover over Create
3. Click Timesheet.
4. Enter units in the box for each day worked. You should submit this in hh:mm in increments of 15 minutes. If entering in days, you should submit this as 0.5 for half a day worked or 1 for a full day worked.
5. Non Billable Hours is where you insert any break/lunch periods you have taken.



The screenshot shows the VectorVMS Timesheet interface. At the top, there's a navigation bar with 'Dashboard', 'Create', 'View', 'Reports', and 'Add Search'. A 'Quick Find' search bar is on the right. The main header area displays 'Timesheet' for 'Johnson, Jerry (FIS2)' and the period 'Saturday, August 2, 2025 - Friday, August 8, 2025'. Below this, there's a 'Timesheet' section with a toggle for 'Turn on automatic calculation of hours based on Start time/End time'. A note states: 'All time can be entered either with an am/pm designator or in a 24 hour clock format, (05:00 pm or 17:00)'. The 'Time Period: Minute' section contains a table for entering hours by day. The 'Project' section shows 'WSD-C2' and 'Inventory & Labor Sub 2807'. The 'Standard Hours' table shows a total of 25.00 hours. The 'Total Billable Hours (Days)' table shows a total of 25.00 hours. A 'Add New Job' button is at the bottom left.

Billing Rate	2 Sat	3 Sun	4 Mon	5 Tue	6 Wed	7 Thu	8 Fri	Total
Start time of Day *			08:00 am	09:00 am	08:00 am	09:00 am		
End time of Day **			5:00pm	5:30 pm	4:00 pm	5:30 pm		
Non Billable Hours			01:00	01:00	01:00	01:00		05:00
Project	WSD-C2							
Cost Center	Inventory & Labor Sub							
General Ledger	2807							
Standard Hours			07:30	07:30	06:00	05:30		25.00
Standard Hours			07:30	07:30	06:00	05:30		25.00
Total Billable Hours (Days)			07:30	07:30	06:00	05:30		25.00

6. When you are happy with your timesheet, click **Submit**. This will now be sent to your line manager for approval.

## Entering Overtime

(NOTE: The working week runs from Saturday to Friday with Saturday being the first working day and Friday being the seventh working day)

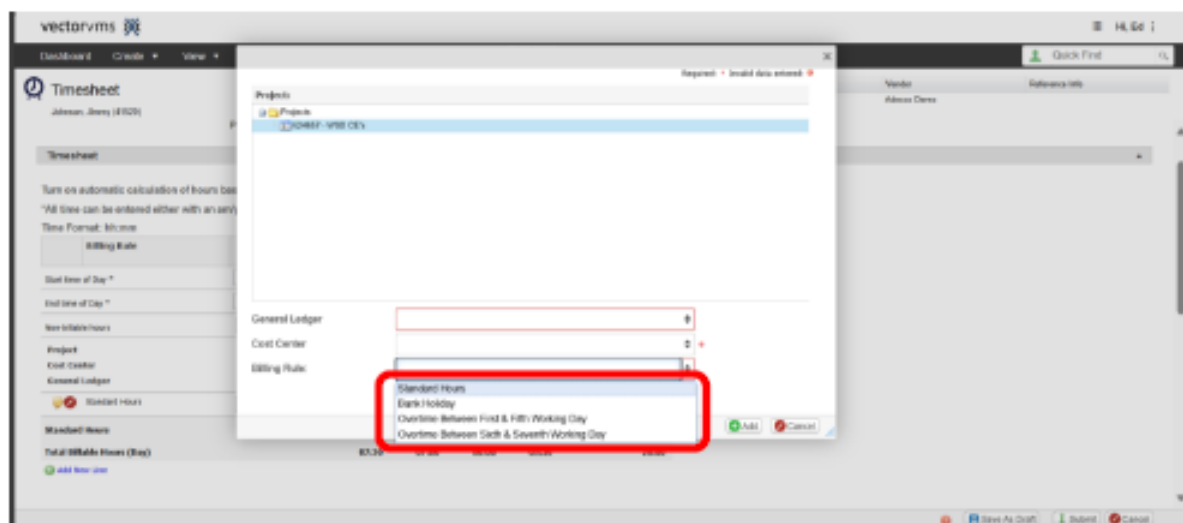
(NOTE: Only certain grades are able to claim overtime as per policy. If you cannot see options for overtime entry, this is because you are not entitled to claim. Please speak to Adecco for support/guidance if you believe this to be incorrect)


1. If you need to enter overtime hours, please click Add New Line as highlighted in red below:




Period (Begin - End): Saturday, January 26, 2023 - Friday, February 2, 2023

Timesheet									
Time Format: Minute									
Billing Rule	20 Sat	20 Sun	20 Mon	21 Tue	1 Wed	2 Thu	3 Fri	Total	
Total Billable Hours (Day)									
<a href="#">Add New Line</a>									

2. Highlight the relevant code from the drop-down list and then in the billing rule, select the relevant overtime rate you would like to add and select the add button



vectorvms 

Dashboard   

Timesheet

Johnson, Jerry (F202)

Turn on automatic calculation of hours based on time entered.  
\*All time can be entered either with an am or pm

Time Format: Minute

Billing Rule

Start time of Day \*

End time of Day \*

New Billable Hours

Project

Cost Center

General Ledger

Standard Hours

Standard Hours

Total Billable Hours (Day)

[Add New Line](#)

Projects

Project

CH0001 - 1st City

General Ledger

Cost Center

Billing Rule

Standard Hours

Bank Holiday

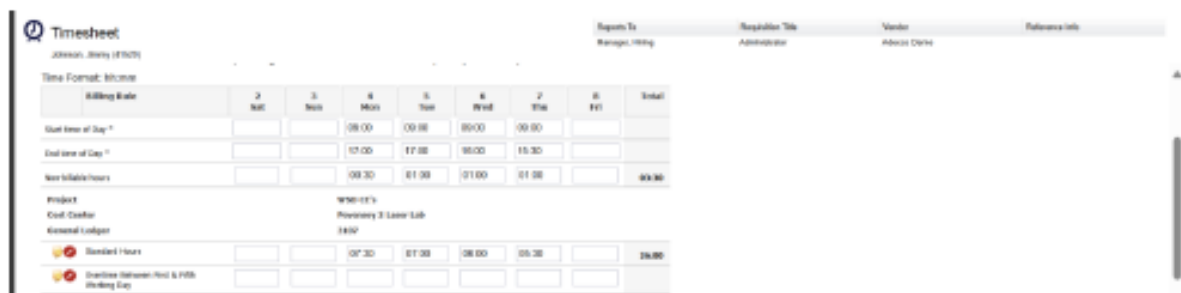
Overtime Between First & Fifth Working Day

Overtime Between Sixth & Seventh Working Day

Add Cancel

Save As Draft Submit Cancel

- You will then have either a standard rate or another line on your timesheet for you to upload your overtime hours against.



Billing Rate	2 Sat	3 Sun	4 Mon	5 Tue	6 Wed	7 Thu	8 Fri	Total
Start time of Day *			08:00	09:00	09:00	09:00		
End time of Day *			17:00	17:00	18:00	18:00		
New Inactive Hours			00:30	01:00	01:00	01:00		00:30
Project: W90-17's								
Cost Center: Recovery 3 Labor Lab								
General Ledger: 1450								
Standard Hours			00:30	01:00	01:00	01:00		00:30
Overtime between 1800 & 1900 (working Day)								

## Saving As Draft/Updating A Timesheet

- Hover over the view button at the top of the page and select timesheets
- Change timesheet status to all and amend the date range to include the date of the timesheet you are looking for
- This will then display all of your submitted or saved timesheets



Dashboard Create View Reports Quick Find

Timesheet Summary By Timesheet

Timesheet Status: All

Period End Date: From: 01/04/2022 To: 28/07/2022

Print View Draft View Show Filter Export

- Next, click on the clipboard next to your draft timesheet and click View Timesheet
- Update your hours and then either save as draft again or submit your hours



## Contingent Worker User Guide

Updated September 2025

For any additional support on items referenced within this guide, please contact your Adecco representatives.

### Downloading & Getting Started with the App

1. Search and Download Planbition ESS from Google Play or Apple AppStore (depending on your IOS)

## Planbition ESS

Planbition B.V.

1.9 ★  
477 reviews

100K+  
Downloads

PEGI 3

Install



Share



Add to wishlist

2. Launch the app and upon first login, select 'Password Reset'
3. Enter the organization name
4. Leave the username field blank
5. **Reset Password**
6. Follow the **activation link** sent to your email.
7. Enter your credentials:  
**Organization:** UKuniversityofsussex  
**Username:** Provided in your activation email  
**Password:** Your new personal password
8. *Password needs to be 8-16 characters long, a minimum of 1 capital and a minimum of 1 number.*



## Location Settings

You **MUST** allow the Planbition App to access your Location.

### Android Phones

- Open Settings: Tap the gear icon on your home screen or app drawer.
- Tap Location: Scroll down and select "Location."
- App Location Permissions: Tap "App location permissions."
- Find Planbition: Locate the Planbition app in the list.
- Set Permissions: Tap the app and choose "Allow all the time" or "Allow only while using the app" depending on your preference

### Apple iPhone

- Open Settings: Tap the gear icon on your home screen.
- Privacy & Security: Scroll down and select "Privacy & Security."
- Location Services: Tap "Location Services."
- Find Planbition: Scroll down to find the Planbition app.
- Set Permissions: Tap the app and select "While Using the App" or "Always" depending on your preference

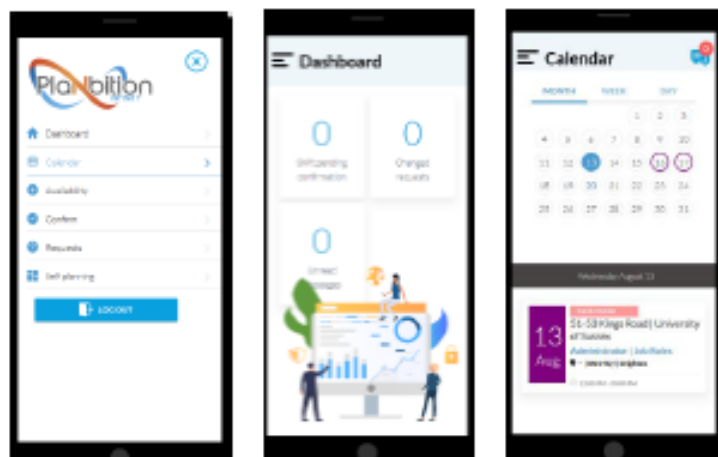
## Enable Push Notifications

*Purpose: To receive real-time alerts for new shifts.*

- Go to your device settings.
- Navigate to Notifications.
- Find the Planbition ESS app.
- Enable notifications.

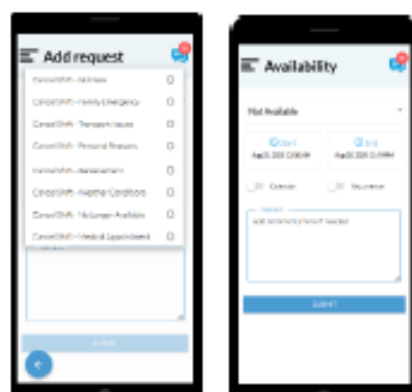
## Viewing Shifts

1. Your dashboard shows you the shifts that are allocated to you and any new shifts that need your acceptance/decline.
2. From the dashboard view, you can see a snapshot of your activity



## Adding your availability

1. Add your availability on the app to indicate when you are available to take shifts as this will affect how the university is able to distribute shifts to you.
2. Make sure that you only put that you are unavailable when you CANNOT work, all other times leave as available to ensure the best opportunity to receive available shifts.







## How to Clock In and Out of shifts

*The CLOCK IN/CLOCK OUT button will only appear when using the Planbition app*

- **Make sure location services are switched on via app preferences in your phone settings.**

*(location services can be enabled only while the app is running)*

- Geofencing is location specific and only clocks you in when you come within 50 metres of the designated work location.
- Geofencing on the Planbition app does not track workers
  - ✓ outside of designated work areas,
  - ✓ outside of work hours or
  - ✓ When the app is closed.
- No location data is stored—the system purely triggers the clock in/out functionality to update timesheets.

## Network and Connectivity Requirements

- ✓ Workers must have a strong 4G/5G signal in their work area for geofencing to function properly.
- ✓ Wi-Fi cannot be used to clock in and out, only mobile data.
- ✓ Geofencing relies solely on mobile internet (4G/5G) and should not be connected to location-based Wi-Fi.

### Troubleshooting - Poor Mobile Connection

- Contact Adecco and report your clock-in and clock-out times.
- Adecco will then record your working hours.
- Failure to supply your work times promptly may result in delayed payments

### Troubleshooting – If You Forget to Clock In/Out

- Contact Adecco and report your clock-in and clock-out times.
- Adecco will then record your working hours.
- Failure to supply your work times promptly may result in delayed payments



## Privacy & Data Protection

- **Geofencing does not track employees' movements** outside of designated work locations or beyond working hours.
- **The system only registers when an employee arrives and leaves predefined job sites**—nothing more.
- **Location tracking settings are customizable**, allowing users to enable or disable geofencing features on their devices according to their preferences.
- **Important:** To disable location tracking, the user must do so on their own individual device when they are not using the application to clock in and out of work.
- **All collected data is securely stored and used strictly for work-related purposes.**

# Health & Safety





# Health & Safety Overview

Health and Safety is a partnership in which we not only look after ourselves as individuals but also care for our workers.

We want to make you are aware of both your responsibilities and our responsibilities in this important area. So within your assignment confirmation you will receive a full health & safety statement in relation to your role that will provide you with full details of any health & safety risks that have been identified.



# Manual handling

It is essential to know how to lift and carry objects of all weights and sizes safely.

Here are some guidelines:

- Only lift or carry what you can easily manage.
- Get help with anything you think might be too heavy or awkward to manage on your own.
- Use trolleys, hand pallet truck only if trained or other appropriate lifting equipment if these are available.
- Make sure you can clearly see where you are going.
- Use your whole hand to pick items up, not just your fingers.
- If the load is uneven make sure the heaviest part is closest to your body.
- Bend your knees and keep your back straight, don't stoop.
- Straighten your knees to stand.
- Use Anti-fatigue matting whilst packing
- Always adjust box table to suit your height
- If you have any health or safety concerns whilst on assignment, you should speak to the Adecco account team immediately.



# Other





# GDPR

The GDPR (General Data Protection Regulation) came into force on 25 May 2018, replacing the previous Data Protection Act, and gives everyone new responsibilities to consider helping ensure compliance.

GDPR is concerned with respecting the rights of individuals when processing their personal information. This can be achieved by being open and honest with staff about the use of information about them and by following good data handling procedures. GDPR is mandatory and all organisations that hold or process personal data must comply.

## **The Regulation contains six Principles:**

- Personal data should be processed fairly, lawfully and in a transparent manner.
- Data should be obtained for specified and lawful purposes and not further processed in a manner that is incompatible with those purposes.
- The data should be adequate, relevant and not excessive.
- The data should be accurate and where necessary kept up to date.
- Data should not be kept for longer than necessary.
- Data should be kept secure.

All our staff have a responsibility to ensure that their activities comply with the Data Protection Principles. Line Managers have responsibility for the type of Personal Data they collect and how they use it.

Staff must not disclose Personal Data outside the organisation's procedures, or use Personal Data held on others for their own purposes.

## Authorisation to Provide Personal Information

Adecco will supply Home Office with your personal information when you work on assignment for them.

# Equality and Diversity

The Group is committed to following non-discriminatory practices in our relationships with employees, prospective employees and third parties. To this end we are committed to ensuring that:

- Everyone is treated with respect and dignity throughout their employment;
- Our Human Resources procedures and practices provide equality of opportunity for all employees;
- Everyone understands our approach to equality of opportunity and valuing diversity and where appropriate receive training and development to support this;
- Progression with University of Sussex is determined by personal potential, contribution and performance;
- Recruitment and selection criteria are relevant to the duties and conditions of each particular post;
- Those involved in recruitment and selection understand our policies and procedures and where appropriate receive training and development to support this;
- Those involved in recruitment and selection will seek to recruit the most appropriate candidates based on their match to the selection criteria and reasonable adjustments will be made to ensure the appropriate candidate is able to fulfil the requirements of the job role;
- Everyone has equal access to relevant training and development opportunities;
- Everyone has equal access to relevant services, information and opportunities within the workplace;
- Those who are found to be in breach of our commitment to equality of opportunity will not be supported by the organisation and appropriate action will be taken to ensure there is no recurrence.

# Employee Assistance

Need a helping hand with medical, legal and financial concerns? The Adecco Group's free, confidential Employee Assistance Programme is here to help.

Challenges at work and home can sometimes feel like the weight of the world on your shoulders, but Adecco Group's Employee Assistance Programme (EAP) can help lighten the load.

All Adecco Workers have access to a totally free, confidential, 24/7 service, which is run independently of Adecco Group by Legal and General.

One phone call puts you in touch with counsellors, medical and legal experts to help you cope with whatever life throws at you – including stress, family problems, bereavement, depression and money worries.

## Services include:

- **Telephone Counselling**  
An independent, confidential and unlimited 24/7 service provided by qualified counsellors for dispute resolution, stress, anxiety and many more issues. They offer practical advice, plus details of self-help support groups and other support agencies.
- **Legal Information Service**  
Free information and links to legal guidance on debt management, lawsuits, consumer, property disputes and more. Please note, the service provides information only and does not give legal advice.
- **Specialist advice**  
Practical information and signposting to services which provide advice for life events - from buying a house, getting married and having children to consumer issues, relocation, staying healthy and furthering your career.

# How it works

Using the scheme is simple, and its available 24 hours a day, seven days a week. Get in touch with Legal and General's EAP team on:

**Freephone 0800 316 9337**

**Outside of the UK 01737 374788**



# Mental Health Support

**\_able  
futures**

Support for mental health at work, to help individuals, employers and providers of apprenticeships enjoy dependable **able futures**

From time to time we all struggle with our mental health. Adecco are committed to ensuring that support is there when it's needed most so have teamed up with \_able futures.

## What is \_able futures?

\_able futures provide Government-funded counselling to individuals as part of a self-referral scheme. You will be able speak to a healthcare professional within one working day of signing up.

## How can it help me?

\_able futures is open to everyone. Once you have referred yourself, \_able futures will provide you with a confidential, free and personalised support scheme based on your needs, whilst offering face-to-face and over-the-phone counselling support for a period of up to nine months. The services offer first-class support from qualified health care professionals around most aspects of mental health, including stress, anxiety, depression, sleep problems, bereavement and many more. It is focused on helping you learn to cope better with your mental health challenges at work and move forward in a positive way.

## How do I refer myself?

Please phone **0800 321 3137**,

Email [hello@able-futures.co.uk](mailto:hello@able-futures.co.uk) or visit [www.able-futures.co.uk](http://www.able-futures.co.uk) for more information.

The Adecco logo is centered on a solid red background. It features the word "Adecco" in a white, sans-serif font. The letter "A" is stylized with a horizontal bar that extends to the left and then curves upwards. The background is decorated with large, light-red geometric shapes in the corners: a triangle in the top-left and a trapezoid in the bottom-right.

# Adecco

[www.adecco.co.uk](http://www.adecco.co.uk)