

# Agency Worker Regulation Compliance Form

From 1<sup>st</sup> October 2011 the Agency Workers Regulations came in to effect. The main aim of the regulations is to provide the same rights to agency workers as comparable permanent workers in terms of basic working and employment conditions.

It is essential that the labour provider and hiring company work closely together to ensure compliance.

The hiring company must provide full details regarding payment structure, terms and conditions, and custom and practice relating to work conditions in order to ensure that the equivalent terms are adhered to at the relevant time.

Agency Worker:	Start Date:
Job Title:	Qualifying Week:

Do you employ a permanent employee doing the same job as the Agency Worker?	YES / NO
---	----------

**If the answer is YES please complete the following sections. If no then please sign and date at the bottom as no comparative rates apply to the above Agency Worker.**

What is the salary or hourly rate for this role?	
Do you pay any overtime rates for this role? Please state what they are:	
Are any shift allowances/premium rates payable? Please state what they are:	
Is there a bonus payable? (if linked to personal performance) Please state what they are:	
How many days holiday per year are payable? (not including bank holidays)	

Please comment on any further relevant information such as terms established by custom and practise, e.g: discretionary payments etc.	
---	--

Completed By:	Job Title:
Signed:	Date: