

DATE: 2020 SEASON

PARTICULARS OF EMPLOYMENT (EXAMPLE)

**D & B GRANT
The Steading
Wester Essendy
Blairgowrie
Perthshire
PH10 6RA**

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Tel: 01250884389
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NAME :

FIELD NUMBER:

(WILL BE GIVEN ON ARRIVAL)

Farm Owner/ Manager: Colin Grant
Office /Wages: Julia Grant

WORK: This is a Soft Fruit Farm and our crops are normally harvested between June and September. When you come you will be working here as a casual worker for harvest and, for reasons of crop, weather and customer demand, work cannot be promised at any time and there are no normal working hours.

HOLIDAYS & WAGES: Regular and overtime pay rates and holiday entitlement are in accordance with the terms of the Scottish Agricultural Wages Order.

We shall give you a pay slip on each pay day which will show the hours worked; the hourly rate of pay applicable and the resultant legal wage to which you are entitled. It will also show any additional monies you have earned as a result of any piece work rate set.

We do not pay wages during breaks such as meals. Much work will be done on Piece Work based on your own individual production. Wages are calculated daily as above and will be paid weekly. You can request payment weekly or into your on-farm account (this is not a Bank Account). This money will be given to you when you leave the farm, or whenever you request it on a weekly pay day. You will be asked to sign for your money.

HOURS OF WORK: The majority of work on our farm will be on piece work basis, when weather plus state of the crop will play a part.

The farm usually works a 7 day week with at least 1 day off arranged per week, crop, weather and customer demand permitting. The farm would normally work no more than a 48 hour week. However, the nature of this employment is such that your hours of work will vary and there are no normal working hours. It is a condition of your employment that you work flexibly in accordance with the working arrangements we operate. It is a term of this contract that there may be periods when no work is available for you to do. We have no obligation to provide you with any work under this contract or to provide any minimum number of hours work in any day or week. You shall be available to work when requested unless otherwise agreed in advance with us. Repeated non-availability for work unless through reported sickness or prior agreement is likely to be considered good reason to terminate your employment.

The Working Day is dictated by me and the supervisors and no harvesting will take place unless the supervisors are present. In very hot weather, the hours actually worked can be altered by mutual agreement, but on the whole we like to start around 0800 and not finish after 1700 hours.

LENGTH OF NOTICE: The legal minimum is one day's notice during the first month of your employment and then you are entitled to receive one week's notice.

GRIEVANCE AND DISCIPLINARY PROCEDURES: Where practical and possible we will follow the disciplinary procedures contained in the Employer's Grievance and Disciplinary Procedures copies of which are readily available on request from the Farm office and you are strongly advised to read. These procedures will not at any time form part of your Particulars of Employment.

If wish to raise any grievance relating to your employment please provide a written explanation stating the nature of the grievance to the Colin Grant and thereafter you should follow in full the procedures laid out in the Employer's Grievance and Disciplinary Procedures none of which form part of your Particulars of Employment.

SICKNESS: If you fall ill or suffer an accident, you must report this to your Supervisor and we will administer first aid or seek medical attention as appropriate. **FOR FOOD HYGIENE AND HEALTH AND SAFETY REASONS YOU MUST NOT WORK WITH A CONTAGIOUS CONDITION.** You cannot claim any loss of earnings occasioned when absent or sick or following an accident. In an emergency and in the absence of the Supervisor, medical assistance can be obtained by telephoning NHS 24 call 111. **Only in the case of serious emergencies call 999 for Police , Fire Service or Ambulance.**

HEALTH AND SAFETY: The farm will take every precaution to provide a safe environment in which to work. You yourself, whilst working on the farm, have an equal obligation to take all reasonable steps to safeguard both yourself and all others on the farm.

You will be required to read the Farm Health and Safety Declaration, which is always posted outside the farm office, and you must always adhere to its content.

You will see that certain tasks are specifically banned without the express permission of the Manager and also without specialised training. You have a duty to report any unsafe practices that you see on the farm and any machinery in an unsafe condition.

There is **STRICTLY NO SMOKING** in the accommodation and in all farm vehicles. Smoking is restricted to designated smoking areas within the camp.

Farms can be dangerous places and these conditions will be specifically discussed with you as part of your induction, when you start work.

EQUAL OPPORTUNITIES: We are totally committed and operate an equal opportunities policy within our employment regime. In this regard we are opposed to any form of less favourable treatment on the grounds of age or any handicap, nor do we countenance any less favourable treatment in terms of financial reward, direct or indirect discrimination regarding nationality, gender or sexual orientation, creed, colour or ethnic origin. We do not tolerate harassment of any sort and are totally opposed to any form of discrimination or victimisation.

You must comply with all the aims and objectives contained in this declaration at all times and report any breach that you come across directly to me, Colin Grant

ACCOMMODATION: A facility fee of £52.85 / week will be deducted from your weekly wage for caravan accommodation. This fee is set by The Scottish Agricultural Wages Order and is due for review on 1st April 2020.

INTERNET: There is a farm internet service for communication with friends and relatives. There will be no charge for this but downloading of music/films is prohibited.

TRAVEL INSURANCE: It is strongly advised that you have arranged travel insurance to cover you while you are in the UK.

EHIC : It is strongly advised that you have arranged a European Health Insurance Card or equivalent to cover you in the event you may require medical attention while you are in the UK.

Your employment with us began on No previous employment counts as part of your previous period of employment.

By signing you agree to the terms of employment and deductions from your wages for accommodation and that you have not paid any fee to D& B Grant or any unlicensed third party to secure employment from D&B Grant.

Signed by Employer: D&B GRANT example terms of employment

Date: _____

- **Signed by Employee:** example terms of employment

Date: _____

EMERGENCY CONTACT NAME AND NUMBER:

- **NAME:** _____ **RELATIONSHIP:** _____
- **EMERGENCY CONTACT TELEPHONE NUMBER:** _____

Travel advice 1 :

- Fly Prague to Edinburgh
- then Megabus from Edinburgh Airport to Perth.
- then local stagecoach bus from Perth to Blairgowrie

Travel advice 2:

- fly Prague to London
- then Megabus from London to Perth or Dundee
- then local Stagecoach bus (number 57) from Perth or Dundee to Blairgowrie

Some students fly direct into Edinburgh which is the easiest and quickest way to travel. It takes 1 hour to get to Perth or Dundee from Edinburgh Airport and then 1 hour to get from Perth or Dundee to Blairgowrie where we can collect you.

If you stay on the Megabus to Dundee then you arrive direct into Seagate Bus station where you can get the number 57 Bus to Blairgowrie

If you choose to get off the Megabus in Perth, be careful sometimes it stops at Broxden Services or Leonard Street Bus station. Broxden is outside Perth and is 2 miles from Leonard street bus station in Perth where you need to get the number 57 Stagecoach bus to travel to Blairgowrie. If you choose Broxden, I suggest you have about £6.00 for a taxi to Leonard Street Bus Station.

The students who choose the less expensive flight into London have a 10 or 12 hr Megabus trip up the country to Perth or Dundee then a 1 hour trip from Perth or Dundee to Blairgowrie.

Travel times must be planned so that you arrive in Blairgowrie before 20.00 hrs, it is best to book your megabus tickets on line before travelling. There is a different local bus service on a Sunday, my advice would be to avoid travelling on a Sunday.

www.megabus.com