



Steve Ball Recruitment - Statement of Ethical Practice

Payments to Worker

Steve Ball Recruitment operates an in-house payroll function and do not outsource their PAYE liabilities.

All workers are paid via a PAYE model in weekly instalments on the Friday of each week by BACS payment into bank account.

Should a worker be unable to supply bank account details, Steve Ball Recruitment will submit payment by cheque for the first week only. Own bank details must be obtained within 7 days to continue working. We don't, by company policy, pay any worker into another person's bank account.

Wage slips are provided on Thursday every week via email. Should a worker not own an email address payslips can be collected from branch.

Steve Ball Recruitment does not withhold wages and or subject workers to unauthorised deductions in line with Section 13 Employment Rights Act 1996.

All tax, ENI deductions are in line with HMRC guidance and legislation.

Holiday Accrual

Workers accrue holiday pay at the statutory level of 28 days per annum

During the first 12 months of employment workers entitlement to paid annual leave shall accrue in proportion to the length of your employment. The amount of payment received in respect of periods of annual leave will be calculated in accordance with and paid in proportion to the number of hours worked on assignment. Payments for annual leave will be calculated on the basis of rates paid for hours worked during the relevant calculation period as defined by Section 224 of the Employment Right Act 1996;

224 Employments with no normal working hours.

- 1) This section applies where there are no normal working hours for the employee when employed under the contract of employment in force on the calculation date.
- 2) The amount of a week's pay is the amount of the employee's average weekly remuneration in the period of twelve weeks ending—
 - a. where the calculation date is the last day of a week, with that week, and
 - b. otherwise, with the last complete week before the calculation date.
- 3) In arriving at the average weekly remuneration no account shall be taken of a week in which no remuneration was payable by the employer to the employee and remuneration in earlier weeks shall be brought in so as to bring up to twelve the number of weeks of which account is taken.
- 4) This section is subject to sections 227 and 228.