**Equal Treatment Entitlements Questionnaire**

If you are a hirer of agency workers: If you are an employer and hire temporary agency workers through a temporary work agency, you should provide your agency with up to date information on your terms and conditions so that they can ensure that an agency worker receives the correct equal treatment, as if they had been recruited directly, after 12 weeks in the same job. You are responsible for ensuring that all agency workers can access your facilities and are able to view information on your job vacancies from the first day of their assignment with you. If you are a ‘temp’ agency

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| **Hirer Company Name:** | **Hirer Company Site Address:** |
| **Date Form Completed:** | **Completed by:** |
| **Signature:** | |

After 12 weeks in the same job: The equal treatment entitlements relate to pay and other basic working conditions (annual leave, rest breaks etc.) and come into effect after an agency worker completes a 12 week qualifying period in the same job with the same hirer. After completing the qualifying period, pregnant agency workers will now be allowed to take paid time off for ante-natal appointments during an assignment. It is not retrospective and for those agency workers already on assignment, the 12 week qualifying period will start from 1 October 2011.

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| **Job Title:** | **Brief Job Description:** |
| **Is this role a Comparable role?: Yes / No** | |
| **Hours:** | **Shift Description:** |
| **12 Week Qualifying Pay Rate:** | **Post 12 Week Qualified Pay Rate:** |
| **12 Week Qualifying Annual Leave entitlement:**  ***ENS Standard = 0.538 of a day accumulated each time a weekly timesheet is submitted potential to earn 28 days paid annual leave per annum*** | **Post 12 Qualified Annual Leave entitlement number of days:** |
| **12 Week Qualifying Period Breaks:** | **Post 12 Week Qualified Breaks:** |

**Health & Safety Information Required:**

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| **Hirer Health & Safety Representative:** | **Personal Protective Equipment required for this role:** |
| **What PPE is provided by the Hirer:** | **Health & Safety Induction is completed:** |
| **Health & Safety Induction carried out within of assignment commencement.** | |

**Name of Agency workers booked onto this assignment:**

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| --- | --- | --- | --- |
| **First Name** | **Surname** | **Date of assignment commencement:** | **Added to AWR Tracker** |
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