



## Information for agency workers engaged at the University of Leeds

### Contents

1. About the University .....	1
2. Conduct .....	2
3. University values .....	2
4. Health and safety .....	2
5. Equality and diversity .....	2
6. Financial regulations .....	2
7. Confidentiality .....	2
8. Security of personal belongings .....	2
9. Provisions from day one of your engagement at the University of Leeds.....	2
10. Pregnant workers and new mother provisions.....	3
11. Addressing concerns.....	3

A copy of this document must be provided to all agency workers on the first day of their assignment with the University of Leeds.

If you require this document in an alternative format (for example braille, large print or electronic format), please contact Human Resources on extension 34146, e-mail [hr@leeds.ac.uk](mailto:hr@leeds.ac.uk).

### 1. About the University

- 1.1. The University of Leeds is one of the world’s top 100 universities, acclaimed worldwide for the quality of its teaching and research. One of the UK’s largest universities, Leeds is also one of the most popular among students applying for undergraduate courses. Our research includes everything from treatments for cancer to performance textiles to understanding climate change and we have 35 departments which are rated internationally or nationally ‘excellent’.
- 1.2. Our size and international reputation enable the University to offer one of the widest ranges of academic courses in the UK. We have around 33,000 students spread across nine faculties – arts; biological sciences; business; education, social sciences and law; engineering; environment; mathematics and physical sciences; medicine and health; performance, visual arts and communications.
- 1.3. We have around 7,500 staff and are the city’s third largest employer.

## **2. Conduct**

During your time at the University, you are required all times to comply with the University rules, policies and protocols which apply to contractors and /or visitors to the University (see <http://hr.leeds.ac.uk/policies> for further information). In particular, you will be required to comply with and ensure that you understand your obligations in relation to:

## **3. University values**

You are required to act at all times in accordance with the University's stated values, which sets out the principles of how we work together. Information about the University's values can be found at <http://strategy.leeds.ac.uk/values/>.

## **4. Health and safety**

You are required to adhere to the provisions of the Health and Safety at Work Act, related Regulations, and act in accordance with the University's Policy on Health and Safety which can be found at <http://www.leeds.ac.uk/safety/>.

## **5. Equality and diversity**

You will abide by the University's Equality and Diversity Policy, a copy of which can be found at <http://www.equality.leeds.ac.uk>.

## **6. Financial regulations**

You must comply with the University's financial procedures as they relate to the role for which you have been engaged. A copy of the regulations and procedures is available for consultation from the Head of School/Service or from the Finance website at <http://www.leeds.ac.uk/finance/>.

## **7. Confidentiality**

- 7.1. The University has a legal obligation under the Data Protection Act 1998 to comply with the regulations relating to the confidentiality of information. As an individual working at the University of Leeds you are required to abide by these regulations and the University's Policy on Data Protection which can be found at [www.leeds.ac.uk/secretariat/data\\_protection\\_code\\_of\\_practice.html](http://www.leeds.ac.uk/secretariat/data_protection_code_of_practice.html).
- 7.2. From time to time, to check unauthorised use, the University may without notice monitor your use of University resources e.g. emails and telephone calls. For reasons of security, the University uses discreet CCTV.

## **8. Security of personal belongings**

You are required to take personal responsibility for all personal possessions or other property, including vehicles, which you may bring onto the University premises. The University takes no responsibility for any personal items which may be lost, stolen or damaged whilst on University premises.

## **9. Provisions from day one of your engagement at the University of Leeds**

- 9.1. From the first day of your engagement you are entitled to have access to the following University facilities:

- Restaurants, coffee bars, catering facilities across the campus <http://www.leeds.ac.uk/catering/outlets.htm>
- Shops within the University Students Union <http://www.leedsuniversityunion.org.uk/shops/>
- Staff centre <http://www.leeds.ac.uk/staffcentre/index.html>
- Childcare facilities <http://www.brightbeginningschildcare.co.uk/>
- The Edge sports facilities <http://sport.leeds.ac.uk/>
- Car parking [http://www.leeds.ac.uk/estate\\_services/security/carparking.htm](http://www.leeds.ac.uk/estate_services/security/carparking.htm)
- Staff counselling service <http://www.leeds.ac.uk/occupationalhealth/counselling.html>
- Universities chaplaincy <http://www.leeds.ac.uk/chaplaincy/interfaith/index.htm>
- Campus map <http://www.leeds.ac.uk/campusmap>
- University job vacancies (excluding those vacancies that are ring fenced for redeployment and those which are a result of restructuring) <http://jobs.leeds.ac.uk/>

9.2. Where a waiting list exists for the above facilities, there is no automatic right for use of such facilities. Where there are waiting lists, you will be eligible to be placed on the waiting list if you so wish.

## **10. Pregnant workers and new mother provisions**

10.1. If you are pregnant you should notify both your agency and manager at the University in writing. This is to enable a detailed risk assessment to be carried out during the early stage of pregnancy. This will also allow arrangements to be made when you need to attend ante-natal and medical appointments. Where you do need to attend such appointments you may be requested to provide evidence of these.

10.2. If the nature of your assignment causes a risk to the health and safety of yourself or unborn child, it may be necessary to make reasonable adjustments to remove any identified risks. This would also apply to women who have given birth in the last six months or women who are breast feeding.

## **11. Addressing concerns**

Should you attain the 12 week qualifying period and you have concerns or queries in relation to your terms and conditions, these should be raised informally with the employment agency. Should you remain unsatisfied with the outcome of your query, you should put your concerns in writing to the employment agency, who should respond within 28 days of receipt. If the employment agency fails to respond within 30 days of the receipt of your request, or you are unsatisfied with the response, you may raise your concerns with the Faculty/Service HR Manager, who should respond within 28 days.