



Staff Bylaws & Explanation

Information

Working at Inducont means challenging work for longer or shorter assignments on behalf of the clients we have. When the client turns to us, often an acute increase in resources arises, but also a lot of work with longer planning and implementation may occur. In order to deliver - together with the client - quality and professional skills, good cooperation and understanding of each part of the "chain" are required.

A good dialogue, a good "face" outward, a positive attitude and commitment are essential in work and social contact.

Your success is our success; our success is your success!

Inducont always sends out a number of documents at the start of a new project / mission. It is important that ALL staff reads them and understands their meaning. The kind of documents, which are usually sent out, are Employment Information, S.T.A.R.C - Principle, Staff Bylaws & Explanations, Wages and Conditions, Working Papers and Phone Lists. Other documents may be sent in the event needs or requirements exist.

Employees should always use S.T.A.R.C – Principle as a manner of safety.

Staff Bylaws

1. All personnel employed or mediated by Inducont should be a good "face" outward in an exemplary manner.
2. In case of any problems at the workplace or other circumstances that directly or indirectly affect the work physically or mentally, Induconts office should be contacted immediately without any delay.
3. In case of accident, the supervisor/contact person at the current workplace should be informed first. Then you should contact Induconts office. The same applies if you as an employee identify serious risks that could contribute to an accident. Exaggerate your safety and the way it always foremost.
4. Documents/cards issued approving education programs/training-course certificates should always be brought to the workplace.
5. Privacy (confidentiality) is applied to most work we do. This means that you as an employee are often in contact with sensitive information relating to us or our clients who may not be distributed further. It is of utmost importance for us and our clients to never participate in such dissemination of confidential information. This includes all social media such as Twitter, Facebook, Instagram and other appropriate media.
6. In case of illness, the client first should be contacted and thereafter Induconts office. To be entitled to sick pay a written medical report is always needed to be sent to the office.



7. Compensation is paid only when the written notification of illness has been received.
8. Assigned time for breaks, lunch and dinner should always be followed.
9. The worker must always arrive in good time at the workplace before any shift start.
10. As a smoker, you are only allowed to smoke at places assigned by the client and only during unpaid breaks.
11. Inducont is applying none tolerance for alcohol and drug use. This means that alcohol, drugs and pill addiction is not associated with the work we provide. On several sites spot checks are implemented. Sampling is conducted by the client, Inducont or third parties. Any employee who is found to be under the influence of alcohol or other drugs will immediately be removed from the workplace by managers/supervisors. The person shall not be entitled to any compensation for the lost hours.