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1. Introduction

<<Company Name>> employs some contracts where there is a need for flexibility in the workforce e.g. where there is a need for workers.

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2. Definition

A zero hours contract is one where the Company has not [is not] obliged to offer that worker a certain number of hours of work that is offered.

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3. Principles

- A register will be kept of the pool of workers available to work under zero hours contracts. When work is available, the Company will select the appropriate person from this pool of workers in order to offer them a certain number of hours of work.
- The Company is not obliged to offer a certain number of hours of work to all workers in the pool of available workers on zero hours contracts.
- Workers will be given as much notice of work assignments as is practical. Given the nature of the work, workers are not obliged to accept any work that is offered. Usually, workers will be given at least 24 hours notice of work assignments, but will be given as much notice as is practical.
- A worker is expected to be available to accept work that is offered. If the worker regularly refuses work, he/she will not be considered for future work. **OR** [A worker will not be penalized if he/she refuses any work that is offered.]
- The worker must complete a time sheet for the hours of work that he or she has undertaken. This time sheet must be submitted to the HR Manager and then submitted to the HR Manager.
- A worker is **OR** [is not] entitled to company holiday pay.
- During or after employment, workers must not use or divulge confidential information about the Company to any person outside the Company.
- [A worker who underperforms will not be offered further work.]
- The Company's disciplinary and grievance procedures apply to workers on zero hour contracts. Details can be obtained from <<insert name of HR Manager>>.

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