

Grove Site Services ("GSS") is committed to transparency and ensuring that all job seekers and clients have a clear understanding of our recruitment process, payment structure, and terms of engagement. This Key Information Document provides essential details for candidates and employers using our services.

1. About Grove Site Services

1.1 GSS is a recruitment agency specializing in the construction industry, connecting skilled professionals with employers across the UK.

1.2 Our office is located at 2-10 Holton Rd, Cardiff, Barry CF63 4HD, United Kingdom.

2. Candidate Placement and Engagement

2.1 We offer both temporary and permanent placements for candidates.

2.2 Candidates may be engaged directly by the hiring company or under a contract with GSS.

2.3 Our recruitment services include job matching, interview coordination, compliance checks, and onboarding support.

3. Payment and Earnings

3.1 **Temporary Workers:** Payments are processed on a weekly/monthly basis, as per the employer's terms.

3.2 **Permanent Placements:** Salaries are agreed upon directly between the candidate and the hiring company.

3.3 Deductions, such as tax and National Insurance contributions, will be made in accordance with UK employment regulations.

4. Fees and Charges

4.1 GSS does not charge candidates any fees for job placement.

4.2 Employers are required to pay recruitment service fees as agreed in our service contract.

5. Holiday Pay and Benefits (For Temporary Workers)

5.1 Temporary workers are entitled to statutory holiday pay in accordance with UK employment laws.

5.2 Additional benefits may vary depending on the employer's policies.

6. Compliance and Legal Requirements

6.1 GSS ensures that all placements comply with UK employment laws, including right-to-work checks and health & safety regulations.

6.2 We maintain strict confidentiality and data protection policies in line with GDPR regulations.

7. Grievances and Complaints

7.1 Candidates and employers can raise any concerns by contacting our support team at [Insert Contact Email].

7.2 We have a structured grievance process to address and resolve issues fairly and promptly.

8. Contact Information

For further inquiries, please contact us:

Grove Site Services

2-10 Holton Rd, Cardiff, Barry CF63 4HD, United Kingdom

Email: info@grovesiteservices.com

Phone: 01446 502803