

considered as received, will be the next time we are in the office to check our emails. For example, an email sent at 11:00pm on a Thursday, will not be seen until 8:30am on the Friday and therefore this is the time reference point we will consider that you had notified us of your absence. This is because our emails are not monitored outside of office hours.

- Please also ensure to inform the client contact at the place you are working of your sickness, unless you are unable to do so.
- In order to be eligible for SSP paid by Reflect Recruitment Group, workers are to complete a Form 'SC2' from the Gov.uk website, available from <https://www.gov.uk/guidance/ask-your-employer-for-statutory-sick-pay>, download the report and send to Reflect Recruitment Group at sickness@rrgroup.co.uk by no later than midnight on the day of your sickness.
- If the Client informs us that the Worker has not reported for work, Reflect Recruitment Group will attempt to make contact. It may be necessary for us to contact the designated Emergency Next of Kin contact, to try to establish the reason for absence. Unauthorised absence where the policy has not been adhered to, may result in a failure to receive any sick pay. Unauthorised absence may be dealt with under our Conduct and Capability process.

Sickness Certification

Workers must give the Company evidence of incapacity to work – if an absence lasts for a period of 7 days or less, this may be by way of a self-certificate, after which, this would be a doctor's certificate.

If a Statement of Fitness for Work (the “**Statement**”) or similar medical evidence is submitted, which indicates that the Worker may, subject to certain conditions, be fit to work/return to work, the Company will in its absolute discretion determine whether the Worker will be (a) placed in a new Assignment or (b) permitted to continue in an ongoing Assignment. In making such determination, the Company may consult with the Client and the Worker as appropriate to assess whether the conditions identified in the Statement or similar documentation can be satisfied for the duration of the Assignment. Where this applies, the Agency Worker's placement in a new Assignment or continuation in an ongoing Assignment may be subject to the Worker agreeing to a variation of the Terms or the assignment details set out in the Assignment Details Form to accommodate any conditions identified in the Statement or other similar medical evidence as is appropriate.