

## **AWR Candidate Requests for Information Policy**

### **In regards to Day 1 rights: equal access to collective facilities and internal vacancies:**

If you believe your entitlement to equal access to collective facilities and internal vacancies under the AWR Regulations have been infringed, please follow the procedure below. This request can be made at any point after the start of the assignment.

1. Speak to your contact at the school.
2. If your query is unresolved or you are not satisfied with the response then speak to your consultant at Axcis Education Recruitment and they will try to resolve the issue.
3. If your query is unresolved or you are not satisfied with the response then submit a written request to the school.
4. The school has 28 days from receipt of the written request to respond in writing. They should provide:
  - A written statement with all relevant information relating to the rights of a comparable worker or employee; and
  - Reasons for the treatment of agency workers
5. If you are unsatisfied with the response or do not receive one, you may choose to bring a claim via an Employment Tribunal within 3 months of the breach.

### **In regards to after 12 weeks qualifying period entitlements:**

If you believe your entitlement to equal pay and working conditions after the 12 week qualifying period under the AWR Regulations have been infringed and the 12 week period has been completed please follow the process below.

1. Speak to your consultant at Axcis Education Recruitment and submit a written request for information to your consultant by email or at the following address; Axcis Education Recruitment, 4<sup>th</sup> Floor Circus House, 26 Little Portland Street, London W1W 8BX.
2. Axcis Education Recruitment has 28 days from receipt of the request to respond in writing. We will aim to provide:
  - Relevant information relating to basic working and employment conditions e.g. rate of pay, number of weeks holiday, usual contractual terms etc.
  - Any relevant information or factors that were considered when determining the basic pay and working conditions e.g. if there is a pay scale, where the agency worker is put on the pay scale.
  - Where equal treatment is based on a flesh and blood comparable employee (doing the same or similar work), the information describes the terms and conditions applicable to that employee, explains any difference in treatment, e.g. lower rate of pay based on lower level of qualifications, skill, experience and expertise.
3. If you have not received a written statement back from us within 30 days of making the request, you can then write to the school requesting the same information.
4. If you are unsatisfied with the response or do not receive one, you may choose to bring a claim via an Employment Tribunal within 3 months of the breach.