



Onboarding Pack

1. Welcome

Welcome to **Varma Construction Logistics Ltd.**

We're pleased to have you working with us. While your **pay and contractual arrangements are managed by a third-party provider**, your **day-to-day work, responsibilities, and conduct** will be managed by **Varma Construction Logistics Ltd.**

This onboarding pack outlines:

- Information we require from you before starting
- How your engagement and pay arrangements work
- Our policies and GDPR requirements
- What we expect while you are working with us

2. Employment & Payment Structure (Important)

Please read carefully.

- You are **engaged to provide services to Varma Construction Logistics Ltd**
- You are **paid by Rise Contracting Services Ltd**
- Your **contract, pay, tax, holiday pay, and benefits** (if applicable) are handled by the third party
- **Varma Construction Logistics Ltd** manages:
 - Your work tasks and responsibilities
 - Working hours and location
 - Performance expectations
 - Conduct while on assignment

Who to Contact

- **Pay / tax / contract queries:**
Rise Contracting Services Ltd, 01443 706750



- **Work-related queries:**
Ed Dobbs, 07919 483558
Luke Peachey, 07495 588669
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3. Initial Information Required from You

Please complete and return the following information before or on your first day.

Registration form (attached via onboarding email)

Right to Work document

Qualifications/Tickets

4. Company Policies

While working with **Varma Construction Logistics Ltd** you are required to comply with our policies, Copies of these policies are attached.

5. GDPR & Data Protection Notice

How We Use Your Data

Varma Construction Logistics Ltd will process your personal data for legitimate business purposes, including:

- Managing your assignment
- Health & safety compliance
- Security, access control, and system use
- Legal and regulatory obligations

We will:

- Only collect data necessary for your role
- Keep your data secure
- Not share your data unnecessarily
- Retain data only for as long as required

Your payroll provider (**Rise Contracting Services Ltd**) is responsible for:



- Payroll processing
- Tax and statutory reporting

You have the right to:

- Access your personal data
- Request correction of inaccurate data
- Raise concerns about data handling

Data Protection Contact:

Ed Dobbs, 07919483558

6. Confidentiality

During your assignment, you may have access to confidential information relating to:

- The company
- Clients
- Employees
- Systems and processes

You must:

- Keep all information confidential
- Not disclose information without permission
- Use company data only for work purposes
- Return or delete all company data at the end of your assignment

7. Health & Safety

You must:

- Follow all health & safety instructions
- Use PPE where required
- Report accidents, incidents, or hazards immediately



Health & Safety Contact:

Ed Dobbs, 07919483558

8. IT, Systems & Equipment

If you are provided with access or equipment:

- Use systems for business purposes only
 - Protect login credentials
 - Take reasonable care of equipment
 - Return all equipment at the end of your assignment
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