

# STAFF

**Employee Screening** EDM adhere to the comprehensive guidance on preventing illegal working in the UK issued by the Border & Immigration Agency. We undertake a rigorous screening process for applicants can start work and their status is closely monitored throughout their employment.



**Training** All staff undertake an induction process prior to starting on any client site; this is supervised by qualified professionals and staff receive on-going training. They have a good relationship with the management team and are able to contact them at any time with should they have any concerns or questions.

**Consistency** EDM prides itself on having reliable, experienced and long serving workers ensuring there is no negative impact on the quality of service you receive.

**Uniforms** Each member of staff is required to wear the company uniform, which forms part of the EDM dress-code policy.

**Health & Safety** Paramount to our provision of service, our employee's are secure in the knowledge they have received appropriate training in order to work within current Health & Safety guidelines. Regular risk assessments are been carried out and staff well informed of any changes to overall legislation or company policy.

## Online Staff Services:

- **Materials:** A seamless order through to delivery process
- **Timesheets:** Designed for maximum efficiency with minimal input

The screenshot displays the EDM online staff services interface. The top navigation bar includes links for Home, Admins, Time Sheets, Stock Orders, and Team Leader Summaries. The main content area is divided into two sections: 'Job 1 Please Fill Out All The Boxes Provided' and 'Job 2 Please Fill Out All The Boxes Provided'. Each job section includes a 'Place Of Work' dropdown, a 'Submission Date' field, and a table for recording hours and overtime for each day of the week (Monday through Saturday). The table has columns for 'Hours' and 'O/Time' for each day, and a 'Weekly Total' row. Below the job sections is an 'Additional Jobs carried out, which is separate from your standard work with EDM' section, which includes a table for recording start and end times, location, and total hours for additional work. The interface also features a 'Stock Order Form' on the left side, which includes a table for recording reference numbers and items.