

ABBOTT LABORATORIES TRANSFER OF SERVICE PROVISION TO RANDSTAD

YOUR BRIEFING PACK

Background.

Randstad Corporate Services (Randstad Solutions Ltd.) have been awarded the contract to supply temporary labour to Abbott Laboratories. This means includes any worker working through a Personal Services Company, Limited Company or Umbrella Company via Adecco. If you are currently working through Adecco, you must register with Randstad in order to continue to work at Abbott Laboratories.

The contract to supply temporary labour to Abbott Laboratories will transfer to Randstad on 1 February 2021. Any PSC worker with 6 months service on this date must register with Randstad to continue working at Abbott Laboratories. If you haven't yet worked at Abbott Laboratories via Adecco for 6 months on 1st February, you will remain with Adecco until you have completed 6 full months. There will be further transition dates at the start of each subsequent month up to 1st July. Once you have completed 6 months through Adecco, you will no longer be able to work on assignment to Abbott Laboratories via Adecco and you must register with Randstad if you wish to continue working at Abbott Laboratories.

Key points.

- The service provision will transfer to Randstad on 1 February 2021.
- From 1 February you cannot continue to work at Abbott Laboratories if you have completed 6 months work there unless you register with Randstad.
- For workers with less than 6 months service on 1 February, there will be a new transition date on 1st of each month up to 1st July. As you reach 6 months service you will be offered the opportunity to transition to Randstad. Once you have reached 6 months service you will not be able to continue your assignment with Abbott Laboratories through your current agency.
- Randstad will need your email address to arrange a registration meeting with you. There is a QR code later in this document which will take you to an online briefing register. This is to confirm that you have received the briefing and so that we have the best contact details for you. It will take less than 5 minutes. Please ensure you enter these details there **by 18th December**.
- Randstad will then send you a link to complete a full registration later in December.
- We will meet with you either virtually or face to face from **w/c 11th January** - in this meeting we will need to see your eligibility to work documents. We will also

need to verify your bank and other details to ensure we can pay you and check your limited company registration, your Certificates of Insurance and your VAT registration if relevant.

- If you are not available for a meeting with us w/c 11th January you must make us aware by emailing us at the address provided at the end of this briefing document.
- Randstad will be working with your current agency to make sure all your questions are answered throughout this process.

More information about Randstad.



A global human resource solution

- The largest recruitment agency in the world
- Began in 1960
- €23bn+ revenue per annum
- 38,000 corporate employees across 39 countries



Randstad Corporate Services

- One of 12 Randstad brands in the UK
- A new addition to our brand portfolio, set up to complement our well-established recruitment service provision to key clients across the UK and our temporary workforce management solutions.
- Multiple sectors including financial services, call centre and pharma

Find out more about Randstad by visiting our website: www.randstad.co.uk.

The Randstad account team at Abbott Laboratories

The Randstad account team structure is set out below. This team is supported by central teams with specialisms in HR, Payroll and Finance. We also have an implementation team who are working closely with Adecco to make sure your transition is a smooth one.

Operations Director:
Vicky Lediard

Client Services Director:
Simon Coulson

Account Team
(TUPE Transfers from current team)

Frequently Asked Questions.

How will this affect me?

Your pay rates will remain the same as long as you remain in the same assignment. You will be paid by Randstad instead of your current agency and will need to sign a new contract with Randstad.

Personal accident insurance

Randstad works with a provider to offer Personal Accident Insurance, which also covers death in service. This is available at a maximum cost of £1.50 per week. You will have the opportunity to enrol into this scheme when you complete your full registration form and can opt out at any time thereafter. Full details of the scheme are available at:

<https://www.randstad.co.uk/business-support/pai/>

What information does Randstad need from me?

Randstad will need to meet with you on a one-to-one basis to check your eligibility to work documents and confirm your bank details with you. We also need to check your limited company number and your certificate of insurance. And you will need to sign a contract with Randstad.

Registration sessions will be arranged for you w/c 11 January. We will contact you directly to arrange these sessions. We therefore need you to provide a contact number and email address.

These registration meetings will be conducted virtually due to the current climate.

Initially We'd like you to confirm you have received the briefing and to provide us with the best contact details to reach you on. Please use the camera on your smartphone to read this QR code, which will take you to the Randstad briefing registration page. Please do this by 18 December.



Alternatively, click on this link:

https://docs.google.com/forms/d/e/1FAIpQLSeed6o9DZRnk1Zq-XzJD1S8EHU0vIAacyGChZgAIu9744vP4A/viewform?usp=pp_url

Randstad will then send you a link to complete a full online registration form. To complete this form you will need:

- Eligibility to work documentation
- National insurance number
- Bank details
- Limited Company Number
- Certificate of Insurance

You must complete this form no later than 24 December.

We will contact you in the first week of January to arrange your consultation meeting.

We will need to see a physical copy of your eligibility to work documentation once you have transitioned to Randstad.

Is there anything else I need to know?

As you may be aware, from 6 April 2021, the rules governing the use of Personal Services Companies / Limited Company Contractors is changing - this legislation is called IR35.

Randstad is in discussions with Abbott Laboratories in relation to this matter and we will inform you as soon as possible if you are affected. We have no further information to share regarding IR35 at this time but rest assured we will keep you up to date with any changes.

Further questions

If you have any further questions regarding the transition please do not hesitate to contact us using the following details:

abbott-laboratories@randstad.co.uk