

## 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 any workers working for other agencies must register with Randstad in order to continue in their assignments with Abbott Laboratories.

The contract to supply temporary labour to Abbott Laboratories will transfer to Randstad on 1 February 2021. Any worker on a temporary contract 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 Champion for 6 months on 1st February, you will remain with Champion 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 on assignment through Champion, you will no longer be able to work on assignment to Abbott Laboratories via Champion and you must register with Randstad if you wish your assignment to continue.

#### 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 on assignment 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.

- 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](http://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 Champion 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 and holiday entitlement 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.

### What happens to holidays I have already accrued but not yet taken?

If you have any accrued but untaken holiday you will need to request this from your current agency prior to the transition date. As you will be starting a new contract with Randstad, you will start with zero accrual. Randstad will not pay out any holiday which you have accrued with your current agency.

### Will this affect any booked holiday I have?

It would be helpful if you could inform us of any booked holiday you have at the registration sessions so that we can ensure you are able to take this.

### What benefits can Randstad offer?

Randstad have a range of shopping discounts as well as an employee assistance programme which provides a free counselling service and free legal advice for members available via a smartphone app. You will be provided with details of how to download the app when you transition.

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. You will also need to sign a Randstad contract.

Registration sessions will be arranged for you from 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 **18th December**.



Alternatively, click on this link:

[https://docs.google.com/forms/d/e/1FAIpQLSeed6o9DZRnk1Zg-XzJD1S8EHU0vIAacyGChZgAIu9744vP4A/viewform?usp=pp\\_url](https://docs.google.com/forms/d/e/1FAIpQLSeed6o9DZRnk1Zg-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

**You must complete this form no later than 24 December.**

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

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

### **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**