



Terms and Conditions for Non-Medical, Non-Clinical Candidates

Welcome to Romege Staffing LTD. By registering or accepting employment with us, you agree to abide by the following Terms and Conditions. These terms outline your responsibilities, rights, and obligations as a non-medical, non-clinical candidate.

1. Employment Status

- 1.1. You acknowledge that your employment through Romege Staffing LTD is on a temporary, contract, or permanent basis, as outlined in your specific agreement or assignment.
- 1.2. You will be engaged as a non-medical, non-clinical professional, performing duties such as administrative, support, or other non-clinical tasks, depending on the job description provided by Romege Staffing LTD.
- 1.3. You are responsible for maintaining accurate and up-to-date personal and employment information with Romege Staffing LTD.

2. Professional Conduct

- 2.1. You are expected to act with professionalism, integrity, and respect in all dealings with the healthcare facility, agency staff, and patients (where applicable).
- 2.2. Confidentiality: You are required to maintain strict confidentiality regarding any sensitive information, data, or patient records encountered during your assignments. Breaching confidentiality may result in immediate termination.
- 2.3. Conflict of Interest: You must avoid any conflict of interest or appearance of conflict in your professional duties. Any potential conflict must be disclosed to Romege Staffing LTD immediately.
- 2.4. Dress Code: You are required to maintain appropriate business or business casual attire, as per the guidelines of the facility or the assignment. Identification badges or uniforms (if provided) must be worn at all times.

3. Work Assignments

- 3.1. Romege Staffing LTD will assign you to facilities based on client needs and your skills and experience. Assignments may vary in duration, location, and hours.
- 3.2. You must complete assignments as agreed upon, adhering to the shift timings, duties, and specific instructions provided by the client facility.
- 3.3. In case of an unavoidable absence or inability to attend work, you must notify Romege Staffing LTD and the facility supervisor as soon as possible, ideally no less than 24 hours before your scheduled shift.
- 3.4. Punctuality: You are required to arrive at the facility on time and ready to begin your assignment. Repeated tardiness or absenteeism may lead to termination.



4. Health and Safety

4.1. You are responsible for adhering to all health and safety policies of the facility and [Healthcare Agency Name], including proper use of equipment, adherence to hygiene standards, and compliance with COVID-19 or other health-related protocols.

4.2. If you encounter unsafe conditions or hazards in your work environment, you must immediately report them to the facility supervisor and Romege Staffing LTD.

4.3. Workplace Injuries: In case of injury or illness while on assignment, you are required to report the incident to both the facility and Romege Staffing LTD within 24 hours.

5. Pay and Benefits

5.1. Your rate of pay, including overtime (if applicable), will be outlined in your specific assignment agreement. Pay will be processed according to [Healthcare Agency Name]'s payroll schedule.

5.2. Timesheets: You are required to submit accurate timesheets within the prescribed deadlines. Late or inaccurate timesheets may result in delayed payment.

5.3. Benefits: Eligibility for benefits such as vacation pay, holiday pay, and any other entitlements will be communicated to you and are subject to specific terms related to your employment status.

6. Termination

6.1. Romege Staffing LTD reserves the right to terminate your assignment or employment if you breach any of these Terms and Conditions or fail to meet the performance standards expected by the client.

6.2. You may terminate your employment with Romege Staffing LTD by providing reasonable notice in writing, as outlined in your contract or as agreed upon with the agency.

6.3. Termination by the Client: The healthcare facility may request the termination of your services if your conduct, performance, or attendance is deemed unsatisfactory.

7. Data Protection

7.1. By accepting these terms, you consent to Romege Staffing LTD collecting, storing, and processing your personal data for the purposes of employment, placement, payroll, and other necessary business functions, in accordance with applicable data protection laws.

7.2. You have the right to access, update, or request deletion of your personal information by contacting [Healthcare Agency Name]'s HR or compliance team.

8. Non-Solicitation and Non-Competition

8.1. You agree not to solicit or accept any direct employment offer from a client healthcare facility you have been placed with through Romege Staffing LTD for a minimum of 6 Months after the conclusion of your assignment, unless otherwise agreed in writing.



8.2. You may not engage in or perform work for a competing agency or business in direct competition with Romege Staffing LTD while engaged in an active assignment with us.

9. Changes to Terms

9.1. Romege Staffing LTD reserves the right to modify or update these Terms and Conditions at any time. You will be notified of any significant changes, and continued employment or acceptance of assignments will be deemed as acceptance of the revised terms.

By registering with Romege Staffing LTD or accepting any assignment, you acknowledge that you have read, understood, and agreed to abide by these Terms and Conditions.

If you have any questions regarding these terms, please contact at contact@romegestaffing.co.uk

Or 07938100977

Name: _____

Signature: _____

Date: _____