

Please see attached your area breakdown for The International, Friday 15th and Saturday 16th December 2017

In order to make the staff experience as smooth as possible please can you follow the below instructions:

1. All staff must adhere to our uniform policy (detailed below), any additional items will be issued on the day. All uniform issued **MUST** be returned at the end of each day at check out otherwise charges may be applied. If staff are unable/unwilling to abide by these uniform standards this could affect their offer of work.

Male	Female
White collared long sleeved shirt – it is important that all front of house staff have one with them!	
Black tailored trousers (no jeans, cord, combats)	Black tailored trousers (no jeans, cord, combats or leggings) or a knee length black skirt
Black socks	Black socks or plain black tights (if wearing a skirt)
Smart black shoes (no trainers, plimsolls or pumps)	Smart black shoes (no trainers, plimsolls, pumps, ballet shoes/high heels or open toe shoes)
Long hair must be neatly tied back with a discreet hair band	
Always maintain good personal hygiene	
No nail varnish or acrylic nails	
No jewellery is permitted (except a wedding ring and a small watch)	
We do not allow visible tattoos	
In addition to this please can I ask that all back of house staff (porter, kitchen porter, wash up and hit squad) arrive in black polo shirts, black trousers and steel toe cap shoes	

2. Staff must present photo ID at the entrance to check in, we will be operating a No ID No Entry policy in light of security breaches in the UK in the last 6 months. This must be one of the following:
 - Passport
 - Drivers Licence
 - Student ID
 - Birth certificate in conjunction with another form of photo ID
 - ID from another Compass location
 - Agency issued ID
 - We do NOT accept: Oyster cards, bank cards or any ID with no photo
4. Staff must **check in and out** each day to adhere to security protocol and also avoid timesheet queries
5. After check in each day (or pre event) please can you provide a full list of all your staff on site including a contact phone number, this will be destroyed at the end of each event. Please note that this is for security purposes and is required at each race day here.
6. Staff must check out each day – failure to check out could result in non-payment and will definitely delay timesheets

Staff start times are as follows, unless a different time has been communicated with you separately by either myself or Kevin. Please also look at any notes on the area sheets:

Day detailed on allocation:	Date:	Team Leaders	Front of house
Day 1	Thursday 14 th December 2017	Office 11.00am	Office 7.00am
Day 2	Friday 15 th December 2017	Office 11.00am	Office 7.00am
Day 3	Saturday 16 th December 2017	Office 11.00am	Office 7.00am