



Sanders

SENIOR LIVING



WELCOME ONBOARD



We are so pleased that you have chosen
Runwood Homes for your new career.

WELCOME



Hi There!

IT'S A REALLY EXCITING TIME TO BE JOINING US AND THE INDUSTRY.

Welcome to Sanders Senior Living! apart of the Runwood Homes Group. We're thrilled to have you join us on our mission to provide dignity for everyone, every day, because we care.

Your role here is vital to fulfilling that mission, and we're excited to see the positive impact you'll make in the lives of our residents and fellow team members.

As you settle in, remember that we're here to support you every step of the way. From your initial training to ongoing development opportunities, we're committed to helping you succeed and thrive in your career with us.

Please don't hesitate to reach out if you have any questions or need assistance. We're all in this together, and we're grateful to have you as part of our team. Once again, welcome aboard! We can't wait to see all the great things we'll achieve together.



KEY CONTACTS

■ **HUMAN RESOURCES**

hr.department@runwoodhomes.co.uk

■ **IMMIGRATION TEAM**

immigration@runwoodhomes.co.uk

Any contact with these departments will be confidential unless agreed with you



EMPLOYEE BENEFITS

01 EMPLOYEE ASSISTANCE PROGRAMME

All our employees have access to a free employee assistance programme which can offer counselling, and also advice on a range of personal issues including legal/ financial and housing matters. You can reach them by calling 0800 028 0199. A separate document in your starter pack gives full details of this service, including the online and App support available. If you need assistance, please contact the HR Department (hr.department@runwoodhomes.co.uk)

02 BLUE LIGHT CARD

You may also be interested in applying for a 'Blue light' discount card which offers you thousands of amazing discounts online and on the high street. Please find all the information enclosed in your new starter pack.





MODERN SLAVERY

Sanders Senior Living has a zero tolerance approach to Modern Slavery. Please see the Home Office "Modern Slavery Awareness and Victim Identification Guidance" which is included in your new starter pack, and please contact hr.department@runwoodhomes.co.uk if you have any concerns.



New Employees with Visa Status

Essential Information

Documents

Before you commence employment with Sanders Senior Living, you should have received/produced:

- Your clear DBS Check
- A contract of employment
- Your National Insurance Number
- Your right to work in the UK documentation
- Your signed Authorisation for Employment from Head Office

If you have not received any of the above and your start date is due, please speak with the Home Manager or contact immigration@runwoodhomes.co.uk

It is your responsibility to ensure that our Visa remains valid, and you need to ensure you provide the Company with any updates on your Visa requirements/restrictions/applications/renewals.

Please Note

Runwood Homes will never ask you to pay any fees to us or any of our employees in relation to your Visa. If you are unsure of any request, please contact immigration@runwoodhomes.co.uk

Bank and Local GP

Please ensure you register with a bank as soon as possible and ensure you register with a local doctor.

