

## LIST OF SAWS OPERATORS

### CONCORDIA (YSV) LTD

(recruits on behalf of farmers throughout the UK)  
19 North St, Portslade,  
East Sussex, BN41 1DH  
Tel: 01273 422293 Fax: 01273 422443  
Email: [info@concordia-ysv.org.uk](mailto:info@concordia-ysv.org.uk)  
Website: [www.concordiafarms.org](http://www.concordiafarms.org)

### HOPS LABOUR SOLUTIONS

(recruits on behalf of farmers throughout the UK)  
YFC Centre, Stoneleigh Park, Kenilworth,  
Warwickshire, CV8 2LG  
Tel: 02476 857206 Fax: 02476 857205  
Email: [hopsqb@nfyfc.org.uk](mailto:hopsqb@nfyfc.org.uk)  
Website: [www.hopsqb.org.uk](http://www.hopsqb.org.uk)

### FRUITFUL LTD

(recruits on behalf of farms throughout the UK)  
Windy Hollow, Upton Bishop,  
Ross on Wye, Herefordshire, HR9 7TT  
Tel: 0844 801 2050 Fax: 01989 780 432  
Email: [info@fruitfuljobs.com](mailto:info@fruitfuljobs.com)  
Website: [www.fruitfuljobs.com](http://www.fruitfuljobs.com)

### SASTAK LTD

(recruits on behalf of farms throughout the UK)  
1&7 BDC, Business Park, Craven Arms,  
Shropshire, SY7 8DZ  
Tel: 01588 673636 Fax: 01588 672205  
Email: [saws@sastak.com](mailto:saws@sastak.com)  
Website: [www.sastak.com](http://www.sastak.com)

### BARWAY SERVICES LTD

(recruits to meet their own demand for seasonal labour)  
Barway, Ely, Cambridgeshire, CB7 5TZ.  
Tel: 01353 727314 Fax: 01353 727255  
Email: [hostel@gs-marketing.com](mailto:hostel@gs-marketing.com)  
Websites: [www.gs-marketing.com](http://www.gs-marketing.com) or  
[www.gs-recruitment.com](http://www.gs-recruitment.com)

### HAYGROVE LTD

(recruits to meet their own demand for seasonal labour only).  
Redbank, Ledbury, Hereford, HR8 2JL  
Tel: 01531 633659 Fax: 01531 635969  
Email: [students@haygrove.co.uk](mailto:students@haygrove.co.uk)  
Website: [www.haygrove.co.uk](http://www.haygrove.co.uk)

### R&J M PLACE LTD

(International Farm Camp),  
(recruits to meet their own demand for seasonal labour only)  
Church Farm, Tunstead, Norwich,  
Norfolk, NR12 8RQ.  
Tel: 01692 536337 Fax: 01692 535493  
Email: [info@ifctunstead.co.uk](mailto:info@ifctunstead.co.uk)  
Website: [www.ifctunstead.co.uk](http://www.ifctunstead.co.uk)

### S&A PRODUCE (UK) LTD

(recruits to meet their own demand for seasonal labour only).  
Brook Farm, Marden, Hereford, HR1 3ET.  
Tel: 01432 880235 Fax: 01432 880644  
Email: Select Relevant Address from  
'Contact Us' on the website below.  
Website: [www.sagroup.co.uk](http://www.sagroup.co.uk)

### WILKIN & SONS LTD

(International Farm Camp)  
(recruits to meet their own demand for seasonal labour only).  
Hall Rd, Tiptree, Colchester, Essex, CO5 0RF  
Tel: 01621 815496 Fax: 01621 814555  
Email: [ifc@tiptree.com](mailto:ifc@tiptree.com)  
Website: [www.fruit-pickers.com](http://www.fruit-pickers.com)



### USEFUL CONTACT ADDRESSES

UK Border Agency (UKBA)  
SAWS Team  
PO Box 3468  
Sheffield S3 8WA  
Email: [saws@ukba.gsi.gov.uk](mailto:saws@ukba.gsi.gov.uk)  
Web: [www.ukba.gov.uk/workingintheuk/eea/saws](http://www.ukba.gov.uk/workingintheuk/eea/saws)

DEFRA  
Department for the Environment &  
Rural Affairs  
Nobel House  
17 Smith Square  
London SW1P 3JR  
Tel: 08459 33 55 77  
Email: [helpline@defra.gsi.gov.uk](mailto:helpline@defra.gsi.gov.uk)  
Web: [www.defra.gov.uk](http://www.defra.gov.uk)

BERR  
Department for Business Enterprise &  
Regulatory Reform  
Tel: 020 7215 5000  
Email: [enquiries@berr.gsi.gov.uk](mailto:enquiries@berr.gsi.gov.uk)  
Web: [www.berr.gov.uk](http://www.berr.gov.uk)

Gangmasters Licencing Authority (GLA)  
PO Box 8538  
Nottingham NG8 9AF  
Tel: 0845 602 5020  
Email: [enquiries@glg.gsi.gov.uk](mailto:enquiries@glg.gsi.gov.uk)  
Web: [www.gla.gov.uk](http://www.gla.gov.uk)

Agricultural Wages Board  
Helplines:  
England & Wales 0845 0000134  
Scotland 0131 244 6392  
Northern Ireland 02890 520813 or  
02890 524492



## SEASONAL AGRICULTURAL WORKERS SCHEME INFORMATION FOR WORKERS

[www.ukba.homeoffice.gov.uk/workingintheuk/eea/saws](http://www.ukba.homeoffice.gov.uk/workingintheuk/eea/saws)

Health & Safety Executive  
HSE Infoline  
Caerphilly Business Park  
Caerphilly  
CF83 3GG  
Tel: 08701 545500  
Minicom: 02920 808537  
Email: [hseinformationservices@natbrit.com](mailto:hseinformationservices@natbrit.com)  
Web: [www.hse.gov.uk](http://www.hse.gov.uk)

DWP  
Department for Work & Pensions  
Tel: 020 7712 2171  
Web: [www.dwp.gov.uk](http://www.dwp.gov.uk)

HM Revenue & Customs  
Tel: 020 7667 4001  
Web: [www.hmrc.gov.uk](http://www.hmrc.gov.uk)

Embassy of Romania  
Labour & Social Affairs Section  
Tel: 020 7937 9666/124  
Email: [roemb@roemb.co.uk](mailto:roemb@roemb.co.uk)  
Web: [www.londra.mae.ro](http://www.londra.mae.ro)

Embassy of Bulgaria  
186 Queens gate  
London SW7 5HL  
Tel: 020 7581 3144  
E mail: [info@bulgarianembassy.org.uk](mailto:info@bulgarianembassy.org.uk)  
Web: [www.Bulgarianembassy-london.org](http://www.Bulgarianembassy-london.org)

Pay and work right helpline  
Tel: 0800 917 2368

To report concerns about illegal working please contact:  
tel: 0114 207 2934 or  
[WORKABUSE@homeoffice.gsi.gov.uk](mailto:WORKABUSE@homeoffice.gsi.gov.uk)



## WHAT IS SAWS?

The Seasonal Agricultural Workers Scheme (SAWS) enables Romanian and Bulgarian Nationals to undertake temporary seasonal work in the UK Agricultural and Horticultural Industry.

SAWS operates all year round and participants may work in certain agricultural occupations for up to 6 months, as long as the work is seasonal. This includes the planting and picking of fresh produce and working with livestock. Apart from earning money there is the opportunity to learn about modern farming techniques, the culture of the UK and to take part in leisure activities.

All prospective participants should be aware that agricultural work can be physically tough and that the British weather varies which may affect crop yields (which in turn may affect the amount of work the employer can offer and your subsequent wage levels).

Under SAWS your employer is required to provide you with accommodation. However you are not required to take it and can make your own accommodation arrangements.

Under UK legislation your employer is required to treat you equally and fairly as well as provide you with a safe working environment and to pay you in compliance with the Agricultural Wages Order. You may be paid by an hourly rate or you may be asked to do “piece work” where your pay level is determined by your productivity. In the case of piece work the rates may change daily and the farmer/grower must keep adequate records and have a system for showing you what the rates are.

## HOW YOU CAN APPLY /ELIGIBILITY CRITERIA

To be eligible for the scheme you must be a national of Bulgaria or Romania. SAWS participation is restricted to a period of up to 6 months although participants may apply to take part in the scheme again after a gap of at least 3 months has elapsed.

At the end of the 6 month period, you are not required to leave the UK, but if you want to continue working you will need to ensure that you adhere to The Accession (Immigration and Worker Authorisation) Regulations 2007. (Further information can be found on the UKBA website at [www.ukba.homeoffice.gov.uk/eucitizens/bulgarianandromaniannationals](http://www.ukba.homeoffice.gov.uk/eucitizens/bulgarianandromaniannationals) or by calling the helpline on 0114 207 4074).

Appointed Operators administer the scheme on behalf of the UK Border Agency (UKBA), which is part of the Home Office (a department of the UK Government). Operators are responsible for recruiting participants onto the scheme and finding suitable placements. Operators can either recruit participants to work on their own farms or on behalf of other farmers and growers.

Participants wishing to transfer from one Operator to another, or from one farm to another, may only do so for exceptional reasons and only with the agreement of their Operator.

If a SAWS participant terminates their employment they must leave the farm accommodation and will have to wait three months before being eligible to apply for a new placement.

Operators will ensure that you are found a suitable placement and that accommodation, pay, health and safety and other conditions offered are appropriate and meet legislative requirements. Operators/farmers must also provide participants with all the following in a written contract ( you are entitled to a copy). This information must also be made available to you by letter, email or on the Operator's/ farmer's web site before you arrive at the farm.

- Details of your work placement and how to get there. You will be expected to make your own travel arrangements at your cost to and from the placement.
- The date you are expected to start work at your farm placement;
- Minimum rates of pay you can expect to receive. Whether you will be hourly paid or paid “piece work” and any deductions that might apply whilst on the scheme (e.g. tax and national insurance ). You must be given a pay slip that will detail your pay and deductions.
- The amount of work you can expect to be available, including overtime, rest breaks and the requirements of the European Union working time directive;
- Details of holiday entitlement;
- The legal entitlements to written pay details and statement of employment particulars (contract of employment)
- Your key responsibilities and rights under UK law relating to health and safety and what you can do if you feel you are placed in an unsafe working environment;
- Minimum standards of accommodation you can expect while working on the SAWS. Multiple Operators, (Concordia, HOPS, Fruitful and SASTAK), inspect and approve farm accommodation approved prior to being accepted on the SAWS.
- Items you should bring with you when joining the scheme (for example, clothing appropriate for bad weather);
- Details of induction training prior to starting work including Health & Safety and other aspects of your employment /accommodation.
- Details of how and who to complain to whilst on the scheme.

## WHAT WILL OPERATORS PROVIDE?

A reasonable charge, consistent with Agricultural Wages Board regulations, may be made for the accommodation and other services.

Most accommodation provided on farms is in caravans and/or hostels which you will share with other people. Operators must make this information clear to all applicants before they agree to take part in the scheme and must be in your pre arrival information and your contract of employment.

## TAX AND NATIONAL INSURANCE CONTRIBUTIONS

Students participating in the scheme are exempt from payment of tax through Pay As You Earn (PAYE) provided their earnings do not exceed the exempted earnings levels. All other participants must pay tax in the normal way. National Insurance will be due from all employees on the scheme, (including students), when their earnings reach the earnings threshold each week. (for further information and advice please use the contact details for HMRC shown at the end of this leaflet).

## HOW CAN I CONTACT OPERATORS?

A list of all current operators for SAWS is shown in this leaflet and is also on the UKBA web site. [http:// www.ukba.homeoffice.gov.uk/workingintheuk/eea/saws/](http://www.ukba.homeoffice.gov.uk/workingintheuk/eea/saws/)

## COMPLAINTS

If you wish to make a complaint concerning your pay and/or conditions of work or accommodation then you should, in the first instance, speak to your employer or Operator. Under the SAWS rules you must be provided with details of a grievance and disciplinary procedure. If you feel the complaint has not been resolved by your employer, you may contact the appropriate SAWS operator, listed above. You can also contact the SAWS Management Team, PO Box 3468, Sheffield, S3 8WA or email: [saws@ukba.gsi.gov.uk](mailto:saws@ukba.gsi.gov.uk)

For pay issues you can contact the Agricultural Wages Board Help Line (the telephone numbers are shown at the end of this leaflet) where your complaint will be investigated.

Before accepting a work placement on the SAWS scheme you should make sure you have understood:

- the level of payment you will receive for your work and the way payment is calculated;
- the Income Tax and National Insurance contributions you will have to pay
- the average number of hours you may be asked to work each week;
- the accommodation conditions you will be offered and any charges you will have to pay;
- the main rights you have according to UK employment and Health & Safety regulations.

The operators or the employment agencies acting on their behalf in Romania or Bulgaria must inform you on the points above.