



Welcome to Employ



I am delighted to welcome you to the Employ Recruitment team.

We are a well-established Company with ambitious growth plans.

For our Workers, we have an ambitious vision which includes being known as the best place to work because we deliver on our promises.

We're aiming for one call, one shift, one day and we'll endeavour to pay you more for your hard work.

We're not there yet, but with your help we will continually strive to make Employ Recruitment the first choice for professional drivers at the same time creating a fun and fulfilling environment for everyone.

Our workers are incredibly important to us as we grow and develop our Company to deliver quality in everything we do.

I am really excited about what our future holds and I hope that's just one of the reasons you've decided to come and work with us as we **Drive Change** within the industry.

I look forward to meeting you soon.



Sadie Weston
Managing Director



THE WORKER HANDBOOK

It is important that you familiarise yourself with the contents of this handbook. Our partnership with you is very important to us and we have tried to include everything here that you may want and need to know in order to do your job well. Within the text you will see yourself referred to as You or a Worker. If there is anything at all you do not understand, or you think could be improved upon we would love to receive your feedback. Feel free to speak to Sadie Weston – Managing Director.

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1. YOUR CONTRACT



Your employment status is a 'worker'. A 'worker' is entitled to certain employment rights which is included in the Government UK Employment Status <https://www.gov.uk/employment-status/worker>

It is important that you familiarise yourself with your contract. The contract you have signed will state the appropriate procedure to follow. Below are the contracts the company will issue to you and are dependent on your employment status;

Contract for Services Worker

- Contract 4 – Terms of Engagement for Agency Workers (Contract for Services)
 - In this handbook you will be referred to as:
 - Contract for services worker, or;
 - Worker
- Contract 22 – Terms of Engagement for Agency Workers (Contract for Services)
 - In this handbook you will be referred to as:
 - Contract for services worker, or;
 - Worker

Personal Services Company (PSC) Worker

- Contract 4B – Inside IR35 – Terms of Engagement with a PSC (Personal Service Company)
 - In this handbook you will be referred to as:
 - PSC worker, or;
 - Worker
- Contract 4F – Exempt from IR35 – Terms of engagement with a PSC (Personal Service Company)
 - In this handbook you will be referred to as:
 - PSC worker, or;
 - Worker



2. OUR MISSION, VISION AND VALUES



OUR MISSION STATEMENT

We offer a safe, seamless and efficient service in logistics recruitment, through a pro-active, solution focused approach.

OUR VISION

To be a nationwide leader in logistics recruitment whose innovation secures safety, consistency and solutions for mutual benefit.

Our values describe our company culture and serves as an underpinning compass that guides our everyday decisions, communication and behaviours, in all that we do day-to-day, in order to exceed expectations.

OUR VALUES

INSIGHTFUL

We listen to gain insight whilst analysing your needs, are agile in our response, and are proactive in delivering a comprehensive service to achieve excellence.

ACCOUNTABLE

We ensure high standards of compliance are met, maintain transparency in our actions and make decisions with a moral compass that benefits all parties.

SOLUTION FOCUSED

We develop processes, progress people, and invest in technology in order to be efficient, faultless and economical.



3. BRAND PROMISE

At Employ Recruitment we believe what makes us stand out from the rest is our brand promise of **“driving happiness”** to our clients, colleagues and workers. All three are equally important to the success of Employ Recruitment and its growth. Supporting this single brand promise will be the underlying principles of the brand promise for our clients, colleagues and workers.

Brand Principles

The underlying principles of the new brand promise for workers are:

- ✓ One call, one shift, one day
- ✓ Commitment to open, effective & efficient communication
- ✓ When offering work we respect that no means no, your rest periods are your own
- ✓ We understand the importance of your rest time and promise not to call
- ✓ We endeavour to pay you more for your hard work
- ✓ We appreciate your loyalty and will provide security in recognition
- ✓ We have reasonable expectations because of our industry knowledge and the time we take getting to know you
- ✓ Our office culture is humble, honest, respectful, proud and passionate
- ✓ We understand the journey you have taken to obtain your entitlements - Employ Recruitment is compliant to the core to protect your professional integrity.



4. BEHAVIOUR AND COURTESY WHILST ON ASSIGNMENT

Although you are a representative of Employ Recruitment, always remember that on assignment you will be under the supervision of our client. As a professional worker you should always:

- Be polite, helpful and willing with our client's staff, workers at delivery and collection points and with members of the public.
- Conform to the client's hours of work and familiarise yourself with their practices and procedures.
- Carry out your duties with the safety of yourself and others in mind.
- Lock your vehicle and take the keys with you if you need to leave the vehicle unattended.
- If you are ever waiting to be loaded for over an hour at any of your delivery points please ensure you contact the transport office in all circumstances. If you cannot reach the transport office then please call Employ Recruitment to convey the message.
- Leave the vehicle clean and tidy at the end of each day.
- Re-fuel before completing your paperwork and going home.
- Avoid using bad language (however mild) and be sensitive to what others may consider racially or sexually discriminating.
- Be discreet with any information relating to the business of our client.
- Maintain regular contact with our client during the course of the working day.
- Complete the task assigned to you. Never go home without checking with the client first.

Unacceptable behaviour

At Employ Recruitment we have very high standards and we expect a lot from our workers. We will not tolerate any behaviour which we consider to be inappropriate and includes (but is not limited) to the following:

- Drinking alcohol and drug abuse (see Drugs & Alcohol Policy).
- Violence, threats of violence or incitement to violence.
- Theft, dishonesty, malicious damage and affray.
- Sexual, racial or religious discrimination or inciting others to discrimination.
- Bullying, intimidation or harassment of any person or inciting such acts in others.
- Consistent non-observance of Drivers Hours and WTD legislation and/or the deliberate falsification of tachograph charts and records of working hours.

Unacceptable behaviour will be handled in line with your contract and the poor conduct and performance procedure.



5. DRESS CODE

At Employ Recruitment our workers dress code is important because it keeps you safe, meets health and safety standards and you represent us on site.

You must appear SMART and always have good personal hygiene:

You must dress acceptably in appropriate PPE, as specified by your role and the client;

- blue/black work trousers
- blue/black polo shirt
- blue/black sweatshirt
- safety boots
- goggles
- gloves
- hi-visibility jacket/coat

Non-Driving Roles (General Operative) - Personal Protection Equipment

- **Footwear**

In the majority of general operative roles steel toe-cap boots or shoes are a minimum requirement. Trainers or sandals are not appropriate footwear and can result in you being rejected by the site.

- **Workwear**

Appropriate clean workwear to meet the client's health and safety standards will be a required for all roles. We will confirm your workwear prior to the start of your assignment.

Driving Roles - Personal Protection Equipment

- **Footwear**

Steel toe-cap boots or shoes are a minimum requirement. Trainers or sandals are not appropriate footwear and can result in you being rejected by the site.

- **Hi Visibility Vest**

All clients insist on Hi Vis clothing being worn on site. We recommend that you wear one at all times to ensure your safety.

Driving Roles – Equipment

- **HGV Specific Sat Nav**

All drivers must their own HGV specific Sat Nav and ensure they keep this regularly updated. You may be turned away from shift if you arrive without a Sat Nav.

Any workers who fail to adhere to the above may risk being turned away from the shift.



6. DRIVER - WHAT WE EXPECT FROM YOU

At all times our drivers must carry:

Driving Licence
Digital Tachograph Card
Driving Qualification Card
Night out provisions in case of unforeseen circumstances/emergency
PPE (Personal Protective Equipment)

Many clients like to take a copy of your licence before you begin an assignment. Your licence also acts as a form of ID in certain secure yards and docks. By not carrying all of the above you could risk being turned away from your shift and not getting paid.

Remember to always download your card in the clients' digital downloader at the end of every shift as well as entering your hours into the ERUK App.

In accordance with ERUK's standard procedure, we will be conducting regular DVLA licence checks. If at any time your licence is endorsed or withdrawn you must advise us immediately.

You are required to produce your latest licence to Employ Recruitment and their clients when requested. You must also inform Employ Recruitment of any road traffic incidents, convictions, endorsements or disqualifications that have occurred or occur, which could affect your entitlement to drive, as soon as possible.

Changes in your health can also affect your entitlement to drive, in particular, for ALL licences:

- Epilepsy
- Fits or blackouts
- Repeated attacks of sudden disabling giddiness (dizziness that prevents you from functioning normally)
- Diabetes controlled by insulin
- An implanted cardiac pacemaker
- An implanted cardiac defibrillator (ICD)
- Persistent alcohol abuse or dependency
- Persistent drug abuse or dependency
- Parkinson's disease
- Narcolepsy or sleep apnoea syndrome
- Stroke, with any symptoms lasting longer than one month, recurrent 'mini strokes' or TIAs (Transient Ischaemic Attacks)



- Any type of brain surgery, severe head injury involving inpatient treatment, or brain tumour
- Any other chronic (long term) neurological condition
- A serious problem with memory or episodes of confusion
- Severe learning disability
- Serious psychiatric illness or mental ill-health
- Total loss of sight in one eye
- Any condition affecting both eyes, or the remaining eye only (not including short or long sight or colour blindness)
- Any condition affecting your visual field (the surrounding area you can see when looking directly ahead)
- Any persistent limb problem for which your driving has to be restricted to certain types of vehicles or those with adapted controls

Also, for vocational licences:

- Angina, other heart condition or heart operation
- Diabetes controlled by tablets
- Visual problems affecting either eye
- Any form of stroke, including TIAs (Transient Ischaemic Attacks)

If any of the above affects you, you must inform Employ Recruitment UK Ltd as soon as possible. You must also inform the DVLA by writing to the: Drivers Medical Group, DVLA, Swansea, SA99 1TU. (The appropriate medical questionnaire can be downloaded from www.direct.gov.uk/driverhealth). Failure to do so is a criminal offence punishable by a fine of up to £1,000.

Compliance

You are required to understand and comply with all relevant legislation in relation to road transport and any other reasonable requests during your placement with our clients.

In particular, you must:

- Understand and comply with the rules on EU drivers' hours and records requirement, domestic drivers' hours rules and records, and working time limits for mobile workers in the road transport sector, as appropriate.
- Have taken sufficient daily and weekly rest prior to the placement.
- Have sufficient duty and driving time available to be able to work the shift(s) allocated to you.
- Have (and will continue to have) on your person the drivers' hours records required to be produced to an enforcement officer if requested, namely:
 - My digital driver's card (if you hold one)
 - Analogue tachograph charts for the current day and the previous 28 calendar days (if you drove a vehicle fitted with analogue equipment in that time)
- Any written manual records and printouts legally required for the current day and the previous 28 calendar days.



- Ensure the original analogue charts and any legally required printouts or written manual records, which relate to your placement, are returned to Employ Recruitment or the client within the required time.
- Ensure your digital drivers' card is downloaded at the required intervals and in any case at the end of your placement before you leave the site.
- Understand and comply with the rules on working time limits for mobile workers in the road transport sector.
- Have a full valid licence (with no disqualifications) for the type of vehicle you are being asked to drive.
- Where appropriate, hold a Driver CPC and carry your Driver CPC qualification card.
- Inform the client and Employ Recruitment of any encounters with DVSA (formally known as VOSA), the police or other enforcement officers.
- Never use a hand-held mobile whilst driving
- Report any accidents or near misses that you are involved into the client and Employ Recruitment at the earliest and safest convenience after the event.
- Carry out daily walk around vehicle checks using the documents provided and report any defects.
- Understand and comply with speed limits of roads and vehicles.
- Not drive a vehicle whilst under the influence of drink or drugs (whether illegal or prescribed) and comply with the client's drug and alcohol policy whilst working for the client.
- Ensure that the load on your vehicle is secure and within the limits of the vehicle in terms of weight and distribution.
- Comply with any health and safety requirements on any site visited during your placement.
- Return the vehicle and its equipment in the same condition that you received it in

You must be satisfied that you are legally able to undertake the duties required of you and must advise the client or Employ Recruitment if you have any doubts, concerns or problems with any of the issues in relation to performing your duties during your placement.

We will expect you to sign a Drivers' declaration on an annual basis to confirm you have read and fully understand the above and will comply with what is requested of you.

Communication

We like to speak to our drivers and ensure that we have all the right information to offer you the best service during your assignments. We will send your Assignment Schedule detailing your rota within 3 days of the assignment starting. Start times will be issued on a daily basis or a weekly basis depending on your booking agreement. You can also see your pre-booked shifts on ERUK App under the bookings section, here you can also add your hours, expenses and availability.

We also like to know about any holidays or periods of no availability with as much notice as possible – this helps us forecast and plan the weeks ahead.



Timesheets and Your Pay

You must supply at the end of your shift, via the App or SMS, your start time, finish time, drive, break, period of availability and other work. This should be sent to the operations department. The latest time for the hours information to be received is Sunday at 17:00 for the previous Monday to Sunday. Hours Information submitted late may cause delay to your payment.

Once Employ Recruitment is in receipt of all your correct shift information you will be paid monthly on the 5th (or nearest working day) of each month for the previous months work. Or the following Friday if you have chosen to be paid weekly.



7. DRIVER - GOOD PRACTICE

Professional Drivers

As a professional driver it is essential that you are suitably equipped and prepared for the job at all times. Driving can be a stressful and hazardous occupation and being properly prepared can save you time, and risk of injury to yourself or others. Please remember these basic and fundamental rules:

Basic equipment

It is very important that you carry the basic tools for the job at all times. A small bag containing the following essentials will ensure you are always prepared for any eventuality:

- ✓ Pens
- ✓ Torch
- ✓ Tape Measure
- ✓ Mobile phone
- ✓ Notebook
- ✓ A small amount of cash for tolls, parking and emergencies. Genuine expenses will be reimbursed if you make a note of them on your timesheet and return them with valid receipts.

Vehicle Checks

It is not in your interest to cut corners and rush the job unnecessarily. Below is a list of standard checks that are **your responsibility** to carry out - and for which you get paid!

Check:

- ✓ You have the correct vehicle.
- ✓ Height of trailer / box, **so you know it will fit where you take it (Low bridges, telephone lines etc.)**
- ✓ Trailer number (if applicable) and load are correct.
- ✓ Seal number (if applicable) corresponds with paperwork given.

HGV DRIVERS' WALK AROUND CHECK AND FIRST USE INSPECTIONS

This procedure must be carried out by the driver every time before a vehicle is used.

This can lead to several checks per day if different vehicles are to be used by the driver.

This is vitally important as both driver and operator have responsibility for the condition of the vehicle on the road.

Checks to cover external condition of the vehicle should include:-

1. All lights, indicators, reflectors & markers



2. Electrical connections
3. Breaks
4. Break lines
5. Tyres & wheel fixing
6. Spray suppression
7. Security of body/wings
8. Number platen (front and rear)
9. Battery security & condition
10. Coupling security
11. Fuel / oil leaks
12. Steering
13. Horn
14. Windscreen wipers and washers
15. Warning lamps
16. Front view is unobscured
17. Mirrors and glass
18. Excessive engine exhaust smoke

A driver's daily walk around check should take at least 15 minutes to complete.

Nil defecting reporting is required.

Failure to comply can lead to a prohibition, a fixed penalty and penalty points on your licence.

DRIVERS VEHICLE CHECK INSTRUCTIONS

At the commencement of your shift, you should always carry out a check of your vehicle/trailer as per the check list before leaving your depot. Any defects identified should be reported to your team leader using a defect report. (All defects should be reported in writing using the defect forms supplied.)

Your Team Leader or Workshops will assess the type of defect as to whether or not it should be rectified before you leave the depot or rectified on your return.

Note: Your vehicle/trailer must not leave the depot with any defect that could be considered safety related or which could possibly attract a prohibition notice or a fixed penalty if checked by VOSA or other enforcement agencies.

Only when you are satisfied that your vehicle in your opinion is in a safe and roadworthy condition should you commence your journey after ticking the 'nil defect' box and signing your daily vehicle check sheet.

Once your journey has commenced and during your shift you must monitor the vehicle and trailer for any defects that arise. Should any defects occur no matter how small or large these must be reported, and a defect report completed on your return to depot.



On return to the depot at the end of your shift you should complete the remainder of the daily defect sheet, sign it, and hand in to your team leader.

Please remember you must check every vehicle and trailer used during your shift and sign that you have done so. If you have any problems with the above, please contact your team leader / transport office.

Drivers please

Never take passengers or pets in your vehicle. In the event of an accident, they will not be covered by any insurance. Failure to adhere to this rule may result in the termination of your assignment in line with your contract.

Be punctual

Always ensure that you arrive at least 10 minutes before the start of your duty so that our client has sufficient time to brief you properly.

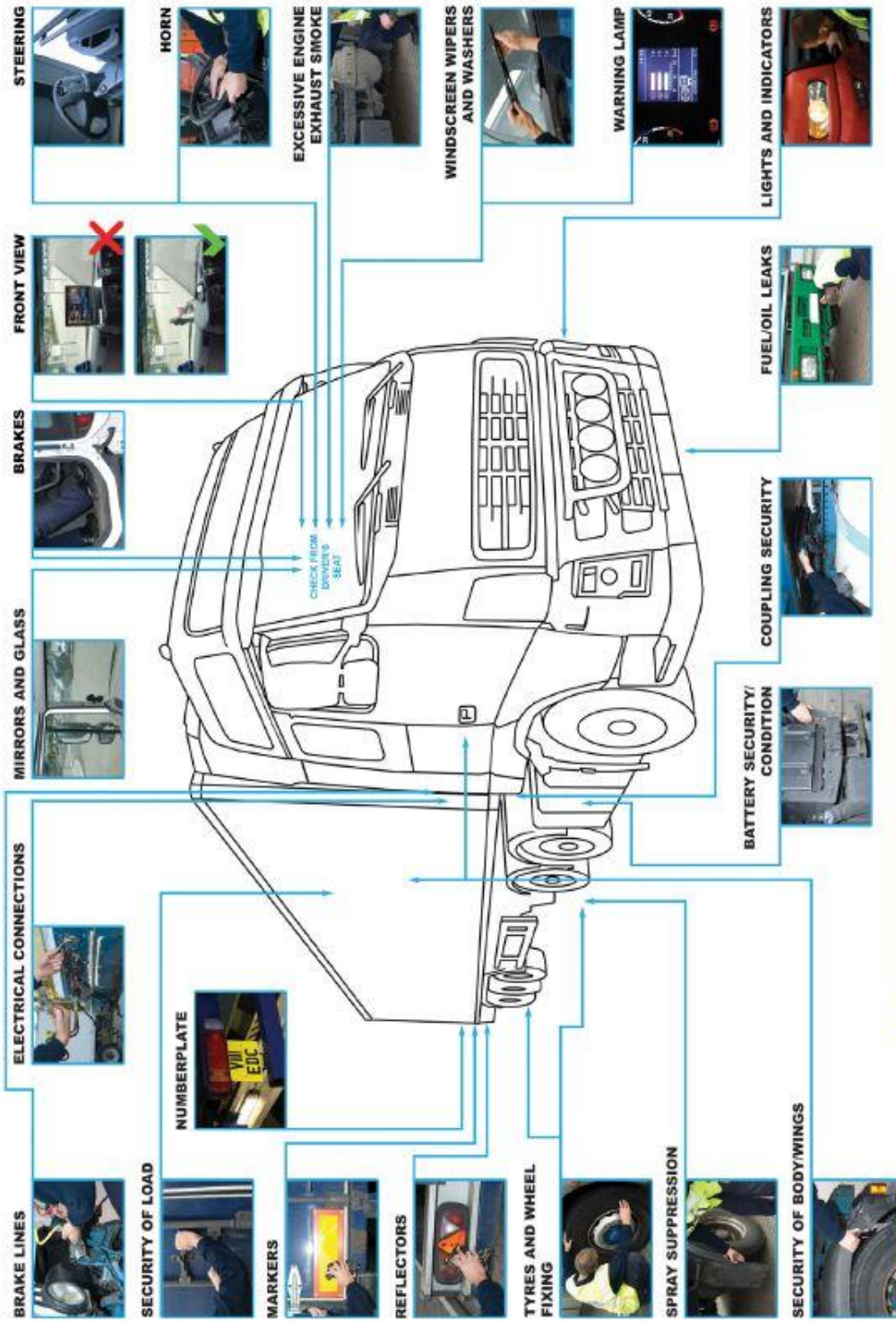
Consistent tardiness will result in you being offered fewer assignments. If you are delayed and will be late for work then call the main office number or the client direct to advise them of your delay.

Paperwork

It is important that you keep your documentation in order to ensure that you are compliant with all current legislation, it also helps to ensure your pay is correct.



HGV DRIVERS' WALK AROUND CHECK



 Failure to comply can lead to a prohibition, a fixed penalty and penalty points on your licence

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Driver's... Today's records and the previous 28 days ...carry your records

(and digital driver card if one has been issued)

Failure to carry correct records could result in a penalty of £300.

EU DRIVERS' HOURS Driving Limits

This leaflet aims to provide you, the professional driver, with the basic information you need to comply and stay legal. It contains information on drivers' hours, the condition of your vehicle and your responsibilities as a driver.

The full guidance can be found at: www.gov.uk

Key:

- = Rest
- = Driving
- = Other Work

Failure to comply can result in a fixed penalty of up to £300, a graduated deposit of up to £1500 or you could be summoned to court.

Staying legal: HGV driver basics

Safety Standards Service

Driving limits and breaks from driving

- 4.5 hrs 45 mins 4.5 hrs

Split breaks

- 2 hrs 15 mins 2 hrs 30 mins 4.5 hrs ✓
- 2 hrs 30 mins 2 hrs 15 mins 4.5 hrs ✗

2 X per week maximum = 10 hrs

- 4.5 hrs 45 mins 4.5 hrs 1 hrs

Drivers' HOURS

Driving Limits

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Key:

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Failure to comply can result in a fixed penalty of up to £300, a graduated deposit of up to £1500 or you could be summoned to court.

Daily rest

Regular daily rest = 11 hrs

Mon 06:00 + 45 mins Tues 06:00 11 hrs

Reduced daily rest = 9 hrs

Mon 06:00 + 45 mins Tues 06:00 9 hrs

1 week fixed

Mon 00:00 Day 1 Day 2 Day 3 Day 4 Day 5 Day 6 Sun 24:00

9 hrs 10 hrs 9 hrs 10 hrs 9 hrs 9 hrs = 56 hrs ✓

> 56 hrs ✗

2 weeks

Week 1: 34 hrs

Week 2: 56 hrs

Week 3: 34 hrs

56 hrs + 56 hrs = 112 hrs ✗

56 hrs + 34 hrs = 90 hrs ✓

Weekly rest

Mon 08:00 Tues 08:00 Wed 08:00 Thurs 08:00 Fri 08:00 Sat 08:00 Sun 08:00

Day 1 Day 2 Day 3 Day 4 Day 5 Day 6 Weekly rest

11 hrs 9 hrs 9 hrs 9 hrs 9 hrs 11 hrs

3 X Reduced rests Weekly rest

Weekly rest

Mon 08:00 Tues 08:00 Wed 08:00 Thurs 08:00 Fri 08:00 Sat 08:00 Sun 08:00

Day 1 Day 2 Day 3 Day 4 Day 5 Day 6 Weekly rest

11 hrs 9 hrs 9 hrs 9 hrs 9 hrs 11 hrs

3 X Reduced rests Weekly rest

Weekly rest

Mon 08:00 Tues 08:00 Wed 08:00 Thurs 08:00 Fri 08:00 Sat 08:00 Sun 08:00

Day 1 Day 2 Day 3 Day 4 Day 5 Day 6 Weekly rest

12:00 45 hrs 12:00 24 hrs 12:00 24 hrs 12:00 24 hrs

Regular weekly rest OR Reduced weekly rest

Sat 08:00 Sun 24:00 Mon 05:00

Week 1: 45 hrs

Week 2: 24 hrs

Week 3: 45 hrs



Your Working Hours

It is your responsibility to make sure that all your hours are received by ERUK following completion of your shift you have worked. If you are late submitting your hours this may delay you being paid.

The hours can be submitted in the following way:

- ERUK App, under the bookings tab
- SMS

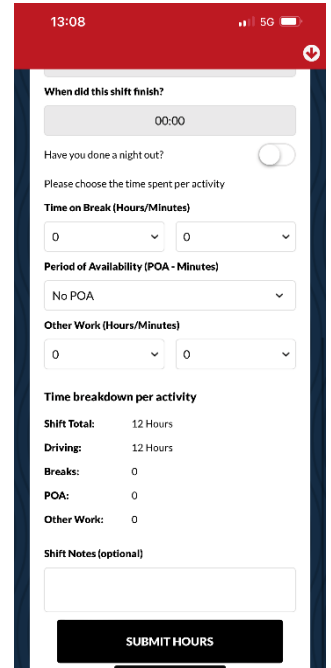
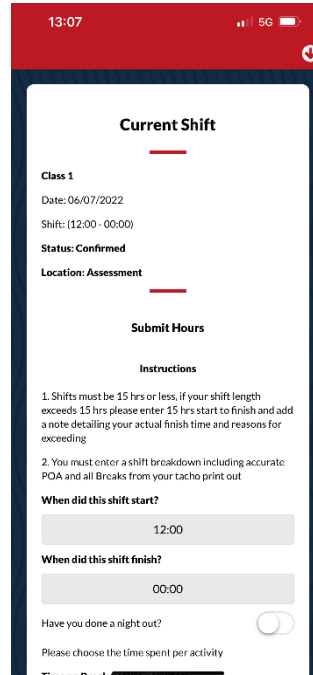
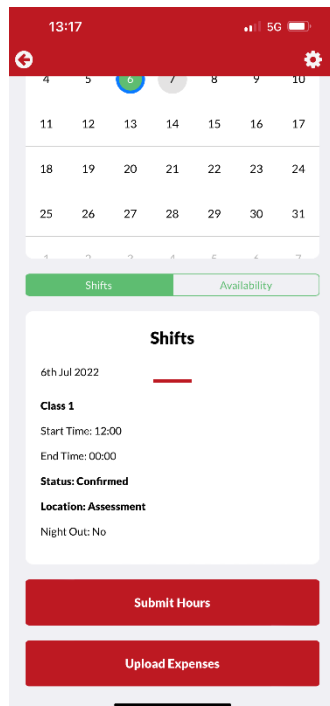
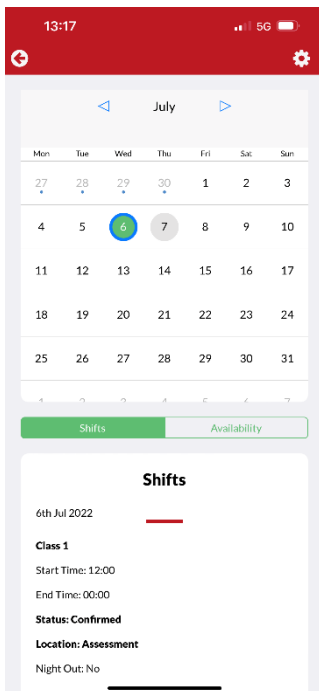
The information that needs to be submitted by You is:

- Start Time
- Finish Time
- Break
- Other Work
- POA

This is imperative or you may be unable to work due to reaching your WTD weekly limit or going over the 48-hour average for the relevant reference period.

ERUK App Facts::

- ✓ save time and improve accuracy of collecting your hours
- ✓ automatically send your hours to our system
- ✓ the information is used for payroll
- ✓ the system does not allow you to clock in any more than 15 minutes early
- ✓ displays any messages from ERUK
- ✓ displays your weekly bookings for that week in the booking calendar
- ✓ Hours are entered by you at the end of each shift
- ✓ Calendar to see your previous and future shifts



Client's Paperwork

Before commencing an assignment make sure you understand the client's paperwork and that you are able to complete all documents correctly. Always make sure you obtain a signature for any deliveries/collections you make.

Availability and Job Allocation

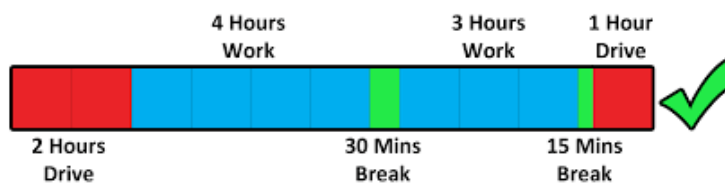
Please help us to help you by keeping your phone switched on whenever you are **not driving**. It would be useful if you would keep us fully informed of your availability at all times and particularly if you are resting or asleep, so we don't disturb you unnecessarily.

Once you have committed to undertake an assignment, please honour that commitment. In the unfortunate event of illness or emergency then please make sure you give us as much notice as possible, and a **minimum of 4 hours**.

We can add driver availability for 1 year, please tell us in advance.

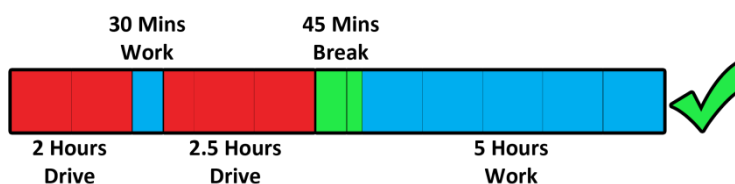
Common Infringements

6 Hour Rule



To be safe, we ask our drivers to stop at 5 hrs and 50 mins and take a 35-minute break.

Drive Time 4.5 Hours







We ask our drivers to stop at 4 hrs 20 mins and take a 50-minute break

Insufficient Rest

You must have at least 11 hours rest between shifts. This can be reduced to 9 hours but only twice in a week (a seven-day period).



24 hour period			
			
Driving	Breaks	Other work	Regular daily rest
13 hours		11 hours	

Working Time Directive

The WTD requires that after 6 hours of continuous working you must take a break for at least 30 minutes. You can then work a further 3 hours before you must take at least another 15-minute break.

Weekly rest is 45 hours per week which can be reduced to 24 hours twice within a 3-week period but must be paid back before the end of that 3rd week.

15 Hour Rule – EU Drivers hours states that you must under no circumstance exceed the daily duty period of 15 hours. If you foresee that this may happen you MUST inform your Recruitment Consultant at your earliest convenience, in most circumstances you would be expected to Night Out.

Infringement and Accident Procedure

We have a strict infringement and accident procedure for the protection of our clients and workers:

- 3-point system per infringement
- all accidents and incidents are fully investigated by our Compliance Team.
- persistent offender's may have their assignment terminated in line with their contract (please refer to your contract for more information).

Drivers will be contacted about compliance issues and may be expected to undergo further training with our Compliance Team or on site with the client.

The **infringement table** below outlines the point system per infringement and the sanctions which may be issued in line with your contract.

Infringement Table

<u>Level</u>	<u>Infringements</u>	<u>PAYE Sanction</u>	<u>Ltd Conduct</u>	<u>Details</u>
N/A	1-3	Discussion	Discussion	Discussion to agree improvements required.
1 Informal	4	Conduct Discussion	Conduct Discussion	As above.
2 Formal	6	Conduct Letter 1	Conduct Letter 1	Warning will last for a 12-month period.
3 Formal	8	Conduct Letter 2	Conduct Letter 2	Warning will last for a 12-month period.
4 Formal	10	Termination	Termination	



Working for Multiple Agencies

We are happy for our drivers to work for multiple employment businesses/employers, however as we keep a Real Time management system, we ask that you let us know, so that records are kept and we can ensure your legality when working for us.

How to let us know:

Verbally over the phone when your Recruitment Consultant contacts you to offer a shift or collect availability.

External Work

It is important that you tell your Recruitment Consultant of any time completed on other work outside of Employ Recruitment please remember external work is any other work that you complete, even if it is not driving.

Telematics

We run telematics scoring system at our client's sites. You will be contacted on a regular basis by our team to review your scores.



8. DRIVER - GENERAL INFORMATION

Highway Code

Every driver is expected to **know and observe** the Highway Code.

Drivers Hours

You are expected to **be familiar with and observe** current laws and EEC regulations regarding driving hours and the use of Tachographs as well as the Road Transport Working Time Regulations.

Seatbelts

Fines can be imposed for not wearing seatbelts when vehicles are equipped with them and must be worn at all times including in LGV/HGV vehicles.

Leaving a vehicle unattended

Always switch off the engine, apply the handbrake, **remove the ignition keys and ensure the vehicle is locked** and if applicable, alarmed.

Theft

Theft must be reported immediately to the client's Transport Department and the police if appropriate. Remain with the vehicle without touching anything until the police arrive unless you have been instructed otherwise by the authorities.

Vehicle Roadworthiness

Your vehicle and trailer or semi-trailer, together with all parts and accessories effecting road safety, must be well maintained and serviceable when on the road. Therefore, you must **report any defect** on your vehicle to the client's Transport Department as soon as possible. You must check your vehicle at the start of each day in accordance with the customers' instructions.

Official Roadside Checks

Always co-operate fully with Department of Transport personnel and/or Police officers. If an immediate prohibition is given, contact the client's Transport Department without delay. If a notice is deferred or delayed, inform the client upon your return.

Vehicle Loading

You are bound by law to pay attention to the weight, size and security of your load. Breaking the rules can mean a fine on you personally of up to **£5000** for each offence. You must be aware of local regulations affecting where and when you can load and unload.

Remember that loads can settle and shift during a journey causing lashings to slacken.

Overloading



The gross weight must **not** exceed the vehicles maximum plated weight.

Load Safety

The weight distribution and securing of a load must be in a way that no danger is caused to other road users. **THE DRIVER IS RESPONSIBLE FOR THE SAFETY OF THEIR LOAD.** If in doubt, report to the client's Transport Department.

Deliveries

All deliveries must be made to an individual and signed for; under no circumstances should you attempt to leave a delivery on premises that are unattended via any means, i.e. open door or window.

In the event that part of your delivery is rejected, we would like to remind you to contact the client before departing the delivery site.



9. DRIVER - WORKFORCE AGREEMENT PROCEDURE

The Road Transport (Working Time) Regulations 2005; Night work

PURPOSE

The workforce agreement procedure sets out the process Employ Recruitment will follow to ballot and agree modifications to the regulations within the Road Transport (Working Time) Regulations 2005 with reference to night work.

SCOPE

A workforce agreement is an agreement reached with elected worker representatives (or with a majority of the workforce if the company employs 20 or fewer workers).

The workforce agreement is intended to cover all HGV Driver workers of Employ Recruitment now and in the future until the termination of this agreement. It is effective for five years.

PROCEDURE

Schedule 1 of the Road Transport (Working Time) Regulations 2005 (*a link to the website is stated below*) states the procedure Employ Recruitment will follow to ballot and satisfy the requirements of the workforce agreement. In summary the procedure will be:

- a) the agreement will be in writing,
- b) it has effect for five years,
- c) it applies to all relevant members of the workforce group who are HGV Drivers,
- d) the agreement is signed by the representatives of the workforce group (only if over 20 workers),
- e) before the agreement is made available for signature, Employ Recruitment will provide all workers to whom it is intended to apply with copies of the agreement and guidance in order to understand in full.

The workforce agreement will seek agreement to modify the night work provisions as follows:

Night Work

The working time of a mobile worker, who performs night work in any period of 24 hours, will be **extended to beyond 10 hours within a 24 hour period, but only to the extent where this would not breach other provisions, regulations and the EU Drivers' Hours Regulations.**

If in agreement the above provisions will be modified by the workforce agreement and will apply to workers that are covered by the agreement.

The Road Transport (Working Time) Regulations 2005 website links

- <http://www.legislation.gov.uk/ukxi/2005/639/schedule/1/made>
- <http://www.legislation.gov.uk/ukxi/2005/639/regulation/1>



10. EQUAL OPPORTUNITIES & DIVERSITY POLICY

OUR POLICY

At Employ Recruitment, we embrace diversity and aim to promote the benefits of diversity in all of our business activities. We seek to develop a business culture that reflects that belief. We will expand the media in which we recruit in order to ensure that we have a diverse workforce. We will also strive to ensure that our clients meet their own diversity targets.

We are committed to diversity and will promote diversity for all workers and work-seekers. We will continuously review all aspects of recruitment to avoid unlawful discrimination. We will treat everyone equally and will not discriminate on the grounds of an individual's "protected characteristic" under the Equality Act 2010 (the Act) which are age, disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We will not discriminate on the grounds of an individual's membership or non-membership of a Trade Union. All workers have an obligation to respect and comply with this policy. We will avoid stipulating unnecessary requirements which will exclude a higher proportion of a particular group of people and will not prescribe discriminatory requirements for a role.

Employ Recruitment will not discriminate unlawfully when deciding which candidate/worker is submitted for a vacancy or assignment, or in any terms of employment or terms of engagement for temporary Workers. We will ensure that each candidate is assessed in accordance with the candidate's merits, qualifications and ability to perform the relevant duties for the role.

DISCRIMINATION

Under the Act unlawful discrimination occurs in the following circumstances:

Direct discrimination

Direct discrimination occurs when an individual is treated less favourably because of a protected characteristic. Treating someone less favourably means treating them badly in comparison to others that do not have that protected characteristic.

It is unlawful for a recruitment consultancy to discriminate against a person on the grounds of a protected characteristic:

- in the terms on which the recruitment consultancy offers to provide any of its services;
- by refusing or deliberately omitting to provide any of its services;
- in the way it provides any of its services.



Direct discrimination can take place even if the individual does not have the protected characteristic but is treated less favourably because it is assumed, he or she has the protected characteristic or is associated with someone that has the protected characteristic.

Direct discrimination would also occur if a recruitment agency accepted and acted upon instructions from a client which states that certain persons are unacceptable due to a protected characteristic, unless an exception applies. The Act contains provisions that permit specifying a requirement that an individual must have a particular protected characteristic in order to undertake a job. These provisions are referred to as occupational requirements.

Where there is an occupational requirement then the client must show that applying the requirement is a proportionate means of achieving a legitimate aim, i.e. the employer must be able to objectively justify applying the requirement. An occupational requirement does not allow an employer to employ someone on less favourable terms or to subject a person to any other detriment. Neither does an occupational requirement provide an excuse against harassment or victimisation of someone who does not have the occupational requirement.

Indirect discrimination

Indirect discrimination occurs when a provision, criterion or practice (PCP) is applied but this results in people who share a protected characteristic being placed at a disadvantage in comparison to those who do not have the protected characteristic. If the PCP can be objectively justified it will not amount to discrimination.

Indirect discrimination would also occur if a recruitment agency accepted and acted upon an indirectly discriminatory instruction from a client.

If the vacancy requires characteristics which amount to an occupational requirement or the instruction is discriminatory but there is an objective justification, we will not proceed with the vacancy unless the client provides written confirmation of the occupational requirement, exception or justification.

Employ Recruitment will use our best endeavours to comply with the Act and will not accept instructions from clients that will result in unlawful discrimination.

Harassment

Under the Act, harassment is defined as unwanted conduct that relates to a protected characteristic which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual. This includes unwanted conduct of a sexual nature.

We are committed to providing a work environment free from unlawful harassment.

We will ensure that workers do not harass any individual.



Examples of prohibited harassment are:

- verbal or written conduct containing derogatory jokes or comments;
- slurs or unwanted sexual advances;
- visual conduct such as derogatory or sexually orientated posters;
- photographs, cartoons, drawings or gestures which some may find offensive;
- physical conduct such as assault, unwanted touching, or any interference because of sex, race or any other protected characteristic basis;
- threats and demands to submit to sexual requests as a condition of continued employment or to avoid some other loss, and offers of employment benefits in return for sexual favours;
- retaliation for having reported or threatened to report harassment.

If an individual believes that they have been unlawfully harassed, they should make an immediate report to the **Operations Director** followed by a written complaint as soon as possible after the incident. The details of the complaint should include:

- Details of the incident
- Name(s) of the individual(s) involved
- Name(s) of any witness(es)

Employ Recruitment undertake a thorough investigation of the allegations. If it is concluded that harassment has occurred, remedial action will be taken.

All workers will be expected to comply with Employ Recruitments' policy on harassment in the workplace. Any breach of such a policy will lead to the appropriate action in line with your contract (please refer to your contract for more details).

Any individual who we find to be responsible for harassment may have their assignment terminated in line with their contract.

Victimisation

Under the Act victimisation occurs when an individual is treated unfavourably because he/she has done a 'protected act' which is bringing a claim for unlawful discrimination or raising a complaint/grievance about discrimination or giving evidence in respect of a complaint about discrimination.

We will ensure that workers do not victimise any individual.

DISABLED PERSONS

Discrimination occurs when a person is treated unfavourably as a result of their disability.



Indirect discrimination occurs where a provision, criterion or practice is applied by or on behalf of an employer, or any physical feature of the employer's premises, places a disabled person at a substantial disadvantage in comparison with persons who are not disabled.

In recruitment and selection there may be a requirement to make reasonable adjustments. For example, it might be necessary to have different application procedures for partially sighted or blind applicants that enable them to use Braille. With testing and assessment methods and procedures, tests can only be justified if they are directly related to the skills and competencies required for the job. Even then, it might be appropriate to have different levels of acceptable test results, depending on the disability. For example, an applicant with a learning disability might need more time to complete a test, or not be expected to reach the same standard as other non-disabled applicants.

Reasonable adjustments in recruiting could include:

- modifying testing and assessment procedures;
- meeting the candidate at alternative premises which are more easily accessible;
- having flexibility in the timing of interviews;
- modifying application procedures and application forms;
- providing a reader or interpreter.
- Wherever possible we will make reasonable adjustments to hallways, passages and doors in order to provide and improve means of access for disabled workers. However, this may not always be feasible, due to circumstances creating such difficulties as to render such adjustments as being beyond what is reasonable in all the circumstances.

We will not discriminate against a disabled person:

- in the arrangements i.e. application form, interview or arrangements for selection for determining whom a job should be offered; or
- in the terms on which employment or engagement of temporary workers is offered; or
- by refusing to offer, or deliberately not offering the disabled person a job for reasons connected with their disability; or
- in the opportunities afforded to the person for receiving any benefit, or by refusing to afford, or deliberately not affording him or her any such opportunity; or
- by subjecting the individual to any other detriment (detriment will include refusal of training or transfer, demotion, reduction of wage, or harassment).

Employ Recruitment will make career opportunities available to all people with disabilities and every practical effort will be made to provide for the needs of staff, candidates and clients.



AGE DISCRIMINATION

Under the Act, it is unlawful to directly or indirectly discriminate against or to harass or victimise a person because of age. Age discrimination does not just provide protection for people who are older or younger. People of all ages are protected.

A reference to age is a reference to a person's age group. People who share the protected characteristic of age are people who are in the same age group.

Age group can have various references:

- Under 21s
- People in their 40s
- Adults

We will not discriminate directly or indirectly, harass or victimise any person on the grounds of their age. We will encourage clients not to include any age criteria in job specifications and every attempt will be made to encourage clients to recruit on the basis of competence and skills and not age.

We are committed to recruiting and retaining workers whose skills, experience, and attitude are suitable for the requirements of the various positions regardless of age. No age requirements will be stated in any job advertisements on behalf of the Company.

If we request age as part of its recruitment process such information will not be used as selection, training or promotion criteria or in any detrimental way and is only for compilation of personal data, which the Company holds on all workers and as part of its equal opportunities monitoring process. In addition, if under age 22 to adhere to Conduct of Employment Agencies and Employment Business Regulations 2003 and other relevant legislation applicable to children or young candidates.

Where a client requests age or date of birth, this will have to be under an occupational requirement or with an objective justification which should be confirmed in writing.

PART-TIME WORKERS

This policy also covers the treatment of those workers who work on a part-time basis. We recognise that it is an essential part of this policy that part time workers are treated on the same terms, with no detriment, as full-time workers (albeit on a pro rata basis) in matters such as rates of pay, holiday entitlement, maternity leave, parental and compassionate/bereavement leave and access to our pension scheme. We also recognise that part-time workers must be treated the same as full time workers in relation to training and redundancy situations.

GENDER REASSIGNMENT POLICY



We recognise that any worker may wish to change their gender during the course of their employment with any employer. We will support any worker through the reassignment. We will make every effort to try to protect a worker who has undergone, is undergoing or intends to undergo gender reassignment, from discrimination or harassment within the workplace.

Where a worker is engaged in work where the gender change imposes genuine problems, we will make every effort to reassign the worker to an alternative role in the Company, if so desired by the worker.

Any worker suffering discrimination on the grounds of gender reassignment should recourse to the Company's complaint procedure.

COMPLAINTS AND MONITORING PROCEDURES

We have in place procedures for monitoring compliance with this policy and for dealing with complaints of discrimination. These are available from the **Operations Director** and will be made available immediately upon request. Any discrimination complaint will be investigated fully.

RECRUITMENT OF EX-OFFENDERS

Employ Recruitment actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. The company does not discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

All work seekers are asked to declare unspent criminal convictions during the registration process.

Failure to reveal information that is directly relevant to the position sought could lead to the withdrawal/or termination of assignment.



11. SOCIAL MEDIA POLICY

We recognise that the internet provides unique opportunities to participate in interactive discussions and share information on particular topics using a wide variety of social media, such as Facebook, Twitter, blogs and wikis. However, a workers' use of social media can pose risks to our confidential and proprietary information, and reputation, and can jeopardise our compliance with legal obligations.

To minimise these risks, to avoid loss of productivity and to ensure that our IT resources and communications systems are used only for appropriate business purposes, we expect all workers to adhere to this policy.

Scope and purpose of the policy

This policy deals with the use of all forms of social media, including (but not limited to) Facebook, Snapchat, WhatsApp, Instagram, LinkedIn, Twitter, Wikipedia, all other social networking sites, and all other internet postings, including blogs.

It applies to the use of social media for both business and personal purposes, whether during office hours or otherwise. The policy applies regardless of whether the social media is accessed using our IT facilities and equipment or equipment belonging to you.

Breach of this policy may result in appropriate action in line with your contract (please refer to your contract for more information).

Appropriate action will be taken in line with your contract and may be taken regardless of whether the breach is committed during working hours, and regardless of whether our equipment or facilities are used for the purpose of committing the breach. Any worker suspected of committing a breach of this policy will be required to co-operate with the company, which may involve handing over relevant passwords and login details.

You may be required to remove internet postings which are deemed to constitute a breach of this policy. Failure to comply with such a request may in itself result appropriate action in line with your contract (please refer to your contract for more details).

All workers are responsible for the success of this policy and should ensure that they take the time to read and understand it. Any misuse of social media should be reported to the **Operations Director**.

Personal use of social media

Personal use of social media is never permitted during working time or by means of our computers, networks and other IT resources and communications systems. However, we permit the personal use of social media during your allocated breaks.

Monitoring

The contents of our IT resources and communications systems are our property. Therefore, you should have no expectation of privacy in any message, files, data, document, facsimile, telephone conversation, social media post conversation or message, or any other kind of information or



communications transmitted to, received or printed from, or stored or recorded on our electronic information and communications systems.

We reserve the right to monitor, intercept and review, without further notice, your activities using our IT resources and communications systems, including but not limited to social media postings and activities, to ensure that our rules are being complied with and for legitimate business purposes and you consent to such monitoring by your acknowledgement of this policy and your use of such resources and systems. This might include, without limitation, the monitoring, interception, accessing, recording, disclosing, inspecting, reviewing, retrieving and printing of transactions, messages, communications, postings, log-ins, recordings and other uses of the systems as well as keystroke capturing and other network monitoring technologies.

We may store copies of such data or communications for a period of time after they are created and may delete such copies from time to time without notice.

Do not use our IT resources and communications systems for any matter that you wish to be kept private or confidential from the organisation.

Recruitment

We may use internet searches to perform due diligence on candidates in the course of recruitment. Where we do this, we will act in accordance with our data protection and equal opportunities obligations.

Responsible use of social media

The following sections of the policy provide you with common-sense guidelines and recommendations for using social media responsibly and safely.

Protecting our business reputation:

You must not post disparaging or defamatory statements about:

- our organisation;
- our clients;
- suppliers and vendors; and
- other affiliates and stakeholders,

However, you should also avoid social media communications that might be misconstrued in a way that could damage our business reputation, even indirectly.

You should make it clear in social media postings that you are speaking on your own behalf. Write in the first person and use a personal e-mail address when communicating via social media.

You are personally responsible for what you communicate in social media. Remember that what you publish might be available to be read by the masses (including the organisation itself, future employers and social acquaintances) for a long time. Keep this in mind before you post content.

If you disclose your affiliation as a worker with our organisation, you must also state that your views do not represent those of Employ Recruitment. For example, you could state, "the views in this posting do



not represent the views of my employer". You should also ensure that your profile and any content you post are consistent with the professional image you present to clients and colleagues.

Avoid posting comments about sensitive business-related topics, such as our performance. Even if you make it clear that your views on such topics do not represent those of the organisation, your comments could still damage our reputation.

If you are uncertain or concerned about the appropriateness of any statement or posting, refrain from making the communication.

If you see content in social media that disparages or reflects poorly on our organisation or our stakeholders, you should contact the **Operations Director** immediately. You are responsible for protecting our business reputation.

Respecting intellectual property and confidential information

You should not do anything to jeopardise our valuable trade secrets and other confidential information and intellectual property through the use of social media.

In addition, you should avoid misappropriating or infringing the intellectual property of other companies and individuals, which can create liability for the organisation, as well as the individual author.

Do not use our logos, brand names, slogans or other trademarks, or post any of our confidential or proprietary information without prior written permission.

To protect yourself and the organisation against liability for copyright infringement, where appropriate, reference sources of particular information you post or upload and cite them accurately. If you have any questions about whether a particular post or upload might violate anyone's copyright or trademark, consult with the **Operations Director** before making the communication.

The contact details of business contacts made whilst engaged with us are regarded as our confidential information, and as such you will be required to delete all such details from your personal social networking accounts, such as Facebook accounts or LinkedIn accounts, on termination of your contract.

Respecting colleagues, clients, partners and suppliers:

Do not post anything that your colleagues or our customers, clients, business partners, suppliers, vendors or other stakeholders would find offensive, including discriminatory comments, insults or obscenity.

Do not post anything related to your colleagues or our customers, clients, business partners, suppliers, vendors or other stakeholders without their written permission.



12. MOBILE PHONE AND DRIVING POLICY

Scope

This policy applies to all users of a mobile phone whilst working for the company and/or client Company. All references to mobile phones in the policy include personal/work mobile phone or electronic device capable of remote communication, such as a smart phone.

The policy relates to all forms of communication, including, but not limited to, phone (and video) calls, text messages, emails and instant messages. The 'use' of a mobile phone also includes accessing the internet for any purpose on a mobile phone.

The Law

- When you are driving you must always be in full and proper control of the vehicle.
- It is illegal to use a hand-held mobile phone or similar device whilst you are driving, this includes periods when the vehicle is stationary with the engine on.
- The use of a hands-free device when driving may risk prosecution for failing to have full and proper control of the vehicle.
- If there is an incident, the use of any mobile phone or similar device may justify charges of careless or dangerous driving.
- There are severe penalties if you fail to comply with the law. You could face heavy fines, lose your driving license, attend a 'Driver Conduct Hearing' with the Traffic Commissioner for further action, or even go to prison.

Your Responsibility

It is company policy that whilst driving you must:

- Always have full and proper control of the vehicle.
- Switch off your mobile phone when driving.
- Ensure that all 'incoming calls' are diverted to voicemail so they can be answered when safe and legal.
- Never use a hand-held phone or other hand-held communication device whilst driving. It is illegal.
- Avoid making or taking calls on a hands-free phone whilst driving. It is a distraction which may mean you are not in full and proper control of the vehicle.
- Never stop on the hard shoulder of a motorway to take or make a phone call unless it is an emergency.
- Before using your mobile phone, you should stop the vehicle in a safe and legal place, apply the handbrake, switch off the engine and remove the keys.
- Ensure your mobile phone is switched off if there is a known risk of an explosive atmosphere such as when refueling a vehicle.
- You should ask passengers to switch off their mobile phone if it is distracting.

**THINK – SWITCH OFF your mobile phone when driving,
reply to a message when safe and legal.**

Your Conduct

If you are found to use a mobile phone whilst driving, this could result in conduct action being taken against you in line with your contract. If you are convicted of a mobile offence you may end up in a 'Driver Conduct Hearing' with the Traffic Commissioner for further action.



March 2023



Our Communication with you

In accordance with this policy Employ Recruitment will use the following order to contact you:

1. Send an SMS.
2. Dependent on the urgency of the message, we will send a message to the ERUK app.
3. Phone call.

Please reply to Employ at your nearest convenience when it is safe and legal.



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Company Registration Number 5214695

13. HEALTH & SAFETY AT WORK

Your own Health & Safety is ultimately your own responsibility, but you still have a duty of care to ensure the Health & Safety of others. Take this responsibility seriously and always follow the following basic principles.

Non-Driving Roles (General Operative) - Personal Protection Equipment

- **Footwear**

In the majority of general operative roles steel toe-cap boots or shoes are a minimum requirement. Trainers or sandals are not appropriate footwear and can result in you being rejected by the site.

- **Workwear**

Appropriate clean workwear to meet the client's health and safety standards will be a required for all roles. We will confirm your workwear prior to the start of your assignment.

Driving Roles - Personal Protection Equipment

- **Footwear**

Steel toe-cap boots or shoes are a minimum requirement. Trainers or sandals are not appropriate footwear and can result in you being rejected by the site.

- **Hi Visibility Vest**

All clients insist on Hi Vis clothing being worn on site. However, we recommend that you wear one at all times to ensure your safety.

On assignment Health and Safety

All workers are supplied on the basis that they are subject to the Health & Safety policy of the client they are working for. When on assignment you should:

- Familiarise yourself with a client's Health & Safety policy on the first day of an assignment and make sure you are aware of any changes to this policy and always conform to this policy,
- Wear the appropriate safety clothing and ensure you are familiar with the operation of any safety equipment and devices,
- Ensure that you are aware of the location of fire extinguishers, emergency exits, muster points and first-aid points,
- Remain vigilant to breaches in the Health & Safety policy and report all problems and/or infringements to the appropriate person,
- Report all accidents and potential hazards to the appropriate person. Any accident involving injury to you should also be report client management and Employ Recruitment.

Manual Handling



It is essential that you adopt a good technique when lifting heavy objects. Here are a few important points to remember, but these are only the basics. Always adopt the following as a basic lifting technique:

- Think before lifting/handling. Plan the lift. Can handling aids be used? Where is the load to be placed? Will help be needed with the load? Remove obstructions such as discarded wrapping materials. For a long lift, consider resting the load midway on a table or bench to change grip.
- Keep the load close to the waist. Keep the load close to the body for as long as possible while lifting. Keep the heaviest side of the load next to the body. If a close approach to the load is not possible, try sliding it towards the body before attempting to lift it.
- Adopt a stable position. The feet should be apart with one leg slightly forward to maintain balance (alongside the load if it is on the ground). You should be prepared to move your feet during the lift to maintain their stability. Avoid tight clothing or unsuitable footwear, which may make this difficult.
- Get a good hold. Where possible the load should be hugged as close as possible to the body. This may be better than gripping it tightly with hands only.
- Start in a good posture. At the start of the lift, slight bending of the back, hips and knees is preferable to fully flexing the back (stooping) or fully flexing the hips and knees (squatting).
- Do not flex the back any further while lifting. This can happen if the legs begin to straighten before starting to raise the load.
- Avoid twisting the back or leaning sideways, especially while the back is bent. Shoulders should be kept level and facing in the same direction as the hips. Turning by moving the feet is better than twisting and lifting at the same time.
- Keep the head up when handling. Look ahead, not down at the load. Once it has been held securely.
- Move smoothly. The load should not be jerked or snatched as this can make it harder to keep control and can increase the risk of injury.
- Do not lift or handle more than can easily be managed. There is a difference between what people can lift and what they can safely lift. If in doubt, seek advice or get help.
- Avoid lifting above your head wherever possible.
- Put down, and then adjust. If precise positioning of the load is necessary, put it down first, and then slide it into the desired position.

The above guidelines are extracted from the **HSE publication *Getting to Grips with Manual Handling*** which can be downloaded from the HSE website.



14. ACCIDENTS, NEAR MISSES AND FIRST AID

Any accident at work involving personal injury should be recorded in the Accident Book of the client to whom you are assigned, and you should also make your Recruitment Consultant aware at Employ Recruitment.

All near-misses must also be reported to the Safety Manager of the client, as soon as possible so that action can be taken to investigate the causes and to prevent recurrence.

Details of first aid facilities and trained first aiders are displayed within the premises of the client and also at Employ Recruitment.



15. SUBSTANCE MISUSE POLICY (DRUGS & ALCOHOL)

We are committed to providing a safe, healthy and productive working environment for all our workers, customers and visitors. This includes ensuring that all workers are fit to carry out their jobs safely and effectively in a working environment which is free from alcohol and drug misuse.

You are expected to arrive at work fit to carry out your job and to be able to perform your duties safely without any limitations due to the use or aftereffects of alcohol or drugs (whether prescribed, over the counter or illegal).

Misuse of alcohol and drugs can lead to reduced levels of attendance, reduced efficiency and performance, impaired judgement and decision making and increased health and safety risks, not only for the individual but also for others. Irresponsible behaviour or the commission of offences resulting from the misuse of alcohol or drugs may damage our reputation and, as a result, our business.

Scope and purpose of the policy

This policy is principally intended to deal with alcohol and drug problems which, in the context of this policy are any drinking or taking of drugs, whether intermittent or continual, which interferes with work performance in relation to attendance, efficiency, productivity or safety. You will be deemed to be under the influence of alcohol or drugs where that is the reasonable opinion of a manager of Employ Recruitment or any client Company.

The purpose of this policy is to increase awareness of the effects of alcohol and drug misuse and its likely symptoms. All workers are aware of their legal responsibilities regarding alcohol and drug misuse and related problems.

If you notice a change in a colleague's pattern of behaviour you should encourage them to seek assistance through us. If they will not seek help themselves, you should draw the matter to our attention. You should not attempt to cover up for a colleague whose work or behaviour is suffering as a result of an alcohol or drug-related problem.

If you believe that you have an alcohol or drug-related problem, you should seek specialist advice and support as soon as possible.

Alcohol and drugs at work

Employ and all client Company's prohibit the use of illegal drugs or the consumption of alcohol when on duty.

If you are prescribed medication, you must seek advice from your GP or pharmacist about the possible effect on your ability to carry out your job as it may cause impairment to your safety and performance at work. Your duties may need to be modified, or you may need to be temporarily reassigned to a different role. You must tell us without delay.

Where you attend a work-related function or social event, we expect that you will act in a way that will not have a detrimental effect on our reputation. If you entertain clients or represent us at external events where alcohol is served, you are considered to be "at work" regardless of whether you do so outside



normal working hours. Consequently, we will always expect you to remain professional and fit for work. Any unacceptable behaviour that occurs at such functions will be subject to appropriate action in line with your contract.

We always expect all our workers to comply with the drink-driving and drug-driving legislation. Our reputation will be damaged if you are convicted of a drink-driving or drug-driving offence and, if your job requires you to drive and you lose your licence, you may be unable to continue to do your job. Committing a drink-driving or drug-driving offence outside or during working hours or while working for us may result in your assignment being terminated in line with your contract.

If you are prescribed medication, you must seek advice from your GP or pharmacist about the possible effect on your ability to carry out your job and whether your duties should be modified, or you should be temporarily reassigned to a different role. If so, you must tell us without delay.

Searches

We reserve the right to conduct searches for alcohol or drugs, including, but not limited to, searches of lockers, filing cabinets and desks, packages sent to our address which are on our premises.

Any alcohol or drugs found as a result of a search will be confiscated and may result in the termination of your assignment in line with your contract.

Drug and Alcohol Testing

Employ Recruitment or any client Company you work with reserves the right to test for drugs and alcohol. Fair and impartial drug and alcohol testing may be carried out in the following circumstances:

- Random – You may be randomly selected throughout the course of the calendar year.
- Intervention – If it is suspected that you are under the influence of drugs and alcohol.
- Assurance – If your conduct or capability is affected by a dependency to drugs or alcohol.
- Accident/Incident – As part of an accident or incident investigation testing may be undertaken.

If you refuse to consent without good reason or receive a positive test result you may have your assignment terminated in line with your contract.

Management of suspected substance misuse

Where there is reason to believe that illegal drugs, controlled substances or alcohol may be adversely affecting any worker's safe and productive work performance, including jeopardising the safety of others, the Company reserves the right to take action in order to detect or confirm the use or presence of such drugs, controlled substances or alcohol. Such action, with your consent, may include a drug, alcohol or other testing, surveillance, property or personal searches. If you refuse to take an alcohol or drug-screening test or refuse to comply with a request to search personal property, you may have your assignment terminated in line with your contract.

If you receive a positive drug or alcohol test result you may have your assignment terminated in line with your contract (please refer to your contract for more information).



16. NO SMOKING

General Statement

This policy has been developed to protect all workers and clients from exposure to passive smoking and to assist in complying with the Health Act 2006 and any other relevant legislation. The Company recognises that the health, safety and welfare of workers and anyone else directly affected by the Company's operations are of prime importance.

Exposure to passive smoking increases the risk of lung cancer, heart disease and other serious illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

This policy seeks to guarantee a healthy working environment and protect the current and future health of workers, customers and visitors. This policy complies with current law and guarantees the right of non-smokers to breathe in air that is free from tobacco smoke. It raises awareness of the dangers associated with exposure to tobacco smoke whilst taking into account the needs of those who smoke and aiming to support those who wish to stop.

Whilst the use of e-cigarettes, personal vaporisers and electronic nicotine delivery systems (referred to collectively in this policy as "ENDS" falls outside the scope of smoke-free legislation, we must respect the policies of our clients – please check before using ENDS.

Restrictions on smoking

Smoking tobacco or any other substance is not permitted in any parts of the Employ Recruitment premises, including the entrance at any time by any person regardless of their status or business with the Company. This includes areas that are outside but form part of the Company's premises.

Visitors

All visitors, work-seekers and workers are required to abide by the no-smoking policy. Staff members are expected to inform customers and visitors of the no-smoking policy politely but firmly to ensure that such visitors comply with the smoking ban. No members of staff are expected to enter any confrontation which may put their personal safety at risk.

Vehicles

Smoking is not permitted by any person in any Company vehicle (including pool vehicles) or any other vehicles being used on Company business where the user does not have exclusive, unrestricted use of that vehicle. If a worker uses his or her own vehicle for Company purposes, this vehicle is exempt from the scope of this policy under the legislation.

Support for smokers

The Company understands that some of its workers may feel unwilling or unable to give up smoking. Those workers may request permission from their immediate manager/supervisor to step outside the building/grounds during coffee/tea breaks to smoke a cigarette. However, they must return to their workplace at the due time.



Help to stop smoking

The NHS offers a range of free services to help smokers give up. Visit [Quit smoking - Better Health - NHS \(www.nhs.uk\)](https://www.nhs.uk/quit-smoking) or call the NHS Go Smoke free helpline on 0800 169 0169 for further information.

Appropriate action

Any worker who ignores the smoking ban and is found smoking on the Company's/Client's premises may have their assignment terminated in line with their contract (please refer to your contract for more information).

You are also reminded that it is a criminal offence for workers to smoke in any enclosed workplace or public building and may receive a fixed penalty of £50 or be subject to prosecution and a fine of up to £200.

Workers found to be taking smoking breaks that are unreasonable in number or duration may also be subject to appropriate action in line with their contract.

Maintaining this policy

Workers have the right to report breaches of this policy to the **Operations Director or the Managing Director** or in accordance with the Company's whistleblowing policy. Any such reports a worker has made will not suffer any detriment as a result.



17. DATA PROTECTION POLICY

Please see our website for our Data Protection Policy

[Data Protection Policy - Employ Recruitment UK Ltd: Home](#)

18. PRIVACY NOTICE

Please see our website for our Privacy Notice

<https://www.employrecruitment.co.uk/privacy-notice-2/>



19. WHISTLEBLOWING POLICY

It is important to the Company that any fraud, misconduct or wrongdoing by workers or managers of the Company is reported and properly dealt with. The Company therefore encourages all individuals to raise any concerns that they may have about the conduct of others in the business or the way in which the business is run.

The belief you hold must be reasonable, but it need not be correct. It might be discovered subsequently that you are in fact wrong, but if you can show that you held the belief and that it was a reasonable belief to hold in the circumstances at the time then you will not be penalised for any action you take.

We are committed to conducting our business with honesty and integrity, and we expect all workers to maintain high standards. However, all organisations face the risk of things going wrong from time to time, or of unknowingly harbouring illegal or unethical conduct. A culture of openness and accountability is essential in order to prevent such situations occurring or to address them when they do occur.

The aims of this policy are:

- To encourage the worker to report suspected wrongdoing as soon as possible, in the knowledge that their concerns will be taken seriously and investigated as appropriate, and that their confidentiality will be respected.
- To provide the worker with guidance as to how to raise those concerns; and to reassure the workers that they should be able to raise genuine concerns in good faith without fear of reprisals, even if they turn out to be mistaken.

What is whistleblowing?

Whistleblowing is the disclosure of information which relates to suspected wrongdoing or dangers at work. This may include:

- criminal activity;
- miscarriages of justice;
- danger to health and safety;
- damage to the environment;
- failure to comply with any legal or professional obligation or regulatory requirements;
- financial fraud or mismanagement;
- negligence;
- breach of our internal policies and procedures including our Code of Conduct;
- conduct likely to damage our reputation;
- unauthorised disclosure of confidential information;
- the deliberate concealment of any of the above matters.

A **whistle-blower** is a person who raises a genuine concern in good faith relating to any of the above. If you have any genuine concerns related to suspected wrongdoing or danger affecting any of our activities (a **whistleblowing concern**) you should report it under this policy.



This policy should not be used for complaints relating to your own personal circumstances, such as the way you have been treated at work. In those cases, you should use the **Complaint Procedure** as appropriate.

Raising a whistleblowing concern

We hope that in many cases you will be able to raise any concerns with your line manager. You may tell them in person or put the matter in writing if you prefer. They may be able to agree a way of resolving your concern quickly and effectively.

However, where the matter is more serious, or you feel that your line manager has not addressed your concern, or you prefer not to raise it with them for any reason, you should contact the **Operations Director**.

We will arrange a meeting with you as soon as possible to discuss your concern. You may bring a colleague or union representative to any meetings under this policy. Your companion must respect the confidentiality of your disclosure and any subsequent investigation.

Confidentiality

We hope that our workers will feel able to voice whistleblowing concerns openly under this policy. However, if you want to raise your concern confidentially, we will make every effort to keep your identity secret. If it is necessary for anyone investigating your concern to know your identity, we will discuss this with you.

We do not encourage workers to make disclosures anonymously. Proper investigation may be more difficult or impossible if we cannot obtain further information from you. It is also more difficult to establish whether any allegations are credible and have been made in good faith.

External disclosures

The aim of this policy is to provide an internal mechanism for reporting, investigating and remedying any wrongdoing in the workplace. In most cases you should not find it necessary to alert anyone externally.

Investigation and outcome

Once you have raised a concern, we will carry out an initial assessment to determine the scope of any investigation. We will inform you of the outcome of our assessment. You may be required to attend additional meetings in order to provide further information.

We will aim to keep you informed of the progress of the investigation and its likely timescale. However, sometimes the need for confidentiality may prevent us giving you specific details of the investigation or any appropriate action taken as a result. You should treat any information about the investigation as confidential.

If we conclude that a whistle-blower has made false allegations maliciously, in bad faith or with a view to personal gain, the whistle-blower will be subject to appropriate action in line with your contract (please refer to your contract for more information).



If you are not satisfied

While we cannot always guarantee the outcome you are seeking, we will try to deal with your concern fairly and in an appropriate way. By using this policy, you can help us to achieve this.

If you are not happy with the way in which your concern has been handled, you can raise it with the Operations Director.

Protection and support for whistle-blowers

It is understandable that whistle-blowers are sometimes worried about possible repercussions. We aim to encourage openness and will support workers who raise genuine concerns in good faith under this policy, even if they turn out to be mistaken.

Workers must not suffer any detrimental treatment as a result of raising a concern in good faith. If you believe that you have suffered any such treatment, you should inform the **Operations Director** immediately.



20. ABSENCE POLICY

As soon as you know you are taking a period of absence, e.g., sickness absence, emergency leave absence, you must notify Employ Recruitment.

Failure to make and retain regular contact with Employ Recruitment when absent from work could result in conduct action being taken against you in line with your contract.

Notification of Absence

- a) As soon as you know you will be taking a period of absence, you must contact Employ Recruitment by telephone and speak to a Recruitment Consultant to report that you are unable to work.
- b) Solely text messages or emails are not acceptable.
- c) Please try to give Employ Recruitment as much notice as possible so that we can plan.
- d) You must ring every subsequent day unless sickness absence has been medically certified.
- e) If sickness absence is greater than 7 calendar days, you must provide a Fit Note stating the reason for absence and the expected return to work date.
- f) If the likely return to work date or circumstances change, you must inform a Recruitment Consultant.

Return to Work

- On your return to work a Recruitment Consultant will conduct a **Return to Work and Absence Review Meeting** with you.
- This will be recorded on a Return-to-Work Document which you need to sign.
- The meeting will assess if you are fit to return to work, any health and safety concerns and manage your absence record.
- The details will be logged on your file and shared with the client, if any concerns are raised.
- All periods of absence will be recorded and monitored, and any concerns will be raised.
- Please note, you will not be able to return to work until the **Return to Work and Absence Review Meeting** has taken place and the form signed.

Statutory Sick Pay (SSP)

Workers on a Contract for Services may be eligible for SSP. This will be in line with current government guidance. Please contact a Recruitment Consultant for further information.



21. LEAVE PROCEDURE

Please inform us with as much notice as possible of any leave or periods of no availability where you cannot work - this helps us forecast and plan the weeks ahead.

For workers on the following contracts please follow the below leave procedure:

- **Contract for Services**

Holiday Procedure

The holiday year commences on 1st April to 31st March. You are entitled to paid annual leave of the statutory minimum under WTR. It is your responsibility to ensure you use all your accrued holiday within the holiday year.

To book a holiday please speak to your Recruitment Consultant and email us on finance@eruk.co.uk Please can you aim to give us at least 2 weeks' notice.

Doctor, Dentist and Hospital appointments

Always try to arrange appointments for times that will cause the least disruption to your working week. We know that this can be impossible sometimes so give us as much notice of any appointments you have booked.

Please also remember that should your state any changes to your health since you first registered; or should you develop a condition which may impair your working/driving ability then you will need to advise us in writing (please see **DRIVER - WHAT WE EXPECT FROM YOU**, the section on health changes and the **annual drivers' declaration**).

Occupational Health

We may require you to have an occupational health assessment by an independent provider to ascertain if you are fit to drive and fulfil your role.

Maternity Leave and Pay

If you reach the qualifying conditions, you may be entitled to claim statutory maternity pay (SMP). If you do not qualify for statutory maternity pay (SPP) you may be entitled to claim statutory maternity allowance. Please contact your Recruitment Consultant for further information.

To qualify for statutory maternity leave (SML) will depend on your qualifying conditions and contract entitlement. Please contact your Recruitment Consultant for further information.

Paternity Leave and Pay

If you reach the qualifying conditions in line with your contract, you may be entitled to claim statutory paternity leave (SPL) and statutory paternity pay (SPP). Please contact your Recruitment Consultant for further information.

Shared Parental Leave and Pay

If you reach the qualifying conditions in line with your contract, you may be entitled to claim Shared Parental Leave (ShPL) and/or Shared Parental Pay (ShPP). This is subject to meeting the statutory criteria. Please contact your Recruitment Consultant for further information.



Compassionate Leave

Compassionate leave is to deal with unexpected issues and emergencies involving a dependant, including if a dependant falls seriously ill or is injured. A dependant is a partner, a parent, a child, or someone who relies on you.

Time off is unpaid. You have the option to process the time off as holiday or unpaid leave.

Please contact your Recruitment Consultant for further information.

Bereavement Leave

You have the right to reasonable time off if a 'dependant' dies, this includes a partner, a parent, a child (parental bereavement leave) and if someone else who relied on you dies.

The time off is to deal with unexpected issues and emergencies involving the dependant, including leave to arrange or attend a funeral.

Time off for bereavement leave is unpaid unless someone is eligible for parental bereavement pay. You have the option to process the time off as holiday or unpaid leave.

Parental Bereavement Leave

The company understands that the death of a child, or a stillbirth, can be one of the most harrowing experiences of someone's life and we are committed to providing support to our workers who go through this experience. If eligible you may take a total of two weeks parental bereavement leave as; a block of two weeks; or two separate blocks of one week. The leave may start any day of the week and must be taken at any time in the following 56-week period.

To qualify for statutory parental bereavement pay, the worker must:

- a. have been continuously employed with us for at least 26 weeks by the week prior to the week in which the child dies,
- b. have normal average weekly earnings of not less than the lower earnings limit relevant for National Insurance purposes,
- c. still be employed by us on the date the child dies.

Payment will be made at the rate set by the Government each year or 90% of the employee's average weekly earnings (whichever is lower).

In order to receive statutory parental bereavement pay, the employee must provide the organisation with notice of this and the following information within 28 days, or as soon as is reasonably practicable, of the first day on which the employee wishes to receive statutory parental bereavement pay:

- a. the child's name,
- b. the date of the death or stillbirth,
- c. a declaration that the employee falls into the Eligibility criteria.

Please contact your Recruitment Consultant for further information.



22. PENSION

If eligible you will be auto-enrolled into the NEST workplace pension scheme set up by the government. A welcome pack will be sent to explaining your pension and contributions.

Please contact NEST with any questions www.nestpensions.org.uk



23. POOR CONDUCT/PERFORMANCE PROCEDURE

Your employment status is a 'worker'. A 'worker' is entitled to certain employment rights which is included in the Government UK Employment Status <https://www.gov.uk/employment-status/worker>

Disciplinary and grievance procedures do not apply to workers engaged on a Contract for Services.

If a worker's conduct or performance falls below the level which is acceptable to Employ Recruitment or the client, the company will follow the below procedure:

1. **Resolve Informally.** See whether the issue can be resolved in an informal way. We will try to solve the issue by:
 - a. privately talking with the worker, any other staff involved and the client.
 - b. listen to their point of view,
 - c. agree improvements to be made,
 - d. support with setting up appropriate training if it's a performance issue.
2. **Investigate.** If the issue cannot be resolved informally, Employ Recruitment will carry out an investigation to:
 - a. see if there is a case to answer,
 - b. make sure everyone is treated fairly,
 - c. gather evidence,
 - d. help Employ Recruitment and the client decide on appropriate action.
3. **Action.** An investigation report will be written with recommendations of next steps. This will include the one (or more if necessary) of the following:
 - a. **No Action**
 - b. **Informal Action** - Informal discussion with the worker to improve conduct/performance.
 - c. **Formal Action** – Disciplinary procedures do not apply to workers engaged on a contract for services.
 - Infringement and Accident procedure followed for workers who are drivers.
 - A formal note will be placed on the workers file with expectations to improve conduct/performance.
 - d. **Termination** of work assignment. Refer to **Termination Procedure**.
4. **Complaint.** Grievance procedures do not apply to workers engaged on a contract for services.
 - If you (the worker) are dissatisfied with the outcome you may raise your concerns against the **Complaints Procedure**.



24. TERMINATION PROCEDURE

Termination by the worker

If you decide to leave us, please call and speak to your Recruitment Consultant so we can understand your reasons. Your contract will detail your termination requirements.

Termination by Employ Recruitment

You have an obligation to deliver good standards of behaviour and conduct to Employ Recruitment and the client we supply you to, together with satisfactory standards of job performance and attendance.

If a workers' conduct or performance of work is poor and falls below the level which is acceptable to Employ Recruitment or the client, the **Poor Conduct/Performance Procedure** will commence.

Employ Recruitment and the client will not tolerate a breach of contract and may terminate the assignment at any time without prior notice or liability. Please refer to your contract for more information.

There is no right of appeal against a termination of contract; however, workers may use the **Complaints Procedure** if they feel they have been unfairly or unjustly treated.

25. Employ Benefits

What is Employ Benefits

You, as an Employ Recruitment worker will be automatically enrolled into the Employ Benefits Scheme which has been put together to provide our drivers with added protection when out on shifts for Employ as well as investing in your continued development. As part of the package we have also secured you access to Driver Rewards, which provides considerable discounts on your everyday spends. The Employ Benefits scheme provides you with access to Road Skills Online, 24/7 legal protection should you be involved in a major/blue light incident, CPC and insurance as well as the Driver Rewards discounts.

About Employ Benefits

The Employ Benefits Scheme provides you with added protection, continued and up to date learning and financial savings through a unique package.....

You have accepted and agreed to the weekly membership fee of 1 pound per shift upon starting your first assignment. In the event of any fee changes, we will notify you in advance. If you do not receive pay in a given week and you have not opted out of the scheme you will remain enrolled, but you will receive no deduction in that week.

If you decide that you no longer want to be enrolled in the scheme and the benefits contained, you can opt out by emailing compliance@eruk.co.uk

If you opt out within 14 days of the date of your first assignment, any deductions relating to the scheme which you have authorised Employ Recruitment to deduct will be reimbursed. However, if you opt out after 14 days of the date of your first assignment, no reimbursement will be made and your membership will cease from the notification date, no deductions will be made after this date.



25. COMPLAINTS PROCEDURE

Employ Recruitment UK Ltd is committed to providing a high-level service to our customers. If you do not receive satisfaction from us we need you to tell us about it. This will help us to improve our standards.

The Complaints Procedure exists to enable you to raise concerns you have or if you wish to make a complaint against a decision to terminate your assignment and/or contract. The complaint procedure explains how you can informally raise your concern and then, if that does not work for you, how to use the formal procedure.

Most complaints can be resolved quickly and informally through discussion with your consultant/manager. However, if this does not resolve the problem you have the following options: -

Complaints Procedure

Please contact **Kathryn Martin (Compliance Manager)** by email kathryn.martin@eruk.co.uk or by phone 01335 346800 in the first instance so that we can try to resolve your complaint informally.



At this stage, if you are not satisfied, please contact **Leann Lewis (Operations Director)** by email on leann@eruk.co.uk.

Next steps

1. We will send you written confirmation acknowledging your complaint and asking you to confirm or explain the details set out. We will also let you know the name of the person who will be dealing with your complaint. You can expect to receive our letter within 5 days of us receiving your complaint.
2. Complaints will be logged on our central register within one working day.
3. We will acknowledge your reply with an acknowledgment letter and confirm what will happen next. A Manager or Director will be elected to respond to your complaint. You can expect to receive our acknowledgement letter within 5 days detailing their name and contact details.
4. We will then start to investigate your complaint. This will normally involve the following steps;
 - We may ask the member of staff who dealt with you to reply to your complaint within 5 days of our request;
 - We will then examine the member of staff's reply and the information you have provided for us. If necessary, we may ask you to speak to them. This will take up to 4 days from receiving their reply.
5. The elected Manager/Director will then invite you to meet, discuss and hopefully resolve your complaint. This will happen within 5 days of the end of our investigation.
6. The elected Manager/Director will write to you to confirm what took place and any solutions agreed with you.
 - If you do not want a meeting or it is not possible, the elected Manager/Director will send you a detailed reply to your complaint. This will include suggestions for resolving the matter.

If we have to change any of the time scales above, we will let you know and explain why.

In any event, we will comply with any statutory procedures that may relate to your complaint.

Appeal

There is no right of appeal.



26. IMPORTANT INFORMATION

YOUR KEY CONTACTS: -

Managing Director:

Sadie Weston
sadie@eruk.co.uk

Operations Director:

Leann Lewis
leann@eruk.co.uk

Finance Director

Zoe Dawson
zoe@eruk.co.uk

Compliance Manager:

Kathryn Martin
Kathryn.martin@eruk.co.uk

Head Office Contacts

Operations Manager:

Gemma Broster



gemma@eruk.co.uk

Recruitment Consultant:

Rachel Bennett

rachel@eruk.co.uk

Resourcing co-ordinator:

Chloe Hodson-Ridgway

chloe@eruk.co.uk

Andover Branch Contacts

Operations Manager

Jamie Stamp

jamie@eruk.co.uk

OFFICE OPENING TIMES:

Monday to Friday 9am to 5.00pm

OUT OF HOURS AND EMERGENCIES

We are passionate about providing a service around the clock; therefore, for our workers and clients convenience we have our on-call facility. Please be aware and mindful that this facility isn't to be used to contact the Employ staff unless absolutely necessary. Here is a brief description to remind you what our on-call facility should and shouldn't be used for.

DO call outside office hours in the event of:

- An emergency
- To notify us of your absence
- To inform us you are able to work

DON'T call outside of office hours:

- When handing in your hours.
- For a 'chat' with the Employ staff, as much as we love to hear about what you're doing, we would prefer you not to call outside of office hours as this will block the line in case of an emergency.
- To discuss pay queries, pay queries can only be dealt with during office hours.

ADDITIONAL DOCUMENTS

FTA Driver Safety Guide

Brief Digital Tachograph User Guide

Assignment schedule(s) relevant to client of interest

Induction documents relevant to client of interest

HGV Driver daily walk round check (DVSA)

Staying Legal - HGV (DVSA)

VOSA Working Time Regulations (mobile workers)



March 2023



<http://www.legislation.gov.uk/uksi/2005/639/schedule/1/made>
<http://www.legislation.gov.uk/uksi/2005/639/regulation/1>



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