

Employ Recruitment have a strict infringement policy for the protection of our clients and drivers. This infringement policy has been written in line with our client's policies and government guidance.

- 1-4 infringements – discussion and initial training
- 5th infringement- verbal warning
- 6th infringement- written warning
- 7th Infringement – final warning
- 8th Infringement – dismissal

Total of 8 infringements will result in dismissal from working at Employ Recruitment, infringements are legal breaches and drivers can face fines at the roadside. Infringement ratings can affect Employ Recruitment and the clients.

Plausible mitigating circumstances:

- Manual entry error which has caused several infringements
- Accident on the motorway where the motorway has been closed
- Adverse weather conditions such as being stuck in snow

Other considerations:

- Infringement history – when was the last infringement and what was it for?
- Implications- understanding of graduated fixed penalties and effect infringements have on the client's operator licence.

All the above will be investigated and taken into consideration with each infringement and discussion will take place. Employ will also offer training before taking disciplinary action as we understand there can be differing understandings of some EU Drivers Hrs and WTD rules.

What to do when you get an infringement:

- Report to the compliance manager at ERUK, this we can alert the client and complete the debrief in a timely manner
- Complete a printout for the day the infringement occurred on and make a note on the back for the cause of infringement
- Let the client know at the end of your shift and supply a copy of the printout to transport

Employ will debrief the infringement with the client and will send to you to sign off via Adobe sign.

Infringements will stay on your file for 12 months.

Whilst this is Employ's infringement policy that we work to, some clients may have different infringement policies and can terminate the assignment for persistent offenders. Please refer to your contract for further information.