



***COMPANY KEY  
POLICIES  
HANDBOOK***

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## **INTRODUCTION**

This handbook has been compiled for Frontline construction recruitment Ltd (known herein as “The Company”) to give a broad, but focused overview of both company and employee responsibilities related to Quality, Health & Safety, the Environment and other essential employment law criteria. Its purpose is to give the company employees/workers/temporary workers/contractors and sub-contractors a greater awareness of these key issues to create a safer working environment for all. Please note that for the Health and Safety elements it does not supersede the main Health & Safety Policy document held by the company, it supplements it.

The company commits to communicate these key company policies to all associated Internal and External Interested Parties. Internal Interested Parties will be issued with this Policy Handbook upon induction and policies displayed throughout the depots.

The company will issue a copy of this “Company Key Policies Handbook” to any External Interested parties if required upon request.

## **HEALTH & SAFETY**

It is the policy of the company to comply with the terms of the Health and Safety at Work Act 1974 and related legislation and to provide and maintain a healthy and safe working environment. The company health and safety objective is to minimise the number of instances of occupational accidents and illnesses and ultimately to achieve an accident-free workplace.

The company is committed to implementing this policy statement through its internal management systems, all associated procedures and practices in all aspects of our business scope of activities. We are committed to attainment of company and client requirements, and recognise that continually improving our performance is a key factor in our continuing business success. We ensure that the appropriate procedures cover all applicable environmental, quality, and health and safety areas of our business and our operations.

While the management of the company will do all that is within its powers to ensure the health and safety of its employees, it is recognised that health and safety at work is the responsibility of each and every individual associated with the company. It is the duty of each employee to take reasonable care of their own and other people's welfare and to report any situation which may pose a threat to the well being of any other person.

An effective health and safety programme requires continuous communication between employees at all levels. It is therefore every employee's responsibility to report immediately any situation which could jeopardise the well being of themselves or any other person.

### **We as a company have a commitment to Health & Safety and confirm we shall:**

- Ensure good H&S practices throughout the business so far as is reasonably practicable.
- All employees will be provided with such equipment, information, training and supervision as is necessary to implement the policy and achieve the company's annual improvements plan (H&S objectives).
- Allocate appropriate finance and resource where appropriate to improve H&S throughout the business through compliance monitoring.
- Report all RIDDOR categorised accidents, incidents, near misses or dangerous occurrences and all close-calls for railway working.
- Protect the health and safety of all visitors to the company, including contractors and temporary employees, as well as any members of the public who might be affected by our operations.
- Provide every employee with the training necessary to carry out their tasks safely.
- Providing sufficient resources for the management of Health & Safety.
- Setting & monitoring safety objectives through the company's annual improvements plan.
- Aim to continually improve our safety performance through compliance monitoring and feedback.

## **ENVIRONMENTAL**

The company is committed to the preservation of the environment by monitoring and minimising the impact of our activities. By developing our understanding of our impacts and by the setting of objectives, we will strive to continuously improve our environmental performance with the aim of minimising consumption and waste.

The company will operate in compliance with all relevant existing and future environmental laws, regulations and associated codes of practice. This will be applicable to all regions in which we operate.

We are committed to maintain effective communication systems on environmental matters, and we will respond positively to enquiries and suggestions from both inside and outside the company.

We have a responsibility to the company and both our employees and the local community to maintain a safe environment and to operate in a sustainable manner, and as such we will respect our legal and ethical responsibilities through the use of appropriate training and learning

### **We as a company have a commitment to the Environment and we shall:**

- Preventing pollution by every means possible.
- Protect the environment as much as we possibly can for all aspects of our work activities.
- Monitor and try to reduce environmentally significant aspects / impacts.
- Specifically minimise the environmental impact for the life cycle (including disposal) of any plant and/or equipment and other physical assets.
- Setting & monitoring environmental objectives through the company's annual improvements plan.
- Limit the environmental impact of its activities by waste and material handling, and reduction methods.
- Record, monitor and publish, if required, statistics related to environmental improvement target achievement.
- Continually improve our environmental performance through the company's annual improvements plan (Environmental Objectives).

## **QUALITY**

The company is committed to the implementation and on-going improvement of our Quality System standards disciplines and to the involvement of all staff in the continual maintenance of the high standards of customer service provided by the company.

### **We as a Company have a commitment to Quality and confirm we shall:**

- Implement and maintain an effective set of quality procedures that comply with ISO 9001.
- Setting and continually monitor / review our quality objectives through use of the company's annual improvements plan.
- Achieve continual improvement by regularly reviewing and evaluating our services supplied to meet client requirements.
- A commitment to work with suppliers & customers to establish & maintain the highest quality standards.
- A commitment to continual improvement in quality performance through the company's annual improvements plan.

Compliance to this combined policy is mandatory for all staff and only director approved deviances will be allowed.

The company recognises that the procedures in conjunction with this integrated policy statement which itself is an expression of the commitment of the company to environmental protection, quality throughout all business operations, and protecting the health & safety of all staff, as basic management responsibilities.

The SHEQ manual and associated work records define the processes implemented, to ensure compliance with both the company's quality and legislative requirements & the British Standards



The policy will be reviewed and if required updated every 12 months unless legislative changes necessitate more frequent changes. The specific arrangements for the implementation of this policy and the personnel responsible are detailed in the management review procedure for the company.

Signed:

A handwritten signature in black ink, appearing to read "Paul Edwards".

Date: July 2021

Printed: Paul Edwards

Position: Director

## **CORPORATE SOCIAL RESPONSIBILITY POLICY**

We recognise that we must integrate our business values and operations to meet the expectations of our stakeholders. They include customers, employees, regulators, investors, suppliers, the community and the environment.

- We recognise that our social, economic and environmental responsibilities to these stakeholders and Interested Parties are integral to our business. We aim to demonstrate these responsibilities through our actions and within our corporate policies.
- We take seriously all feedback that we receive from our stakeholders and, where possible, maintain open dialogue to ensure that we fulfil the requirements outlined within this policy.
- We shall be open and honest in communicating our strategies, targets, performance and governance to our stakeholders in our continual commitment to sustainable development.
- The Managing Director is responsible for the implementation of this policy and will make the necessary resources available to realise our corporate responsibilities. The responsibility for our performance to this policy rests with all employees throughout the company.
- We shall strive to improve our environmental performance through implementation of our Environmental policy.
- We shall ensure a high level of business performance while minimising and effectively managing business risks.
- We will register and resolve customer complaints in accordance with our non-conformance procedures.
- We shall operate an equal opportunities policy for all present and potential future employees.
- We will offer our employees clear and fair terms of employment and provide resources to enable their continual development.
- We shall maintain a clear and fair employee remuneration policy and shall maintain forums for employee consultation and business involvement.
- We shall provide safeguards to ensure that all employees are treated with respect and without sexual, physical or mental harassment.
- We shall provide, and strive to maintain, a clean, healthy and safe working environment.
- We shall uphold the values of honesty, partnership and fairness in our relationships with stakeholders.
- Our contracts will clearly set out the agreed terms, conditions and the basis of our relationship.
- We will operate in a way that safeguards against unfair business practices.
- We shall encourage suppliers and contractors to adopt responsible business policies and practices for mutual benefit.

Signed:



Date: July 2021

Printed: Paul Edwards

Position: Director

## **WASTE MINIMISATION AND SUSTAINABILITY POLICY STATEMENT**

- Recycling implemented, with all reusable plastics, metals, glass and paper, batteries and cardboard being stored in designated areas and disposed of at recycling centres as appropriate or collected for recycling by a licensed waste contractor.
- Where possible all business reports are digitised and saved electronically to reduce use of paper. Sensitive documents are shredded and then also recycled.
- The company will replace standard lighting with energy efficient light bulbs where feasible and utilise the option of power saving modes present on all low energy consumption computers in the offices. With the exception of the dedicated server all computers and lighting in the offices are turned off at night.
- Heating systems are serviced regularly, thermostatically controlled and switched off when not required.
- Lighting is switched off when not required.
- The company vehicles are maintained at the intervals specified by the manufacturer to the specifications recommended by the manufacturer. Regular servicing ensures that the emissions from the vehicles are kept at the correct levels and also increases vehicle life.
- Vehicles are replaced regularly, which ensures the fleet is maintained at the latest emissions standards.
- Journeys are planned to minimise emissions and the use of fuel.
- Packaging materials are reused to minimise the use of new packaging.
- We as a company procure materials from sustainable sources as much as we possibly can.
- We have stringent guidelines involving our site works and field operations.
- All site work is undertaken in accordance with environmental legislation to ensure that our works and processes do not increase risk of contamination on-site.
- We are also careful to ensure that the materials used on site are appropriate to the job and will not present a contamination risk on site.

Signed:  Date: July 2021

Printed: Paul Edwards

Position: Director

## **EQUAL OPPORTUNITIES POLICY**

The Company recognises that discrimination exists in society, and is committed to developing and promoting ways of working that ensure that employees and clients are not subjected to direct or indirect discrimination. We wholeheartedly support the principles of equal opportunities in employment and service delivery, and oppose all forms of unlawful or unfair discrimination.

We will uphold all laws relevant to promoting equality and countering discrimination, and are bound by The Equality Act 2010. Under the Act, it is unlawful to discriminate against people at work because of the nine protected characteristics, these are;

- Age
- Disability
- Race
- Gender Reassignment
- Marriage & Civil Partnership
- Pregnancy & Maternity
- Religion or Belief
- Sex or Sexual Orientation

The Company is committed to equality of opportunity in its provision of services. To this end all who approach it for services will be treated fairly and equally. This will be promoted to all stakeholders and expected of all partnering organisations & individuals.

Signed:  Date: July 2021

Printed: Paul Edwards

Position: Director



## **ANTI-SLAVERY AND HUMAN TRAFFICKING POLICY**

This policy applies to all persons working for us or on our behalf in any capacity, including employees at all levels, directors, officers, agency workers, seconded workers, volunteers, agents, contractors and suppliers.

The Company strictly prohibits the use of modern slavery and human trafficking in our operations and supply chain. We have and will continue to be committed to implementing systems and controls aimed at ensuring that modern slavery is not taking place anywhere within our organisation or in any of our supply chains. We expect that our suppliers and contractors will hold their own suppliers to the same high standards.

Modern slavery is a term used to encompass slavery, servitude, forced and compulsory labour, bonded and child labour and human trafficking. Human trafficking is where a person arranges or facilitates the travel of another person with a view to that person being exploited. Modern slavery is a crime and a violation of fundamental human rights. The Company is committed to enforcing the Modern Slavery Act (2015).

The Company expects everyone working with us or on our behalf to support and uphold the following measures to safeguard against modern slavery:

- We have a zero-tolerance approach to modern slavery in our organisation and our supply chains;
- The prevention, detection and reporting of modern slavery in any part of our organisation or supply chain is the responsibility of all those working for us or on our behalf. Workers must not engage in, facilitate or fail to report any activity that might lead to, or suggest, a breach of this policy; and
- We are committed to engaging with our stakeholders and suppliers to address the risk of modern slavery in our operations and supply chain.

We take a risk based approach to our contracting processes and keep them under review. We assess whether the circumstances warrant the inclusion of specific prohibitions against the use of modern slavery and trafficked labour in our contracts with third parties. Using our risk based approach we will also assess the merits of writing to suppliers requiring them to comply with our Code of Conduct, which sets out the minimum standards required to combat modern slavery and trafficking.

Consistent with our risk based approach we may require:

- Employment and recruitment agencies and other third parties supplying workers to our organisation to confirm their compliance with our Code of Conduct; and
- Suppliers engaging workers through a third party to obtain that third parties' agreement to adhere to the code of conduct.

As part of our ongoing risk assessment and due diligence processes we will consider whether circumstances warrant us carrying out audits of suppliers for their compliance with our Code of Conduct.

If we find that other individuals or organisations working on our behalf have breached this policy we will ensure that we take appropriate action. This may range from considering the possibility of breaches being remediated and whether that might represent the best outcome for those individuals impacted by the breach to terminating such relationship.

Signed: 

Date: July 2021

Printed: Paul Edwards

Position: Director

## **GRIEVANCE POLICY**

You need to be aware that the Company is completely committed to the principle of equal opportunity in employment. Accordingly, management will ensure that any grievances are dealt with appropriately.

This policy explains how employees/candidates/contractors (known as “The Worker”) etc can voice their complaints in a constructive way. Supervisors / Line Managers should be aware of what annoys employees or hinders their work, so they can resolve it as quickly as possible. The worker should be able to follow a fair grievance procedure to be heard and avoid conflicts.

The company encourages employees to communicate their grievances. That way we can foster a supportive and pleasant workplace for everyone.

### **Scope**

This policy refers to everyone in the company regardless of position or status:

- Policy elements
- Grievance definition

We define grievance as any complaint, problem or concern of an employee regarding their workplace, job or co-worker relationships.

### **Workers can file grievances for any of the following reasons:**

- Workplace harassment
- Health and safety Issues
- Supervisor / Management behaviour
- Adverse changes in employment conditions

This list is not exhaustive. However, employees should try to resolve less important issues informally before they resort to a formal grievance.

### **Workers who file grievances can:**

- Reach out to their direct supervisor or HR department
- File a grievance form explaining the situation in detail
- Refuse to attend formal meetings on their own
- Appeal on any formal decision

### **Workers who face allegation have the right to:**

- Receive a copy of the allegations against them
- Respond to the allegations
- Appeal on any formal decision

### **The company is obliged to:**

- Have a formal grievance procedure in place
- Communicate the procedure
- Investigate all grievances promptly
- Treat all employees who file grievances equally
- Preserve confidentiality at any stage of the process
- Resolve all grievances when possible
- Respect its no-retaliation policy when employees file grievances with the company or external agencies (e.g. equal employment opportunity committee)



Workers are encouraged to talk to each other to resolve their problems. When this isn't possible, employees should know how to file a grievance:

1. Communicate informally with their direct supervisor. The supervisor will try to resolve the problem. When employees want to complain about their supervisor, they should first try to discuss the matter and resolve it between them. In that case, they're advised to request an informal meeting. Supervisors should try to resolve any grievance as quickly as possible. When they're unable to do so, they should refer to the HR department and cooperate with all other procedures.
2. If the grievance relates to a supervisor behavior that can bring disciplinary action (e.g. sexual harassment or violence), employees should refer directly to the HR department or the next level supervisor.
3. Accommodate the procedure outlined below

The HR department (or any appropriate person in the absence of an HR department) should follow the procedure below:

1. Discuss the grievance and record it formally as accurately as possible to ensure the matter is understood completely.
2. Provide the employee who faces allegations with a copy of the grievance
3. Organize mediation procedures (e.g. arranging a formal meeting)
4. Investigate the matter or ask the help of an investigator when needed
5. Keep employees informed throughout the process
6. Communicate the formal decision to all employees involved
7. Take actions to ensure the formal decision is adhered to
8. Deal with appeals by gathering more information and investigating further
9. Keep accurate records

This procedure may vary according to the nature of a grievance. For example, if an employee is found guilty of racial discrimination, the company will begin disciplinary procedures.

Signed:

A handwritten signature in black ink, appearing to read 'Paul Edwards'.

Date: July 2021

Printed: Paul Edwards

Position: Director

## **INFORMATION SECURITY POLICY**

### **Objective**

The objective of information security is to ensure the business continuity of the company and to minimize the risk of damage by preventing security incidents and reducing their potential impact.

### **Policy**

The company is committed to protecting our IT infrastructure, protecting data both internal and external to our business. Our business employs an external IT specialist who actively protects our entire IT infrastructure against current and future potential threats.

- The policy's goal is to protect the organization's informational assets against all internal, external, deliberate or accidental threats.
- The security policy ensures that:
  - Information will be protected against any unauthorized access;
  - Confidentiality of information will be assured;
  - All information is backed up on external servers located outside Pump Supplies premises.
  - Actively communicates procedures to all employees on IT security and associated risks.
  - Any new information systems implemented through the network fully complies with our IT information security infrastructure.
  - Availability of information for business processes will be maintained;
  - All actual or suspected information security breaches will be reported to the Managing Director who will thoroughly investigate and provide future guidance.
- Procedures exist to support the policy, including virus control measures, passwords and continuity plans.
- Business requirements for availability of information and systems will be met.

Signed:



Date: July 2021

Printed: Paul Edwards

Position: Director

## ANTI-BRIBERY POLICY (IN COMPLIANCE WITH THE BRIBERY ACT 2010)

It is the policy of the company to conduct all of our business in an honest and ethical manner. We take a zero-tolerance approach to bribery and corruption and are committed to acting professionally, fairly and with integrity in all our dealings wherever we operate. We are also committed to implementing and enforcing effective systems to counter bribery.

This policy applies to all individuals working at all levels and grades, including senior managers, directors, employees (whether permanent, fixed-term or temporary), consultants, contractors, and any other person providing services to us.

A bribe is a financial or other advantage offered or given:

- To anyone to persuade them to or reward them for performing their duties improperly
- To any public official with the intention of influencing the official in the performance of his duties.

This policy does not prohibit giving and receiving promotional gifts of low value and normal and appropriate hospitality. However, in certain circumstances gifts and hospitality may amount to bribery and all employees must notify the company in respect of gifts and hospitality. We will not provide gifts or hospitality with the intention of persuading anyone to act improperly or to influence them in the performance of their duties.

We do not make, and will not accept, facilitation payments or “kickbacks” of any kind. All employees must avoid any activity that might lead to, or suggest, that a facilitation payment or kickback will be made or accepted by us. We do not make contributions of any kind to political parties. No charitable donations will be made for the purpose of gaining any commercial advantage.

We will keep financial records and have appropriate internal controls in place which will evidence the business reason for making any payments to third parties.

All expense claims relating to hospitality, gifts or expenses incurred to third parties must be approved prior to expenditure. All accounts, invoices, memoranda and other documents and records relating to dealings with third parties, such as clients, suppliers and business contacts, must be prepared and maintained with strict accuracy and completeness. No accounts must be kept “off-book” to facilitate or conceal improper payments.

Employees will be encouraged to raise concerns about any issue or suspicion of malpractice at the earliest possible stage. No employee will suffer any detriment as a result of raising genuine concerns about bribery, even if they turn out to be mistaken. Internal control systems and procedures will be subject to audit under the internal audit process.

The responsibility for the implementation of this policy lies with the Managing Director

Signed:  Date: July 2021

Printed: Paul Edwards

Position: Director



## **DATA PRIVACY POLICY**

This data privacy policy sets out how Frontline construction recruitment Ltd (herein after referred to as "The Company") uses and protects any information that Employees, Subcontractors, Customers and/or Suppliers gives to the company via email/post/in person.

The company is committed to ensuring that your privacy is protected. We will comply with the principles of the Data Protection Act 1998 (guide) and the General Data Protection Regulation (GDPR) and aim to maintain best-practice standards in our processing of personal and/or sensitive personal / company sensitive data.

Should we ask you to provide certain information by which you can be identified it will only be used in accordance with this privacy statement.

Where changes to this policy are required updated issues will be emailed out and be made available to all appropriate personnel / interested parties.

### **We may collect the following information:**

- Name and job title.
- Contact information including email address.
- Demographic information such as postcode.
- National Insurance Number
- Bank / Financial Details.
- Date of birth.
- Emergency Contact Name and Number
- Copy of passport

### **What we may have to do with the information:**

- Communicate with Subcontract companies, Clients during projects / contracts.
- Payment of invoices / Salaries
- Completion of security forms in order to obtain access to Government locations if required.
- Health and safety documentation
- Training documentation

### **Who we collect information from:**

- Full Time/Part Time or Temporary Workers / Employees
- Subcontractors (Individuals or Subcontract Companies)
- Sponsored Individuals (for Railway Working)
- Suppliers – company information only.

### **Security**

We are committed to ensuring that your information is secure. Electronic information stored on the company server is password protected. Passwords can be changed at periodic / regular intervals. The company server has a firewall protection. Each computer system has virus protection that scans when the system initially starts and continually throughout the time it is running – for each document that is opened.

Paper documents are filed securely and only available to specific people.

Any personal information you send to us via email/post is done so at your own risk.

### **Sharing of data**

Personal data may be shared with a third party where we have to check, then forward application forms for any required security clearances.

Personal data will not be shared unless prior agreement is made with those concerned.

### **Data Consent Form**

Where individuals or organisations are requested to provide information to the company, a Data Consent Form (DCF) will also need to be completed by the individual(s) concerned.

This will provide the company with the authority to use the data as specifically required.



### **How to withdraw your consent**

You can withdraw the consent you are giving on the DCF at any time. You can do this by either writing to us, or emailing us at the addresses below:

Frontline Construction  
Challenge House  
Sherwood Drive  
Bletchley  
Milton Keynes  
MK3 6DP  
Email Address: [Joanne@frontline-construction.co.uk](mailto:Joanne@frontline-construction.co.uk)

### **Access to Information**

The Data Protection Act gives you the right to obtain/view the personal data held by the company at any time.

Should you wish to obtain a copy then please email: [Joanne@frontline-construction.co.uk](mailto:Joanne@frontline-construction.co.uk)

Signed:  Date: July 2021

Printed: Paul Edwards

Position: Director

**POLICY ON ALCOHOL & DRUGS IN THE WORKPLACE**

1. Frontline Construction Recruitment Ltd believes that it is essential that all employees, workers and those who render services to the Company or at the Company's premises are in full command of themselves and of all of their faculties throughout the working day.
2. Frontline Construction Recruitment Ltd requires you to present yourself for work on each occasion required under your contract in complete command of all your faculties i.e. without any dependence on alcohol or any other drugs of a non-medicinal nature and to maintain that state until the completion of your working hours under your contract. If during the course of your working day you have to take medicinal drugs on a regular basis, this fact should be known to Lewis Edwards or a Director of Frontline Construction Recruitment Ltd and the Manager of the Client you are working for confidentially.
3. In the event that you present yourself at work or during working hours in a condition where the relevant Manager believes you to be under the influence of alcohol or drugs and you are not able to carry out your duties in a proper, fit and safe way, you will not be allowed to commence work or continue work. Instead you will be suspended without pay and not allowed to return until such a time as you are in full control of your faculties.
4. In addition such behaviour will be subject to the disciplinary procedure of Frontline Construction Recruitment Ltd and after due investigation may result in dismissal as a result of gross misconduct.
5. Frontline Construction Recruitment Ltd is obliged to investigate all the circumstances surrounding such behaviour prior to commencing the disciplinary procedure and this may, where necessary, include seeking medical advice as to your condition including requiring you to submit to a medical examination. Frontline Construction Recruitment Ltd is obliged to investigate such matters in as much detail as possible and therefore expects you to comply with any requests that you submit to such examinations. You may appeal in accordance with the Company's disciplinary procedure.
6. If the disciplinary procedure is evoked and you receive a disciplinary sanction short of dismissal or if you have a successful appeal Frontline Construction Recruitment Ltd will recommend that you take advantage of counselling services to help control your problem and you will be required to act of any such recommendation. In the event that you need to be absent from work for a period of treatment for either alcohol or drug dependency a reasonable leave of absence will normally be granted to cover this on an unpaid basis.
7. If Frontline Construction Recruitment Ltd suspects that you are in the possession of alcohol or drugs you will be required to consent to a search of your belongings. If you are found to be in possession of any alcohol or illegal substances you will be suspended from your duties pending further investigation. This matter will be dealt with under the Company's disciplinary procedure and after due investigation it may result in dismissal for gross misconduct.
8. If Frontline Construction Recruitment Ltd believes you are dealing, buying, selling or receiving drugs or alcohol you will suspended from your duties while an investigation is carried out. Where a criminal offence is suspected the Company shall inform the police.
9. All employees and workers are required to inform Frontline Construction Recruitment Ltd or any appropriate person if they suspect any fellow worker may be acting in breach of this policy.

Signed:



Date: July 2021

Printed: Paul Edwards

Position: Director



## **COMPANY CAR POLICY**

### **1. Authorised Drivers**

The Company authorises the use of Company Cars by the following drivers:

- a). All employees

Employees who use a company car must be in possession of a valid driving license.

Driving without a valid driver's license is not permitted at any time and the employer has the right to demand the return of the car from the employee in the event that there is no valid driving license.

The employee must notify the employer of any changes, restrictions and withdrawal of their driving license immediately.

Spouses and life partners of the employees are not permitted to use the company car.

All Frontline employees may use the vehicles for business trips.

### **2. Insurance**

- a). Terms of Cover

Fully comprehensive insurance cover is provided for all authorised users of Company cars

Accidental damage is to be reported immediately if during working hours or at the next opportunity to the office Secretary.

At the time of an accident or incident a full report must be made and if another car(s) is involved the names, telephone numbers, insurance details and car registrations of the other vehicles are to be reported.

In case of an accident where the damage that has been caused by the employee's negligence, the employer has the right to demand the employee bears the cost of the excess to the insurance company.

In cases in which an employee by intent or gross negligence ( eg, under the influence of alcohol or narcotic) has caused serious damage to the vehicle the Employee can be liable for the costs of repair and/or be liable for a disciplinary.

### **3. Driving Offences**

If you are banned from driving for a period of time as a result of a traffic offence, it is your responsibility to ensure that appropriate plans are put in place to enable you to still fulfil the duties of your job. Any costs incurred as a result of this, e.g. taxi or train fares, should not be reclaimed from the Company.

Should you incur a parking fine or recovery fine due to illegal parking which gets paid by the rental/lease company as part of our direct debit mandate accounts will deduct the equivalent sum from your salary in the month following the infringement.

### **4. Driver Responsibilities**

#### **Car Maintenance**

The user has to ensure that the vehicle is handled with care and damage

is to be avoided. For any damage that goes beyond the usual wear tear which includes any damage caused by negligence can be chargeable to the employee by deduction from salary. This also applies to driving with extreme force which can cause wear on the internal workings of the engine.



You are responsible for ensuring that the car is properly maintained at all times and must be kept in a fully roadworthy, safe and clean condition. Water, oil, tyres and brakes should be checked regularly. Tyres should last as per manufacturers recommendations.

At the expiry of the lease, the car should be returned in a condition commensurate with its age and mileage.

Your annual mileage allowance will be confirmed during induction if applicable if you go over this, you will be liable for the excess mileage.

If excessive valeting or repairs are required (i.e. cleaning beyond basic vacuuming) or the value of the car is significantly reduced because of excessive wear and tear (i.e. damage) you may be asked to bear the cost.

An independent assessment will be obtained and you will be informed before a charge is made. In the event of a dispute, the judgement of the UK Director, in the light of the independent assessment, will be final.

## 5. General safety information

Drivers must ensure that any valuables left in the vehicles are locked away in the boot of the car, especially laptops, mobile phones, suitcases, briefcases etc.

Your driving style will be monitored using the car tracking system and all road regulations should be followed at all times.

No smoking is permitted in Company vehicles.

Signed:

A handwritten signature in black ink, appearing to read 'Paul Edwards', written over a horizontal line.

Date: July 2021

Printed: Paul Edwards

Position: Director