



# Independent Contractor's Handbook

## Introduction

### Welcome to Dispatch X Ltd.'s Independent Contractor's Handbook

Our aim in producing this document is to create a one-stop information point where you can access detailed information of our policies and procedures.

The document outlines what you can expect from us as your professional partners. In return we ask you for a high degree of commitment, dedication, and loyalty to help us achieve the aims and objectives of the Company through the fulfilment of your contract.

We hope you find this a useful guide during your partnership with us. However, if you are unable to find the answer to your question here, please feel free to contact your OSM in the first instance or, alternatively, the Regional Manager.

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# Induction and Onboarding Process

## ***a. Your Induction***

Dispatch X believes its Independent Contractors are one of its greatest assets and recognises its responsibility to ensure they are afforded appropriate courtesy and development throughout their professional relationship with us. This development begins at the Induction stage.

Our aim is to support and develop Independent Contractors in the fulfilment of their contract so that they feel confident to undertake the responsibilities placed upon them and, ultimately, can contribute to the success of our organisation.

The Induction will be your first formal contact with Dispatch X. The content and duration of the Induction programme will be dependent on the scope and complexity of your required services. The induction will be carried out by a member of our staff, and they will take copies of your identification and right to work documents. In addition, following the Induction, a Disclosure & Barring Service (DBS) check will be carried out with your authority.

## ***b. Independent Contractor Agreement***

As an Independent Contractor of Dispatch X, you will receive a document setting out specific terms and conditions of the services we have requested that you carry out on our and/or our clients' behalf. This is the Independent Contractor Agreement and will be sent to you via email once you have successfully completed the Induction and Onboarding Process.

You do not have to enter into an agreement with us if you have decided you no longer wish to come on board. In such circumstances, please notify your OSM. Likewise, we do not have to offer a contract to you if we choose not to and, if this should happen, we are not legally obliged to disclose the reasons why.

If you do enter into an agreement with us, you should be aware that it is a formal commercial contract and is governed by the laws of England & Wales.

## ***c. Training Days***

If we decide to offer you a contract on a self-employed basis, provided (a) you are entitled to work in the UK; (b) you have passed the initial Drugs & Alcohol Tests; and (c) your DBS check is clear, we will offer you a course of training days. These are usually carried out over a period of 4 separate days, and these can be booked around any other commitments you may have.

Once you have undertaken and passed the training days, and you are happy to come on board with us, we will offer you suitable and available delivery routes.

## ***d. Tax Evasion Facilitation Prevention***

As part of our legal obligations, we are required to ensure all self-employed drivers are compliant for the purposes of VAT (if applicable) or Tax and National Insurance. This is mandatory and, to ensure we (and you) are compliant, we require your Unique Tax Reference Number and VAT number (if applicable).

## Working with Dispatch X Ltd

### ***a. Your right to accept or reject a request for services.***

Dispatch X accepts that the contractual agreement with Independent Contractors differs from that required in law with salaried employees. We understand that there may be times when an Independent Contractor is not able to accept a request for services for various reasons. Independent Contractors are free to accept or reject a request for services without being concerned that there will be any adverse consequences or sanctions. Dispatch x strives to treat our Independent Contractors fairly and professionally.

If you have agreed to provide services on a specific date and at a specific time but find you are unable to fulfil such services, you should notify your OSM as early as possible.

### ***b. Standards of Performance and Behaviour***

#### **Appearance**

Dispatch X does not seek to inhibit individual choice in relation to your appearance, particularly as you are self-employed. However, you are expected to always dress appropriately in relation to your role, and to ensure that your personal hygiene and grooming are properly attended to prior to presenting yourself at our premises or our clients' premises.

#### **Safety Clothing/Footwear**

Due to the nature of the services provided and the warehousing environment in which you will spend some of your time, appropriate safety clothing and footwear is a specific requirement of our clients, particularly when on their premises. You will be required to wear a high-visibility vest whilst on Dispatch X's premises or our clients' premises.

You must also wear safety footwear whilst in any warehouse setting, i.e., steel toe-capped boots.

As you are self-employed, it is expected that you will purchase and provide your own safety clothing and footwear. Some items, such as the high-visibility vests, are available to purchase from your OSM. The cost of such may differ from time to time but will be kept as low as possible.

If you have any queries about what is appropriate, these should be directed to your OSM.

### **Key Chains**

You are required to use a secure key chain which is attached to your clothing, to prevent such being left in a vehicle, thus putting the vehicle and payload at risk of theft or damage.

Key chains are available to purchase through your OSM and, again, the cost of these may differ from time to time but will be kept as low as possible.

### **Company Premises**

You will be issued with an identity badge allowing access to our and our clients' premises. This remains the property of Dispatch X and loss of your badge must be reported immediately to your OSM. The identity badge must be returned to Dispatch X should you (or we) terminate your contract for any reason.

You must not bring any unauthorised person on to Dispatch X property or Dispatch X client property, without prior agreement from your OSM and/or our client.

You must not remove Company property from the organisation's premises unless prior authority from your OSM has been given.

### **Personal Property**

Any personal property such as jewellery, cash, credit cards, clothes, cars, motorbikes, or bicycles etc. left on Dispatch X premises or Dispatch X client premises is done so entirely at your own risk. You are strongly advised not to leave any valuables unattended, either on our premises, our clients' premises, our vehicles or in your own vehicle. Dispatch X does not accept liability for loss or damage to any personal property whatsoever.

### **Smoking and Other Substances**

Legislation exists which makes it illegal to smoke in enclosed public spaces. Smoking (including e-cigarettes) is therefore strictly prohibited on all Company and client premises (including entrances and exits) and vehicles.

Outside areas have been identified for those who wish to smoke or use e-cigarettes.

Bringing alcohol or any unlawful drugs to the premises, and/or imbibing them there is strictly prohibited both during your presence on the premises or during a period prior where the effects.



carry over onto our or our clients' premises. Any such instances will result in the immediate termination of our agreement with you.

Dispatch X and its clients also operate a policy of carrying out Drug & Alcohol tests. Such tests will be carried out prior to commencement of the contract, and it is a requirement that the results must be negative before you will be allowed to perform the terms of your contract. In addition, Independent Contractors are subject to random Drug & Alcohol testing at any time during the fulfilment of the contract. A test failure will result in the immediate termination of our agreement with you.

## **Confidentiality**

During the performance of your contract, you may find yourself in possession of sensitive information, the disclosure of which could be construed as a breach of confidentiality. It is a condition of your contract that you have a duty of confidentiality to the Company and its clients, and you must not discuss any sensitive or confidential matter whatsoever with any outside organisation including the media.

You must also not disclose any personal details (such as names, addresses and the like) of the end customers to whom deliveries are made.

Any such breach of confidentiality could result in the immediate termination of your contract. We also reserve the right to commence court proceedings against you for financial loss, damage, or damage to reputation, save as otherwise provided or as permitted by any current legislation (e.g., the UK Public Interest Disclosure Act 1998).

## **Computer, email, and Internet use**

If you have access to the Company's computers, including email and access to the internet as part of your contractual terms, you must not abuse this by using these facilities for purposes unrelated to the said contract.

All internet use is monitored and accessing pornographic or other unsuitable material, including auction or certain social networking sites is strictly prohibited and would be considered a serious matter which could result in the immediate termination of your contract.

Only software packages properly authorised and installed by the Company may be used on Company equipment; you must therefore not load any unauthorised software onto Company computers/equipment.

You must not refer to the Company or its services or represent yourself on behalf of the Company on social media without formal permission from the Company to do so. You must not refer to any of the Company's clients on social media or any other forum.

## **Receipt of Gifts**

Your contractual relationships may bring you into contact with outside organisations where it is normal business practice or social convention to offer hospitality and, sometimes, gifts. Offers of this kind to you or your family can place you in a difficult position. Therefore, no Independent Contractor or any member of his or her immediate family should accept from a supplier, customer or other person doing business with Dispatch X and their clients, payments of

money under any circumstances or special considerations, such as discounts or gifts of materials, equipment, services, facilities, or anything else of value unless:

- They are in each instance of a very minor nature usually associated with accepted business practice.
- They do not improperly interfere with your independence of judgement or action in the performance of your contract.

In every circumstance where a gift is offered, the advice of Dispatch X's Regional Manager and/or Board of Directors must be sought.

## **Bribery and Corruption**

Dispatch X and their clients have strict anti-bribery and corruption policies in line with the Bribery Act (2010). A bribe is defined as: giving someone a financial or other advantage to encourage that person to perform their functions or activities improperly or to reward that person for having already done so.

If you bribe (or attempt to bribe) another person, intending either to obtain or retain business for the company, or to obtain or retain an advantage in the conduct of the company's business this will be considered grounds for termination of the contract. Similarly, accepting or allowing another person to accept a bribe will be considered grounds for termination. In these circumstances you will be subject to formal investigation which may result in a criminal investigation by the Police Authority.

## ***e. Data Protection and Access to Information***

Dispatch X will comply with all statutory requirements of Data Protection law including the requirements of the General Data Protection Regulations (GDPR) and the Data Protection Act 2018 as governed by the laws of England & Wales. Any personal or sensitive information on an individual which the Company holds is covered by this legislation. This includes emails too.

If you are a user of such information you need to be sure that you are not breaching any data protection rules when you store or use information and when you write and send emails. This could include but is not limited to:

- Using data which has not been kept up to date.
- Passing on or processing personal information about an individual without their consent.
- Keeping personal information longer than necessary.
- Sending personal information outside of the UK.

As a Data Processor, we will hold records including personal details, results of DBS checks, results of Drug & Alcohol tests, copy licences and permits and all other documents of relevance which are required for you to perform the terms and conditions of your contract. You are entitled to request access to the information held relating to you by the Company. All requests to gain access to such records should be made in writing and sent to the following address: -

Data Protection Officer  
Dispatch X Ltd  
DispatchxLtd@gmail.com

There is no charge for this service. You will be handed a Data Privacy Notice at the Induction, and this sets out the position in greater detail.

***f. Changes in Personal Information***

It is important that our records are correct, as inaccurate, or out of date information may affect our ability to remit your invoices, or cause difficulties in situations where contact is required for emergencies. You **must** notify your OSM immediately of all changes in the following personal information:

- Name
- Home address
- Telephone number
- Emergency contact
- Driving licence penalties
- Criminal charges, cautions or convictions.
- Conflict, or potential conflict of interest

***g. Trade Union Membership***

It is your choice as to whether you wish to belong to a trade union or not. We presently have no collective bargaining agreements in place with any trade union and do not foresee being in a position where this is required. As you are an Independent Contractor, there is no legal requirement for us to have any discussions with any trade union or other membership organisation should you have a dispute with us.

## **Expectant Mothers**

***a. What is meant by 'a new or expectant mother'?***

A new or expectant mother is a woman who is pregnant, has given birth within the last six months or is breastfeeding.

***b. What is the legal definition 'given birth'?***

'Given birth' is described in the Management of Health and Safety at Work Regulations 1999 (the Management Regulations) as having 'delivered a living child or, after 24 weeks of pregnancy, a stillborn child'.

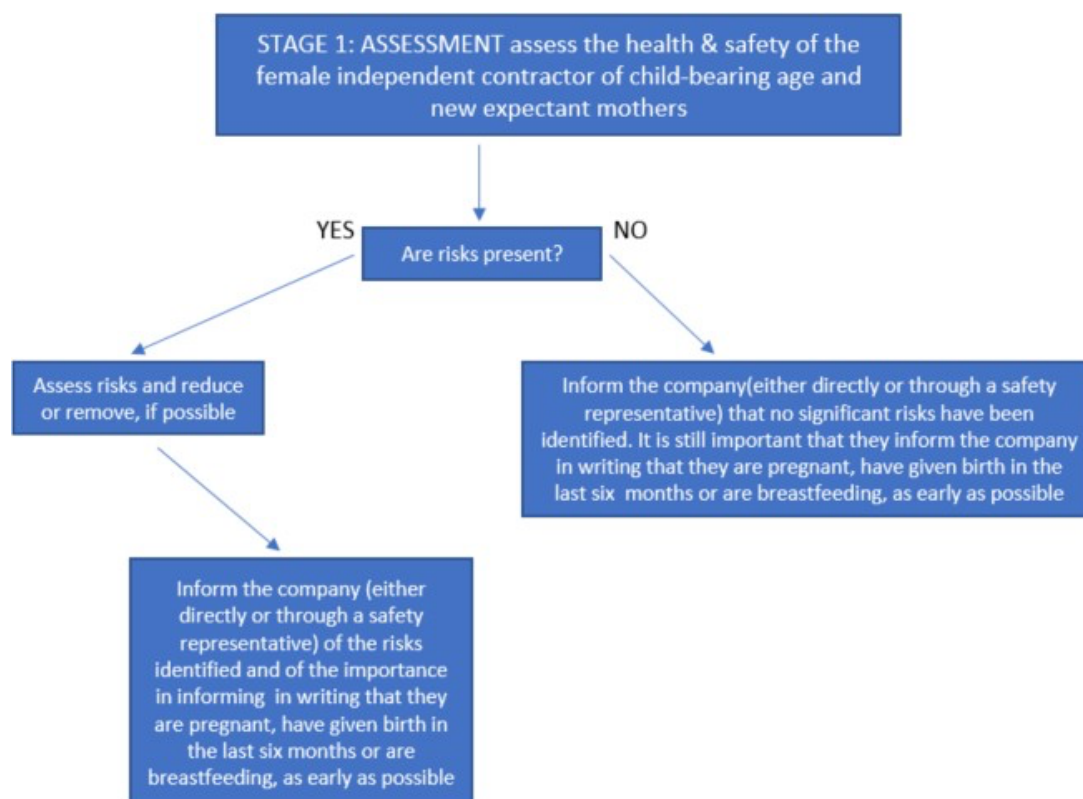
***c. What is a risk assessment?***

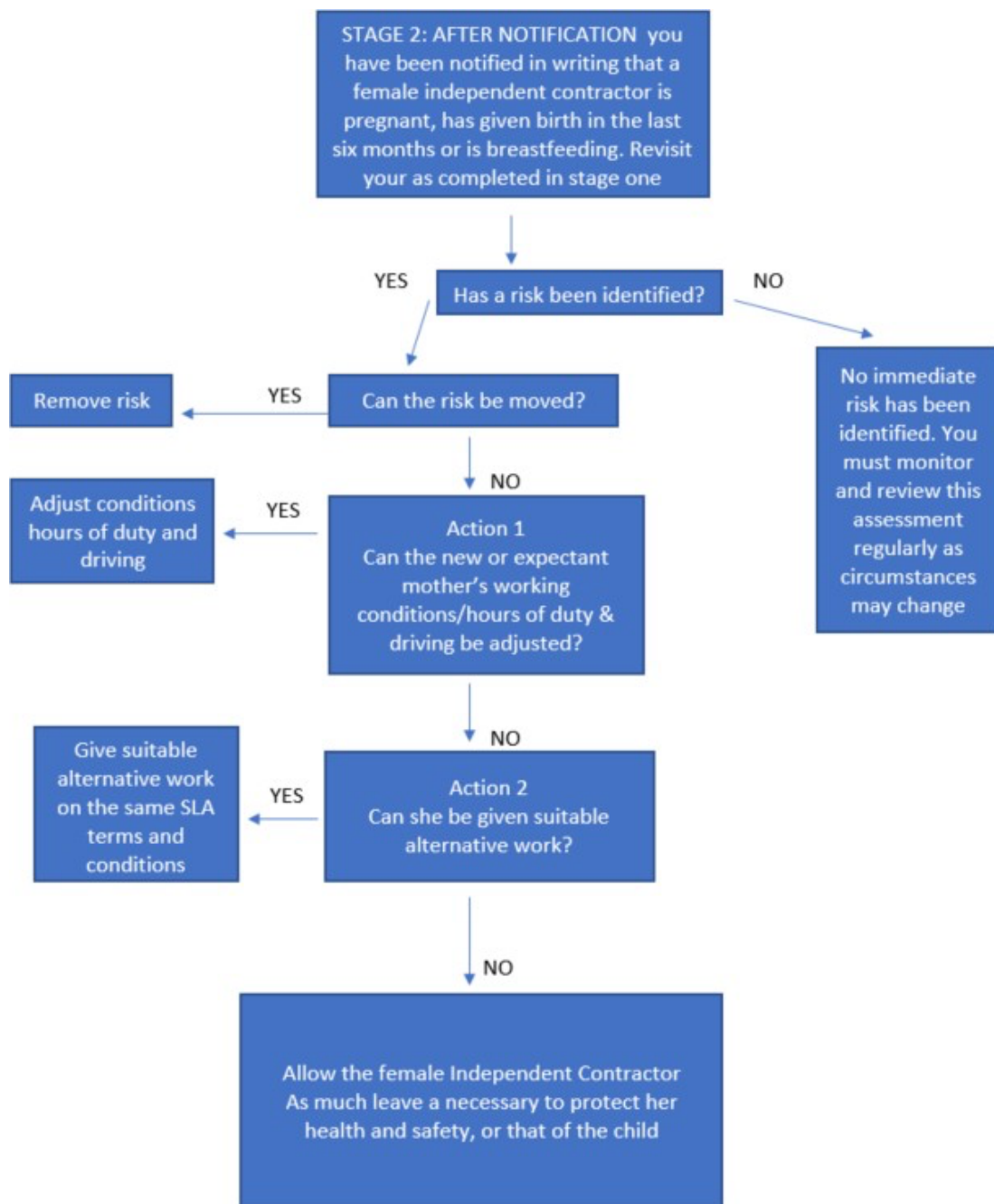
Independent Contractors (and anyone else who could potentially be affected by their work) have a right to be protected from harm. A risk assessment is simply a careful examination of the harm which could be caused through any work activity. This helps Dispatch X Ltd check whether appropriate control measures are in place, or if they need to do more to prevent harm. If any significant risks are identified, then the risk assessment must include an assessment of such risk.

Any significant findings from the assessment will be written down. This will then be used to help manage work risks and communicate them to all independent Contractors.

**d. How we conduct a risk assessment for pregnant Independent Contractors?**

Our risk assessment takes into consideration all risks to a female independent contractor of childbearing age and risks to new and expectant mothers (for example, from working conditions to their physical wellbeing). Any risks identified are written down and included into the assessment. So appropriate, sensible actions can be taken to reduce, remove or control them.





The assessment takes into consideration all risks to the health and safety of new or expectant mother, or that of her baby.

**e. Possible risks include:**

**Physical agents**

- Movements and postures
- Manual handling
- Shocks and vibrations
- Noise
- Loading a load and securing it
- Driving

### **Biological agents**

- Infectious diseases

### **Chemical agents**

- Encountering Hazardous damaged shipment
- Medication
- Pesticides
- Carbon monoxide

### **Conditions**

- Facilities (including rest rooms)
- Mental and physical fatigue, working hours.
- Stress (including post-natal depression)
- Passive smoking
- Temperature
- Working with visual display units (VDUs)
- Working alone
- Driving
- Travelling
- Violence
- Personal protective equipment
- Nutrition

## **Valuing Diversity and Dignity**

### ***a. Diversity***

#### **Statement**

Dispatch X is committed to valuing diversity, and we believe that people from different backgrounds can bring fresh ideas, thinking and approaches which can contribute to the successful performance of our services on behalf of our clients.

The Company will not tolerate direct or indirect discrimination against any person on grounds of.

- race, ethnic origin, nationality, or skin colour
- sex or sexual orientation
- political convictions
- religion or belief
- willingness to challenge harassment, leading to victimisation.
- disabilities, sensory impairments or learning difficulties.
- status as ex-offenders
- gender/gender reassignment
- marriage/civil partnership
- pregnancy/maternity leave
- age
- real or suspected infection with a blood borne virus (e.g., AIDS/HIV)
- membership of a trade union or activities associated with membership.

whether in the field of recruitment, terms and conditions of employment, Independent Contractor agreements, career progression, training, transfer, or dismissal.

It is also the responsibility of all Independent Contractors in their daily actions, decisions, and behaviour to endeavour to promote these concepts, to comply with all relevant legislation and to ensure that they do not discriminate against other Independent Contractors, Dispatch X's employed staff, customers, suppliers, or any other person associated with the Company and their clients.

## **Key Actions**

In adopting these principles Dispatch X:

- Will not tolerate acts that breach this policy, and all such breaches or alleged breaches will be taken seriously, be fully investigated and may be subject to sanctions or termination of contract.
- Fully recognises its legal obligations under all relevant legislation and codes of practice.
- Will ensure that all OSM's understand and maintain their responsibilities and those of their team under this policy.
- Will provide equal opportunity to all who wish to enter into an Independent Contractor agreement with us.
- Will enter into an Independent Contractor agreement with an individual based solely on their ability to perform the terms and conditions, using a clear and open process.
- Will provide all Independent Contractors with the training and development that they need and/or to carry perform the terms and conditions of their contract.
- Will provide all reasonable assistance to Independent Contractors who are or who become disabled, making reasonable adjustments wherever possible to enable continued performance of the terms and conditions of the contract. However, responsibility for any equipment, aids or otherwise will remain the sole responsibility of the Independent Contractor.
- Will provide all reasonable assistance to Independent Contractors who are or become pregnant, making reasonable adjustments wherever possible to enable continued performance of the terms and conditions of the contract.
- Will distribute and publicise this policy statement throughout the Company.

## ***f. Religious Observance***

Dispatch X Ltd has an Equal Opportunities policy which applies to all, including Drivers, which details our commitment to ensuring that discrimination does not take place due to someone's religious beliefs or requirement to undertake religious observance. If you feel at any time that you are being bullied or treated less favourably due to your religious beliefs, you should not hesitate to raise this with your OSM.

If you require time off or a temporary adjustment to your normal scheduled working pattern due to a religious observance, we will request that you advise your key OSM with as much notice as possible (at least one week) in order that we can look to cover any deliveries that would have been provided to you during that time.

If you have a continuing need for time off for religious observance which significantly impacts on our operation and ability to meet our service requirements, it may be necessary for us to consider whether we can continue to engage you as a Driver.



## ***g. Dignity at Work\****

### **Statement**

The Company believes that the working environment should always be supportive of the dignity and respect of individuals. If a complaint of harassment is brought to the attention of management, it will be investigated promptly, and appropriate action will be taken.

### **What is harassment?**

Harassment can be defined as conduct which is unwanted and offensive and affects the dignity of an individual or group of individuals.

Sexual harassment is defined as “unwanted conduct of a sexual nature, or other conduct based on sex, affecting the dignity of women and men at work” \*. This can include unwelcome physical, verbal, or non-verbal conduct.

Bullying is defined as “offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means intended to undermine, humiliate, denigrate, or injure the recipient. Bullying may be physical, verbal, or non-verbal conduct.

People can be subject to harassment or bullying on a wide variety of grounds including:

- race, ethnic origin, nationality, or skin colour
- sex or sexual orientation
- religious or political convictions
- willingness to challenge harassment, leading to victimisation.
- disabilities, sensory impairments or learning difficulties.
- status as ex-offenders
- age
- real or suspected infection with a blood borne virus (e.g., AIDS/HIV)
- membership of a trade union or activities associated with membership

Forms may include:

- physical contact ranging from touching to serious assault.
- verbal and written harassment through jokes, offensive language, gossip and slander, sectarian songs, letters and so on
- visual display of posters, graffiti, obscene gestures, flags, and emblems
- isolation or non-cooperation at work, exclusion from social activities
- coercion ranging from pressure for sexual favours to pressure to participate in political/religious groups.
- intrusion by pestering, spying, following someone.

### **What should I do if I am subjected to harassment or bullying?**

If you feel you are being harassed or bullied, you are strongly encouraged to seek early advice/support from your OSM. If you feel your OSM is harassing you, then you should contact the Regional manager or Dispatch X's Head Office.



You should also keep a written record detailing the incidents of harassment or bullying and any requests made to the harasser/bully to stop. This written record should be made as soon as possible after the events giving rise to concern and should include dates, times, places, and the circumstances of what happened.

The Company will follow a formal procedure to carry out investigations and will consider what sanctions should be made at the conclusion of the same.

***\*For Independent Contractors “work” means any of our premises which you must attend to fulfil the terms of your Independent Contractor.***

## Anti-Retaliation

This policy applies globally to all contractors, and others when they are representing or acting for, or on behalf of, Dispatch X Ltd.

Dispatch X Ltd is committed to maintaining a work environment that is free of harassment, intimidation, discrimination, and retaliation for engaging in protected activity such as reporting violations or participating in an investigation pertaining to alleged violations of laws, the Code, policies, or procedures. Crucial to these objectives is promoting an atmosphere where contractors and others feel safe to engage in frank, honest communication – raising questions or concerns at any time without fear of retaliation.

Dispatch X Ltd strictly prohibits any form of retaliatory action against contractors who raise issues or ask questions, make reports, participate in an investigation, refuse to participate in suspected improper or wrongful activity, or exercise workplace rights protected by law (in each case “Protected Activity”). Situations or behaviours that could lead to a contractor engaging in a Protected Activity include, but are not limited to the following:

- Discrimination or harassment.
- Fraud.
- Unethical or unprofessional business conduct.
- Non-compliance with Dispatch X Ltd policies/procedures.
- Real or potential threats to Dispatch X Ltd contractors or the public’s health and/or safety.
- Violations of local, state, or federal laws and regulations.
- Other illegal or improper practices or policies.

### **Protection from retaliation**

Any Dispatch X Ltd contractor who engages in Protected Activity will be shielded from retaliation. Retaliation occurs when a client takes an Adverse Action against a contractor because she/he engaged in a Protected Activity. Adverse Action includes, but is not limited to:

- Removal of contractual services.
- Failing to hire or consider for hire or promotion.
- Failing to give equal consideration in making opportunity decisions or to make impartial recommendations.
- Adversely impacting working conditions or otherwise denying any benefit to a contractor.
- Creating a hostile or intimidating work environment.

Dispatch X Ltd prohibits retaliation even if the concerns raised are not confirmed following an investigation. However, a contractor may be subject to Adverse Action if the contractor knowingly made a false allegation, provided false or misleading information during an investigation, or otherwise acted in bad faith.

This anti-retaliation policy does not exempt contractors from the consequences of their own misconduct or inadequate performance, and self-reporting such issues is not Protected Activity. The policy also does not prevent Dispatch X Ltd from managing contractor performance and addressing conduct issues after a contractor has engaged in Protected Activity, so long as Protected Activity is not the reason for the performance management.

### **Obligation to Raise Concerns**

Dispatch X Ltd depends on its contractors to raise questions or concerns so that the company can take appropriate action. All contractors are required to report any suspicion of improper or wrongful activity. Several different channels for reporting are available, which are explained in detail in the Dispatch X Ltd Independent Contractor's Handbook.

Reports of suspected improper or wrongful activity will be treated confidentially, and contractors have the choice to report concerns anonymously. If submitting a concern anonymously, it is important to provide sufficiently detailed information regarding the subject matter of the concern and identify potential witnesses to enable Dispatch X Ltd to effectively address the concern.

Contractors who believe they have either witnessed retaliation or been personally retaliated against or that any other violation of this policy has occurred, or who have questions concerning this policy, must immediately notify Dispatch X Office. Contractors may also, where appropriate, contact appropriate governmental authorities. Dispatch X

Ltd takes all claims of retaliation very seriously and reports will be reviewed promptly and investigated where appropriate.

### **Consequences for Policy Violation**

Any Dispatch X Ltd contractor who retaliates against a contractor engaged in a Protected Activity or who otherwise violates this policy is subject to termination of contractual services.

## **Anti-Solicitation**

### ***a. Policy briefs and purpose.***

Our solicitation company policy outlines our restrictions for distributing materials and soliciting funds, donations and signatures in activities or groups. It is the policy of Dispatch X Ltd to prohibit solicitation and distribution on its premises because when left unrestricted, such activities can interfere with the normal operations of Dispatch X Ltd, can be detrimental to efficiency, can be annoying and can pose a threat to security.

This policy applies to all Independent Contractors as well as external visitors, partners and customers that may be on company premises during working hours.

“Workplace” refers to any area on premises where employees and Independent Contractors work (offices, meeting rooms, reception etc.) This definition excludes cafeterias, common rooms, hallways, or other places where Independent Contractors do not usually carry out their job duties.

“Working hours” are any time during which an employee and Independent Contractors is expected to carry out their job duties. This definition excludes meal or rest breaks. This policy does not refer to any kind of work-related matters. Independent Contractors can discuss and request assistance or participation in work-related projects.

Discussions that fall under the purview of laws protecting unionizing are also excluded from this policy.

### ***b. Policy elements***

Solicitation is any form of requesting money, support or participation for products, groups, organizations or causes which are unrelated to our company.

These include but are not limited to:

- Seeking funds or donations for a non-profit organization
- Asking for signatures for a petition
- Selling merchandise or services
- Requesting support for a political candidate
- Engaging in religious proselytise.

Distribution refers to disseminating literature or material for commercial or political purposes.

### ***c. Non-employees***

All these forms of solicitation and distribution are strictly prohibited for non-employees on company premises, unless previously authorized by senior management. Former employees and Independent Contractors are prohibited from soliciting customers or other employees for business purposes and to their benefit in and outside of company premises.

Dispatch X Ltd may require Independent Contractors to sign a non-solicitation agreement before they leave the company.

#### ***d. Independent Contractors***

Independent Contractors may engage in solicitation and distribution under conditions.

##### **They may solicit:**

- Participation (active or monetary) in organizing events for another employee or Independent Contractors. Those events include adoption/birth of a child, promotion, retiring, death, mourning and more.
- Support for a cause, charity or fundraising event sponsored, funded, organized, or authorized by our company.
- Joining a group of employees for an authorized non-business purpose (recreation, volunteering etc.)
- Participation in employment related activities or groups as protected by law (e.g., trade unions.)
- Employees and Independent Contractors may perform these actions during working hours or in our workplace if they do not cause large-scale problems with our everyday operations. For example, an employee or a Sub-Contractor is allowed to send an email to their colleagues to solicit assistance for a cause.

We will not accept soliciting and distributing that hinders productivity or is disruptive, offensive, or obscene. For example, we prohibit the following:

- Selling goods for personal profit
- Requesting support or funding for political campaigns
- Unauthorized posting of non-work-related material on company bulletin boards
- Solicitation or distribution of non-business literature towards customers, partners, and vendors
- Proselytizing others to groups or initiatives that violate non-discrimination and equal opportunity policies.

Employees have the legal right to refuse assistance or participation to any kind of activities or organizations. Employees and Independent Contractors should not be forced or harassed to support fund raising events, collections, purchasing of merchandise or other activities.

This policy applies in the same manner to all individuals or groups. Our Company and managers Must not allow one group or person to engage in solicitation, while excluding others. Employees and Independent Contractors may refer any questions or doubts to the Company Director or OSM.

#### ***e. Consequences***

We will take appropriate action in relation to breaches of this policy. Issues that may trigger such actions include but are not limited to:

- Soliciting in our workplace during working hours for illegitimate reasons.
- Making colleagues uncomfortable by being overly persistent
- Distributing material that contain hate or other offensive speech.

- Embezzling or mishandling donations by other employees or Independent Contractors for events or causes.

## Health and Safety

### ***a. Introduction***

Dispatch X recognises and accepts its responsibility as an occupier of premises and provider of contracts, to maintain, so far as is reasonably practicable, the health and safety of its Independent Contractors and of other persons who may be affected by its activities.

It is your duty as an Independent Contractor not to put either yourself or others at risk by your acts or omissions. You should also ensure that you are familiar with the Company health and safety arrangements. Should you feel concern over any health and safety aspects this should be brought to the attention of your OSM.

### ***b. Procedure in the event of an accident***

Should there be an accident on Dispatch X or their clients' premises, an Accident Book will be available from your OSM, and it is the responsibility of each individual Independent Contractor to report and record any accident involving personal injury. Any accident or near-miss occurrence (i.e., no one was injured but the incident had the potential to injure or kill) on Dispatch X or their clients' premises should be reported immediately to your OSM.

Should there be any other accident which occurs during the fulfilling of your contract, i.e., on the road or at someone else's premises, you should telephone your OSM immediately and follow this up with full details at the debrief at the end of the day.

### ***c. First Aid***

The Company believes that best practice is to ensure Independent Contractors have access to a trained First Aider or Appointed Person (someone who can take charge in the event of an accident) whilst on our or our clients' premises. Details of these trained staff will be displayed on the local notice board or can be obtained from your OSM, and you should familiarise yourself with names and contact details.

### ***d. Fire Safety***

#### **i) Any person on our or our clients' premises should follow these steps to help prevent fires:**

- Before you use any electrical appliances carry out a quick check to make sure that the cables, plugs etc are not damaged.
- Do not use any electrical equipment that shows signs of damage, even if you think it is only minor. Report any faults you find to your OSM and find an alternative appliance.

#### **ii) Action to take when the fire alarm goes off:**

- Immediately stop what you are doing and walk (do not run) to the nearest available safe fire exit. If your nearest exit/route is obstructed, choose another route. Make sure that you are aware of the fire exits and routes in your area.
- Follow the instructions of your designated Fire Warden.
- Direction signs should indicate the route to the nearest fire exit. These comprise a white arrow on a green background sometimes accompanied by the words 'FIRE EXIT' and a pictogram of a running man. The arrows indicate the direction of the nearest fire exit.
- Do not use a lift to leave the building - always use designated stairs.
- Make your way to the appropriate assembly point.
- Once you are at the assembly point you should report to the Fire Warden, so that they can account for the people in their designated area.
- Do not leave the designated assembly point, or attempt to re-enter the building, until you have been instructed to do so by the Fire Warden.

### iii) **Action to take if you discover a fire:**

- **RAISE THE ALARM!** This can be achieved by breaking the glass on the call points or by shouting the instruction "Fire – call the fire brigade".
- Raise the alarm even if your building is fitted with an automatic fire alarm system which has not yet activated - you must not wait for it to do so of its own accord. The alarm must be raised for every occurrence of a fire, no matter how small it appears to be. This will ensure that people in the building have adequate notice to evacuate should it begin to spread quickly. In addition, modern furnishings may allow the fire to develop unnoticed, so time is of the essence if everyone is to get out safely.
- Call the fire brigade at the earliest available (and safe) opportunity and do not attempt to tackle the fire unless you have been appropriately trained and can safely do so e.g., a small fire in a wastepaper basket. Unless you have been trained you could be putting yourself or somebody else at risk.

## Whistleblowing

### e. **What is Whistleblowing?**

Whistleblowing is the term used when an individual passes on information concerning wrongdoing. In this guidance, we call that "making a disclosure" or "blowing the whistle". The wrongdoing will typically (although not necessarily) be something they have witnessed at our or our clients' premises.

To be covered by whistleblowing law, an Independent Contractor who makes a disclosure must reasonably believe two things; the first is that they are acting in the public interest. (This means that personal grievances and complaints are not usually covered by whistleblowing law).

The second thing that an Independent Contractor must reasonably believe is that the disclosure tends to show past, present, or likely future wrongdoing falling into one or more of the following categories:

Criminal offences (this may include, for example, types of financial impropriety such as fraud)  
 Failure to comply with an obligation set out in law.  
 Miscarriages of justice

Endangering someone's health and safety  
Damage to the environment.  
Covering up wrongdoing in the above categories

Whistleblowing law is governed by the Employment Rights Act 1996 (as amended by the Public Interest Disclosure Act 1998 and, later, the Enterprise and Regulatory Reform Act 2013 (ERRA)). It provides the right for an Independent Contractor (as our agent) to take a case to an employment tribunal if they have been victimised or if they have been subjected to sanctions because they have "blown the whistle".

If any Independent Contractor of Dispatch X suspects any other member of staff or a member of staff of their clients, of engaged in wrongdoing, they should raise the matter with the Regional Manager or one of the Directors, in confidence. The Independent Contractor can be assured that all issues of making a disclosure will be dealt with confidentially.

If any Independent Contractor to Dispatch X wishes to make a disclosure without identifying themselves, they can do so by sending a message anonymously via email to [dispatchxLtd@gmail.com](mailto:dispatchxLtd@gmail.com)

## Modern Slavery & Human Trafficking Statement

*Our commitment to the principles of the Modern Slavery Act 2015*

Dispatch X is committed to the principles of the Modern Slavery Act 2015 and the abolition of modern slavery and human trafficking.

Our people management processes are designed to ensure that all prospective Independent Contractors are legally entitled to provide services in the UK and to safeguard our Independent Contractors and our employees from any abuse or coercion once in a legal relationship with us.

Dispatch X undertakes to: -

- Continue to develop a staff and Independent Contractor strategy for the Modern Slavery Act 2015 and reporting mechanisms if a case of slavery or human trafficking is suspected.
- Develop measures to evidence our commitment to the principles of the Modern Slavery Act.
- Embed the Modern Slavery Act 2015 into our Whistleblowing policy and processes.

## Child Labour Policy

### ***f. Introduction***

The foundation of Dispatch X 'Child Labour Policy' is based on the Company's commitment to finding practical, meaningful, and culturally appropriate responses to support the elimination of such labour practices. It, therefore, endorses the need for appropriate initiatives to progressively eliminate these abuses.

### ***g. Policy***

Dispatch X does not employ any person below the age of eighteen years at the workplace.

Dispatch X prohibits the use of child labour and forced or compulsory labour at all its units. No individual contractor is made to work against his/her will or work as bonded/forced labour, or subject to corporal punishment or coercion of any type related to work.

#### ***h. Implementation***

This policy is publicly available throughout the Company and is clearly communicated to all employees and independent contractors in our policy manual. The implementation of the policy is the responsibility of the unit's human resources department and the security staff, who do not permit minors to enter the warehouse as workers. There is a zero-tolerance policy towards its breach. Individual contracts and other records, documenting all relevant details of the contractors, including age, are maintained at all units and are open to verification by an authorised personnel or relevant statutory body.

#### ***i. Monitoring & Audit***

A periodic assessment is conducted. Dispatch X undertakes random checks of records annually.

#### ***j. Review***

Following its initial adoption, this child labour policy statement will be reviewed by the business owner regularly and may be amended from time to time.

## **Authorised Drivers, Allocation & Vehicle Arrangements**

Before you are allocated or permitted to drive one of our vehicles you must be authorised by our fleet insurance.

To become an authorised driver, you must have shown us your current driving licence. This will be checked to ensure that you are not disqualified, have no endorsements that might affect insurance cover and that the licence covers the vehicles to be driven.

A copy will also be taken for our records.

A copy of this Driver Handbook will be issued to every authorised driver who must make themselves familiar with the instructions it contains. A signed receipt is required.

Subsequently:

you must report changes to your licence including endorsements and restrictions etc. without delay to the responsible person.

your driving licence will be subject to a check for endorsements every six months.

Before taking a vehicle onto the road you must complete a vehicle on hire agreement and inspect it for signs of damage or defects and ensure that the ancillary equipment (vehicle jack, wheel brace and spare wheel) is in place on the vehicle.

## **Wearing of Seatbelts**

Drivers and occupants must wear seatbelts when travelling in our vehicles.

It is the driver's responsibility to ensure that seatbelts or child restraints are worn. The latter if fitted must be appropriate for the age and weight of the child.



# Alcohol and Drugs Testing Policy

## ***k. General principle***

Dispatch X continually strives to conduct our business activities in a way which will achieve the highest possible standard of health and safety for our employees, contractors, clients, and members of the public. As the core of our business is based around road-based transport, we recognise that we can contribute to a safe, healthy, and productive work environment by adopting a zero-tolerance policy on the use of alcohol & illegal drugs in the workplace, preventing drug and alcohol problems, by raising awareness, by identifying problems at the earliest stage and by offering support to those who have a problem.

Our policy is designed to ensure that no persons under the influence of illegal drugs or alcohol does supply or render services to Dispatch X Ltd nor operate a vehicle on behalf of Dispatch x Ltd.

## ***l. Who is covered by this policy?***

This policy applies to all our employees as well as subcontractors (including agency and self-employed), consultants and employees of other organisations when working on our sites and premises or the sites and premises of our clients on our behalf.

## ***m. Employee/Contractor On-Boarding Screening***

Before any individual may supply or render any services to Dispatch X Ltd in any context either as employee, subcontractor, or personnel of a subcontractor a Drug & Alcohol screening test must be performed, and a negative sample provided.

## ***n. Random Screening***

Whilst contracting to or under the employ of Dispatch X Ltd there shall be a continued requirement for everyone to agree to undertake random drug & alcohol screening tests for the purpose of verifying compliance with this policy when requested by either a representative of Dispatch x Ltd or a representative of our client at whose premises the services are being rendered or supplied.

## ***o. Testing process***

All screening tests undertaken by any individual in line with this policy shall be conducted at the expense of Dispatch x Ltd by a suitably qualified & authorised independent Toxicologist on behalf of the third party appointed by either Dispatch X Ltd or a client of Dispatch x Ltd to conduct such screening tests.

Results of all screening tests shall be available to the donor once they are made available to Dispatch x Ltd.

## ***p. Non-Negative result***

Should the result of any screening test undertaken be 'non-Negative' any employee shall be immediately suspended from any duties pending an investigation in line with our disciplinary procedure.

Should the result of any screening test undertaken be 'non-Negative' any contractor will be required to reimburse Dispatch X Ltd for the cost of the screening test and any agreement or contract for services immediately terminated.

#### **q. *Right to appeal***

The donor shall have the right to appeal where in the situation that the onsite testing equipment may be defective; samples will then be sent to an approved Laboratory. Further costs/penalties may be incurred subject to result.

Driving one of our vehicles at any time whilst under the influence of alcohol or drugs is strictly forbidden and will result in termination with Dispatch X and the independent contractor.

Due to the requirements of the Company's clients, the Supplier and their employees, servants or agents will agree to present themselves for drug and alcohol testing prior to carrying out the Services required.

The Supplier and/or their employees, servants or agents may be subject to random drug and alcohol testing, and they will agree to present themselves for the same as and when requested.

The Supplier will not be responsible for the costs of random drug and alcohol testing.

The Company and the Supplier agree to the immediate termination of this Agreement, should results of the tests be positive (i.e., there is presence of alcohol and/or illicit drugs and/or certain prescription drugs which should not be used whilst driving).

## **Medical Conditions - Driving**

Drivers who have rented a vehicle must inform the responsible person of any medical condition that may affect their driving ability.

## **Journey Times and Rests Breaks - Driving**

We expect you to follow the rules set out in the Highway Code.

- you should be fit to drive and not begin a journey when tired.
- avoid driving long journeys between midnight and 6 am, when natural alertness will be at a minimum.
- plan your journey to take sufficient breaks – 15 minutes after every two hours of driving is recommended.
- take additional breaks if you feel at all sleepy. Stop in a safe place - not on the hard shoulder of a motorway.
- the most effective way to counter sleepiness is to drink, for example, two cups of caffeinated coffee and to take a short 15-minute nap.

We do not expect you to work excessively long hours. Overnight accommodation should always be considered if the total travel time and working day, including breaks, exceeds 12 hours. If an overnight stay is expected, accommodation should be booked in advance.

The independent contractor should keep record of their own working hours completed each day.

## Regulated Driver's Hours

There are statutory restrictions on both driving time and working time for drivers of goods carrying vehicles with a maximum permitted mass (including trailer or semi-trailer) is more than 3.5 tonnes or of passenger vehicles capable of carrying more.

9 people including the driver. The restrictions apply whether the vehicles are laden or not. We expect you to adhere to the requirements and co-operate with us in ensuring that you do not exceed either the daily or weekly driving limits and take at least the minimum rest breaks appropriate to the rules applying to your vehicle and journey.

The independent contractor should keep record of their own driving hours each day.

## Vehicle Security

Vehicle security is important, particularly if you are carrying and delivering valuable goods. You are expected to.

- Lock and secure the vehicle whenever you leave the cab and keep the keys with you. This will also apply during unloading and loading.
- Refuel before starting a journey, where possible.
- Plan routes before setting out.
- Avoid taking the same routes and making the same stops; routine makes you an easy target for anyone with criminal intent.
- Never carry unauthorised passengers or hitch hikers.
- Report any irregularity in loading, locking, sealing or documentation.
- Check your vehicle is correctly loaded.
- Protect documents such as shipping orders and consignment notes, which can be used by criminals to steal valuable loads.
- Avoid talking about loads or routes with other drivers or customers (including over radios and telephones).
- Notify us on any unplanned stops.
- In the event of any suspects devices found on or around the vehicle immediately report to the police – dial 999.

## Mobile Telephones

Handheld mobile phones should never be used when driving. The practice is illegal and it's also an offence to use them when stopped at traffic lights or in a traffic queue.

Although it is legal to use a 'hands-free' phone, drivers can be prosecuted if they are not in proper control of their vehicle whilst using them. Driving carelessly or dangerously when using

a hands-free mobile could lead to prosecution and disqualification, a large fine or up to two years in prison.

The safest approach, which we expect you to adopt, is to find a safe stopping place and switch off the engine before making or answering a call or text message.

## Offences and Fines

You will always be responsible for parking offences and other road traffic offences.

Remember that in some cases this business can also be prosecuted for offences committed by you in the course of work. We therefore expect that you will drive in compliance with the Highway Code.

## Weekly and Daily Maintenance Checks by the Driver

Before using the vehicle, drivers are responsible for carrying out the following checks and any others specified in the vehicle handbook.

Weekly	Daily
Mirrors and glass	Condition of side and roof rack and securing straps
Windscreen washer level	Tyre pressures and condition (inc. spare)
Oil, coolant, and fluid levels	Road lights and damage
	Brake and control functions

Make sure that a vehicle jack, wheel brace and inflated spare wheel are available.

## Standards of Driving

Dispatch X Ltd is justifiably proud of its image and reputation. We expect all independent contractors to uphold our reputation and standards in all aspects of their work.

Follow the Highway Code to avoid becoming involved in an accident. Take care to look out for cyclists and motorcyclists; be particularly careful when pulling out of a side road or turning left. See also appendix 2.

Do not drive in a way that causes road rage in other drivers and avoid being provoked into road rage by other drivers. If you are faced by a driver with road rage the situation must be immediately calmed. Do not react to provocation by using signs, foul language, aggressive behaviour, or aggressive driving. If you have sufficient details to do so you may wish to report incidents to the police.

Take extra care when driving in wintery or other adverse conditions; see also appendix 3.

## Tyre Condition and Punctures

Ensure that tyre pressures are correct for the type of load and driving conditions. It is your responsibility to ensure that tyres are roadworthy. If you have concerns over the legality of the tyres refer them to the responsible person. If you use your own vehicle, you are entirely responsible for the condition of the tyres and must ensure that they meet legal requirements.

In the event of a puncture use the spare wheel; follow the instructions in the vehicle handbook. If this is not possible contact the breakdown services or a mobile tyre repairer.

Remember that if the spare is narrower than the standard tyre the maximum speed at which the vehicle should be driven will be significantly restricted. This will normally be displayed on the wheel and explained in the handbook.

## Working Hours and Pay Policy

### **A. Service Hours**

Dispatch X Ltd ensure they operate in line with all regulatory and legislative policies as well as in accordance with their client contractual agreements and policy and procedural requirements; therefore, in the interest of their service providers' safety and welfare, Dispatch X have implemented a Service Hours and Pay Policy.

With regards to the service hours and extent of service hours provided by the service provider, Dispatch X adhere to the principles of the GB domestic Rules and, using technology and utilisation of clients' software have implemented standard operating procedures to monitor the amount of service hours provided, together with contingencies to minimise the risk of any breach to the rules. The table below illustrates the processes implemented against the required principles:

GB Domestic Rules	DSP Policy
The GB domestic drivers' hours rules apply to most passenger-carrying vehicles and goods vehicles that do not have to follow the EU rules	This policy will apply to ALL commercial vehicles engaged in providing delivery services.
<b>Duty Time</b>  If an individual works as a driver for a company, then duty time is any working time.  If the individual is self-employed then duty time is only time spent driving the vehicle or doing other work related to the vehicle or its load.	The service provider's duty time will be calculated from the point they trigger their UTR time at the location in which they commence services.
<b>Daily Driving Limit</b>  You must not drive for more than 10 hours in a day:  - on a public road  - off-road if not during duty time	Service Providers will be advised of the daily driving limit via the POC briefings.  Monitoring of service hours will be conducted and service providers who may be at risk of exceeding's the service hours will be advised to return to their service location.
<b>Daily Duty Limit</b> You must not be on duty for more than 11 hours in any working day. This limit doesn't apply on any working day when you don't drive.	Daily duty hours will be monitored, and root cause analysis carried out on any services provided that continually exceed the stipulated duty time.  Notwithstanding the above, service providers will retain responsibility for monitoring their own hours and ensuring that the daily limit is not breached.
<b>Breaks and Continuous Driving</b> After 5 hours 30 minutes of driving there must be a break of at least 30 minutes for rest and refreshment	Service Providers will be reminded during service briefings about the importance of taking breaks throughout their duty time and of the safety risks of continuous driving. Service Providers are responsible for ensuring that the required breaks are taken.
<b>Daily Rest Periods</b>	Service providers' weekly schedule will be monitored to ensure they do not provide any consecutive day's service more than 6 days. In addition, service providers will be advised that they cannot provide any service more than 63 hours in one week (inclusive of breaks).

#### **a. Remuneration**

Dispatch X are committed to ensuring that all service providers are treated fairly.

Details of the applicable payment rates are detailed in the rate card, but Dispatch X adheres to the following principles:

- All invoices are itemised.
- Mileage payments are reflective of the payments received from the client.
- Incentive payments are 100% of the payments received from the client.
- Any deductions (traffic violations, van damage etc.) are calculated on actual costs.
- Any vehicle held deposits outstanding shall be returned within the following time scale:
  - 80% of the deposit will be returned within 15 days.

- 20% of the deposit will be returned within 30 days.

### **b. Alternative Work Schedule Policy**

At certain times through the engagement, you may be asked to provide services from another customer location, if this happens and is requested by the customer you will still receive the day rate as per the SLA and may also be reimbursed for mileage at the rate prescribed by the customer.

Alternative working may and can happen as there is a requirement to the customer to fulfil the contract.

#### This does not include:

- Routine travel to and from place of work unless stated or agreed prior to travel.
- Unpaid rest breaks when no work is done.
- Time spent travelling outside normal working time.
- Training such as non-job-related evening or day courses
- Leave due to sickness, annual leave, maternity leave, accrued leave.

Dispatch X Ltd run a 7-day operation based on our clients' needs, this gives drivers the option to several working schedules to best suit their needs.

We request that all contractors provide the OSM at least 7 days' notice of their working schedule so we can accommodate their needs where possible.

## **Appendix 1 – Useful Contacts**

SENIOR MANAGMENT		
KATE COLLINS	07712122609	kc.dispatchx@gmail.com
DAN TALPAU	07454909837	dantaltapu.dispatchx@gmail.com
RECRUITMENT		
IONELA TALPAU	07904899919	ioanatalpau.dispatchx@gmail.com
DDN1		
ALEX GOMOLEA	07538755885	alexandrugomolea.dispatchx@gmail.com
TODOR TOTEV	07821597159	todortotev.dispatchx@gmail.com
IULIAN CALIN	07958571424	caliniulian.dispatchx@gmail.com
DXS1		
DAN ZAHARIA	07497379810	danzaharia.dispatchx@gmail.com
JOHN RUSHFORTH	07704213194	johnrushforthdxl@gmail.com
DHU2		
IONUT CORNEA	07802287262	ionutcornea.dispatchx@gmail.com
ALEXANDRU STANESCU	07478363062	alexandrustanescu.dispatchx@gmail.com
MARIUS CIOROIANU	07507705901	mariuscioroianu.dispatchx@gmail.com
DLS2		
ALIN CONSTANTIN GRAUR	07397087984	alingraur.dispatchx@gmail.com
PETRICĂ CENEĂ	07426344638	petricacenea.dispatchx@gmail.com
DORIN DAVID ANDREI	07404238073	dorindavid.dispatchx ltd@gmail.com



## Appendix 2 – Legal and General Information

### Maximum Speed Limits

Do not exceed the maximum permissible speed limits set out in the following table.

Type of Vehicle	Built-up areas	Single Carriageway	Dual Carriageway	Motorway
	mph (km/h)	mph (km/h)	mph (km/h)	mph (km/h)
<b>Cars &amp; motorcycles</b> (including car-derived vans up to 2 tonnes maximum laden weight)	<b>20(32) or 30(48)</b>	<b>60 (96)</b>	<b>70 (112)</b>	<b>70 (112)</b>
<b>Cars towing caravans or trailers</b> (including car-derived vans and motorcycles)	<b>20(32) or 30(48)</b>	<b>50 (80)</b>	<b>60 (96)</b>	<b>60 (96)</b>
<b>Buses, coaches, and minibuses</b> (not exceeding 12 metres in overall length)	<b>20(32) or 30(48)</b>	<b>50 (80)</b>	<b>60 (96)</b>	<b>70 (112) B</b>
<b>Goods vehicles</b> (not exceeding 7.5 tonnes maximum laden weight)	<b>20(32) or 30(48)</b>	<b>50 (80)</b>	<b>60 (96) D</b>	<b>70 (112) C, D</b>
<b>Goods vehicles</b> (exceeding 7.5 tonnes maximum laden weight)	<b>20(32) or 30(48)</b>	<b>50 (80)</b> England and Wales <b>40 (64)</b> Scotland and N Ireland	<b>60 (96)</b> England and Wales <b>50 (80)</b> Scotland and N Ireland	<b>60 (96) D</b>
<p><b>A</b> The 30-mph limit usually applies to all traffic on all roads with street lighting unless signs show otherwise; but <b>note</b> that many residential roads have been restricted to 20 mph.</p> <p><b>B</b> Where the vehicle is required to be fitted with a speed limiter the effective maximum speed will be <b>62 mph (100km/h)</b></p> <p><b>C</b> 60 mph (96 km/h) if articulated or towing a trailer.</p> <p><b>D</b> Where the vehicle is required to be fitted with a speed limiter the effective maximum speed will be <b>56mph (90km/h)</b></p>				

## Appendix 3 - Legal and General Information

During winter additional driving hazards must be considered. These include adverse weather (rain, snow, frost, standing water) and long hours of darkness. Following the advice given below will help to ensure your safety when driving in these conditions:

- Make sure you have plenty of fuel.
- Allow extra time for the journey and reduce speed.
- Increase the distance between your vehicle and the vehicle in front – in ice and snow stopping distances are ten times larger.
- In reduced visibility such as driving in rain or fog, use dipped headlights and rear fog lights. Use the windscreen wipers to keep the windscreen clear, even in fog.
- Remember to turn fog lights off when no longer required as they can distract other road users in normal visibility.
- Remember snow is visible but ice, especially black ice, is often invisible.
- Avoid sudden braking or harsh acceleration or steering manoeuvres.
- Keep all windows and mirrors clean, clear of snow and ice, and free of mist. Keep lights and indicators clean.
- Carry a torch, a spade, extra warm clothing, Wellington boots, a blanket, a snack, and a hot drink, especially if you are driving through isolated areas.
- If you are planning a long journey advise someone of your destination and approximate expected arrival time. If you have one, carry a mobile phone with you, ensuring it is fully charged. Do not use it while driving.
- If you feel unsafe or uncomfortable driving in adverse weather conditions, consider whether your journey is necessary at that time or whether it can be postponed. Consider whether an alternative method of transport would be better.
- If stranded by bad weather, try to ensure that you are not blocking access for emergency vehicles. Remain with the vehicle unless there is shelter nearby. Maintain your circulation by moving your body. If you can, use the engine to keep warm; but do not use the engine if the exhaust cannot vent safely. If you are snowed over, ensure that an airway is maintained.

## Appendix 4 – Payment Rates

Rate Cards		12 Per Hour	13 Per Hour
	HRS	TOTAL RATE	TOTAL RATE
ROUTE TYPE			
NURSERY ROUTE L1	8	131.97	139.97
NURSERY ROUTE L1	8.5	137.97	146.47
NURSERY ROUTE L1	8.75	140.97	149.72
NURSERY ROUTE L1	9	143.97	152.97
NURSERY ROUTE L1	10	155.97	165.97
NURSERY ROUTE L2	8	131.97	139.97
NURSERY ROUTE L2	8.5	137.97	146.47
NURSERY ROUTE L2	8.75	140.97	149.72
NURSERY ROUTE L2	9	143.97	152.97
NURSERY ROUTE L2	10	155.97	165.97
STANDARD PARCEL	5	95.97	100.97
STANDARD PARCEL	6	107.97	113.97
STANDARD PARCEL	7	119.97	126.97
STANDARD PARCEL	8	131.97	139.97
STANDARD PARCEL	8.5	137.97	146.47
STANDARD PARCEL	8.75	140.97	149.72
STANDARD PARCEL	9	143.97	152.97
STANDARD PARCEL	9.5	149.97	159.47
STANDARD PARCEL	10	155.97	165.97
REMOTE DEBRIEF	8	131.97	139.97
REMOTE DEBRIEF	8.5	137.97	146.47
REMOTE DEBRIEF	8.75	140.97	149.72
REMOTE DEBRIEF	9	143.97	152.97
REMOTE DEBRIEF	9.5	149.97	159.47
REMOTE DEBRIEF	10	155.97	165.97
STANDARD PARCEL LARGE VAN	8	151.3	159.30
STANDARD PARCEL LARGE VAN	8.5	158.3	166.80

STANDARD PARCEL LARGE VAN	8.75	161.8	170.55
STANDARD PARCEL LARGE VAN	9	165.3	174.30
STANDARD PARCEL LARGE VAN	9.5	171.8	181.30
STANDARD PARCEL LARGE VAN	10	179.3	189.30
TRAINING	9	108	117
TRAINING DAY	9	108	117
RESCUE	2	42.26	42.26
RESCUE	4	83	83
RESCUE	6	127	127
MFN PICKUP STANDARD FULL VAN	4	83.97	87.30
MFN PICKUP STANDARD FULL VAN	5	95.97	100.97
MFN PICKUP STANDARD FULL VAN	6	107.97	113.97
MFN PICKUP STANDARD FULL VAN	8	131.97	139.97
MFN PICKUP STANDARD FULL VAN	9	143.97	152.97
MFN PICKUP LARGE FULL VAN	4	95.3	99.30
MFN PICKUP LARGE FULL VAN	5	109.3	114.30
MFN PICKUP LARGE FULL VAN	6	123.3	129.30
MFN PICKUP LARGE FULL VAN	8	151.3	159.30
MFN PICKUP LARGE FULL VAN	9	165.3	174.30
MISSORT DELIVERY	2	59.97	61.97
MISSORT DELIVERY	4	83.97	87.97
MISSORT DELIVERY	6	107.97	113.97

\*\*\* Rates include £1.80 Bring Your Own Device & can be changed at any point

## Confirmation of Receipt of Independent Contractor's Handbook

<b>Name:</b>	
<b>Depot:</b>	
<b>OSM:</b>	

I confirm I have received a copy of the Dispatch X Independent Contractor's Handbook and that I have read this and understood the contents.

I also confirm that I have sought clarification from the OSM on any issues outlined in the Handbook which I am not clear about.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Please return this form duly completed and signed to the OSM.