

TRANSPORTATION POLICY

Brilliant Hygiene Services Ltd provides Commercial & Industrial Cleaning Solutions in addition to supplying Cleaning Products to businesses throughout the UK.

PURPOSE

The purpose of the Policy is to make clear our position on transportation in general. For the purposes of clarity, we have divided this policy in to two parts:

COMMERCIAL CLEANING TRANSPORTATION (Where we have regular contractual work)

Where someone is employed to work for us on one of our Commercial Cleaning contracts, we expect employees to make their own way to work. We are not obliged to provide transport to or from these places of work. It is the employees own responsibility to get to and from their place of work. Where we can we will help co-ordinate transport (if one of the team drives a vehicle) and we would expect each non driving employee to fairly reimburse the driver for their time, fuel and running costs of their vehicle. If and when the person who is driving is off work (for whatever reason) non drivers are expected to make their own way to work.

INDUSTRIAL CLEANING TRANSPORTATION (Typically individual or 'one-off' jobs).

When someone is employed to carry out Industrial Cleaning, we normally provide transport for this type of work. Typically, we will ask employees to meet at the office in good time prior to leaving to each job.

Occasionally we will pick up employees from either their home or a pre-arranged collection point and drop them back off when the work is completed – this is discretionary and our decision to do this is based on various operational factors.

BREACHES OF THIS POLICY

This policy is aimed at creating the best working environment for all employees, and whilst the Company will continue seek solutions for all employees it cannot be held responsible for employees getting to and from work. If anyone (driver or non-driver) fails to report to work at the agreed time the company reserves the right to take disciplinary action.

Signed:

Managing Director

September 2019