# ***DRIVER & CONTRACTOR SITE DISCIPLINARY PROCEDURE***

This procedure sets out the standards required by ***all*** drivers and contractors when using or working on WRG sites. Where possible and practical this procedure mirrors internal Company disciplinary procedures already in place.

## ***Objective***

***The key objective of this procedure is to create a consistent approach to disciplinary matters across all of WRG's facilities within the North West Region, as well as to make sure that there is effective communication to all parties, as well as giving individuals the opportunity to improve their conduct before severe action is taken against them.***

***WRG have an explicit Duty of Care to site users, visitors and employees alike. It is an absolute necessity that all site rules and procedures, safety or otherwise are strictly adhered to by ALL on site at ALL TIMES.***

The levels of action outlined by this procedure available to WRG management very much depend on the seriousness of the actions of the individual. In the most serious of cases the individual could be banned from all WRG facilities indefinitely.

## ***Investigation***

If action is to be taken against an individual, the WRG management team will:

- Ensure all cases are investigated thoroughly
- Avoid **any** discrimination
- Prepare carefully and follow this procedure so as to be consistent in approach
- Contact the driver's employer to inform them of the situation at each stage

## ***Investigation Steps – All stages***

1. Before any action is taken against an individual all matters will be thoroughly investigated (as deemed necessary) by WRG management.

2. Only where *deemed relevant by WRG management (dependant upon the nature of the incident)* the individual(s) concerned will be given the opportunity to explain their version of events before any action is taken.

3. The site management team will decide on an individual case basis upon the appropriate course of action. Dependent on the nature of the "incident" relevant others such as the WRG Health and Safety Advisor and Regional Operations Manager may be involved in the decision.

4. Only where *deemed relevant/necessary by WRG management* an individual and his/her employers input might be sought *before* a decision is taken to ban the person from any site. This will apply only at the final disciplinary stage and not at the earlier strike stages of the procedure.

5. The individual and his/her employer will be informed of WRG management's decision/action at the earliest possible opportunity at ALL strike stages of the disciplinary process. This in all cases will be via an official letter. In some cases, where WRG management deem it necessary, prior contact/notification may be made via telephone.

6. WRG takes its Health and Safety responsibilities very seriously therefore NO appeals will be considered. Ban lengths depend on how serious the incident is deemed to be *by the WRG site management only*.

7. An individual will only be permitted back on site by express consent of WRG site management. This will only be in the form of a letter or email to the employer (which the individual should bring with them as proof his/her ban has expired on their return visit to the site).

8. Any individual caught trying to gain access to a WRG facility early will be permanently banned automatically.

## ***Formal Disciplinary Procedure***

This procedure will be used in all cases of breaches of site rules and procedures. ***Normally*** the procedure for misconduct/poor performance will follow the stages listed below, i.e. Strike 1 onwards. However WRG site management reserve the right to move immediately to Strike 3 and ban an individual for any incident that they deem sufficiently serious. Examples of poor performance, misconduct and gross misconduct are detailed in this document.

### ***Strike 1*** - **Initial formal warning**

If any driver or contractor does not perform adequately, or does not comply with the site rules, an initial formal warning will be issued. Where possible/reasonable this will be given orally to the individual whilst he/she is on site, in **all** cases his/her employer will be notified via an official WRG letter from site management as soon as possible after the event. Notification of the strike will also be given to all other relevant WRG facilities in the North West Region. The warning will be kept on record and remain effective for 6 months from the date of the first offence.

***Strike 2* – Final formal warning**

If the individual does not improve after receiving a Strike 1, or commits further breaches of any site rules, a second and final strike will be given. This will be given orally to the individual wherever possible before leaving the site. An official WRG letter will be sent to the individual and employer and will act as notification of the final strike. Notification of the strike will be given to all other relevant WRG facilities in the North West Region. The warning will be kept on record and remain effective for 9 months from the date of the second offence.

***Strike 3* – Driver banned from WRG site(s)**

If the individual does not respond to the previous 2 strikes and commits a further breach of site rules he/she will be banned from the site. The WRG site management and Regional Operations Manager will determine the length of the ban. The individual and his/her employer will be informed of the ban as soon as is possible, but always via an official WRG letter. A ban from one WRG site constitutes a ban from all WRG facilities in the North West Region. For this reason the ban will be notified to all relevant WRG facilities in the North West by the relevant site management.

***Probation Period***

Upon expiry of a ban the individual will be subject to a 3 month probation period on all WRG facilities throughout the North West. If he/she breaches any site rules in this time they will again be banned from site immediately for a period of time to be determined by the site management and Regional Operations Manager. Dependant on the severity of the breach and persistent nature of the individual to break site rules the ban *could* be permanent. The individual and his/her employer will be informed of the ban as soon as is possible, but always via an official WRG letter. A ban from one WRG site constitutes a ban from all WRG facilities in the North West Region. For this reason the ban will be notified to all relevant WRG sites in the North West by the relevant site management.

***Notes***

WRG reserve the right to move immediately to Strike 3 should site management deem it necessary.

The length of a ban will be defined by WRG site management and Regional Operations Manager, depending on the nature and severity of the breach.

In the absence of a site manager the “nominated” site manager/responsible person, i.e. foreman/other nominated individual has the authority to issue a strike under the rules of this procedure.

***Misconduct/Poor performance***

The following examples of misconduct/poor performance would not ***normally*** (but may) lead to an individual being banned or suspended from site for the first offence, but would lead to some level of action being taken ***as outlined previously in the formal disciplinary procedure: -***

1. Failing to comply with basic rules for PPE (i.e. high visibility clothing, safety boots, hard hats, suitable clothing etc).

2. Failing to comply with site speed limits and any other general site rules.

3. Failing to wear seat belts provided for within their vehicle.

4. Using a mobile phone whilst driving on site.

5. Failing to ensure that vehicles are free from loose/trailing waste before leaving site to minimise the potential environmental impact.

6. Failing to use the wheel wash facilities provided hence depositing mud on the public highway.

7. Smoking outside designated areas on site.

8. Failing to report any accidents/incidents seen or involved in whilst on site.

9. Refusing to obey any reasonable request / instruction from **any** WRG employee.

10. Showing disregard to neighbours/local residents whilst travelling to and from any WRG site.

11. Failing to complete and return the confirmation of receipt and acceptance of our site rules.

12. Failure to comply with any other rule as defined by WRG management.

***Gross Misconduct***

The penalty for gross misconduct is that the individual will be banned from site ***immediately***. Some examples of conduct justifying an instant ban from WRG sites are detailed below: - (please note this is **not an exhaustive list**)

1. Theft or attempted theft of any WRG equipment/personal possessions from site

2. Falsification of tickets, records/documents and damage report forms.

3. Fraud, booking waste in under the incorrect description/waste category/customer.

4. Wilful damage to WRG or other customers property.

5. Total and blatant disregard to site safety rules in ***any*** site area. For example: -

    - Putting any WRG employee/other site user at risk as a result of your actions
    - Smoking around any gas, leachate or engineering installations or infrastructure
    - Failing to safely sheeting/un-sheet a vehicle/walking on the load
    - Failing to observe tipping distances
    - Suspected to be under the influence of drink/drugs

6. Fighting, threatening or intimidating behaviour towards any WRG employee or others using the site.

7. Offering gifts or any form of inducement to any WRG employee, contractors or others using the site.

8. Removing waste from site without prior permission from WRG site management.

9. Any other act or omission that WRG management deem as serious enough to warrant an immediate ban from site.