
TRANSPORT INFRINGEMENT POLICY & PROCEDURE

Our aim is to maintain the highest standards of road safety and driver competence. However, there are occasions when infringements occur and dealing with these helps improve our behaviours and processes. Our transport infringement procedure is important to us.

Transport infringements may include:

- Moving traffic offences
- Fixed Penalty Notices
- Penalty Charge Notices
- Roadworthiness Prohibitions PG9
- Driver's hours offences
- Notices of intended prosecution or action
- Notices and the outcomes of public enquiries

Moving traffic offences, Driver's hours offences and Roadworthiness Prohibitions PG9 notifications will be received and dealt with immediately by the Plant Manager. Moving traffic offences which result in amendments to driving licence will be communicated to the HR Manager (Roisin Robotham) who will notify insurer. In the case of PG9s, the Plant Manager will take immediate steps to rectify vehicle faults and arrange testing and removal of PG9 with the garage to which the vehicle has been ordered by Police.

Other types of penalty notice are received by the HR department and sent to the relevant driver who is requested to pay any charges (as per Forkers Driving Handbook, p. 8, section extracted below) and notify HR that this has been done. HR will also notify the Insurance Manager (Steve O'Donnell) who logs the information on the Company Incidents Database. From the Forkers Driving Handbook:

- The Company encourages safe and considerate driving at all times and will not be responsible for payment of any speeding or parking fines relating to a Company vehicle. Fines for all motoring offences will be borne by the driver. Notification of any fines will be recorded and investigated. Disciplinary action may be taken as a result of these investigations, according to the details of the event and of the relationship of the offence to the rules defined herein. If legal action is to be taken against an employee, the persons Manager or Manager must be notified immediately. Disciplinary action may be taken if this instruction is not followed.
- Employees are responsible for the payment of all fines, penalties, charges, costs or expenses other than those specifically set out above incurred in connection with their use of such a vehicle and they will fully and effectively indemnify the Company in respect thereof. Any charges made by an enforcing agency or authority shall be paid by the driver on notification of the charges to the driver. The driver will inform the HR department that payment has been made. The Company reserves the right to recover any such sum from employees by deducting it from any sum payable to them by way of deduction from their pay (including salary, or accrued holiday pay due but untaken at the end of their employment) and employees consent to such a deduction being made.
- If a driver has an unacceptable pattern or record of offences, accidents or vehicle damage, then the allocated vehicle may be removed from the employee and disciplinary action taken.

Contracts Managers will speak to drivers and passengers (as appropriate). The complaint may concern passenger smoking in a vehicle, for example) to state the nature of the infringement and take their view. From this point, Contracts Managers and HR Dept. will decide upon appropriate action. Should the driver/passenger be found at fault, they will be shown relevant sections in Employee Handbook and Driving Handbook and disciplinary action may follow depending on the severity of the infraction. Details of any action will be retained on the employee's HR file. In any case, whether the driver/passenger are found to be at fault, they will be reminded of their responsibilities as an authorised Company driver.

The penalty and all subsequent information will be logged by the Insurance Manager (S'OD) on the Company Incidents Database, the report from which is provided monthly to the Board for review, monitoring and planning.

FORKERS LIMITED

**(INCLUDING FORKERS SCOTLAND LTD, FORKERS RENEWABLE ENERGY LTD,
MINI-PILING & DRILLING LTD, P FORKER PLANT HIRE LTD)**

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The Company also commits to paying any road charges levied by relevant authorities, including congestion charges and road tolls. These costs will be met by the Company. The Company will establish accounts where necessary with appropriate authorities in the cases where longer-term requirements apply.

The Company is committed to its environmental and social responsibilities and, as such, agrees to observe all regulations concerning safety zones, clean air zones and low emission zones and will plan journeys accordingly and with attention to these contexts.

Similarly, for driving in the London area, the Company will comply with all applicable regulations, including the London Lorry Control Scheme and all other permits and traffic management orders. FORS Responsible Persons, including Plant/Fleet Manager and Fuel Champion will undertake the LoCity e-learning modules in relation to driving in the Capital.

Drivers will be educated in all such regulatory matters pertaining to particular journeys and to compliance with transport related schemes more generally.



D Cartwright, Construction Director

1st January 2024