

Accurate Background Basic Disclosure Check

DISCLOSURE REGARDING CONSUMER AND/OR INVESTIGATIVE REPORT

THIS DOCUMENT CONTAINS IMPORTANT INFORMATION. PLEASE READ IT CAREFULLY.

This process is in English, except for critical disclosures that are provided in select languages.

In order to evaluate candidate suitability for employment (including contract for service), Amazon.com "the Company" has implemented a policy of pre-employment screening worldwide.

In connection with your application for employment, the Company has engaged Accurate Background to conduct pre-employment screening on its behalf.

Screening services are generally defined as, but are not limited to: criminal and civil records checking; education, qualification and employment history verification. The nature and scope of the screening will be relevant to the position for which you have applied and might not include all possible checks. All screening will be conducted to the extent applicable law allows.

Information collected from you will be used solely to assess your suitability for employment and for execution of the employment contract, and will not be used for another purpose.

Accurate Background may also need to disclose your information to third parties such as governmental agencies, educational institutions, previous employers and research partners who can assist in verifying the information you have provided. Data will be stored on a secure server in the United States, in accordance with Safe Harbor and international (including UK and Ireland) data protection standards.

Your data may be transferred outside of the European Economic Area (EEA) and/or any other country as applicable if this is necessary to complete the pre-employment screening process.

For more information about Accurate Background's data protection and privacy policies, please visit the website at <http://www.accuratebackground.com/site-harbor-policy.php?sec=6>

The consumer and/or investigative consumer report(s) will be obtained from:

Accurate Background, Inc., 7515 Irvine Center Dr. Irvine, CA 92618, 00.800.2224.3252

Accurate Background's information and privacy policy can be found at www.accuratebackground.com.

Review and complete the following information:

Do you have any unspent criminal convictions? If yes, please provide details below. Please do not report spent convictions for which the record has been sealed, expunged or for which you have received a pardon. Reporting a criminal conviction may not necessarily disqualify you from the position to which you applied.

Yes: ___ No: ___

If yes, please briefly explain the type of offense, date and location of the occurrence and the disposition.



CRIMINAL RECORD DISCLOSURE FORM

PLEASE COMPLETE IN BLOCK CAPITAL LETTERS

NAME(S) Mr Mrs Miss Other

Surname

Forenames

Mother's Maiden Name

Maiden/Family Name if married

Other Name (1)

Other Name (2)

Other Name (3)

BIRTH DETAILS

Date of Birth Gender: Male Female

Town of Birth

Country of Birth

IDENTIFICATION NUMBERS (Copy of ID Required)

Passport No. UK Passport: Yes No

N.I. Number

CURRENT ADDRESS (Proof of Current Address Required i.e., Utility Bill)

Number/Street

Town/City

County/District

Post Code Date Moved In

Country

PREVIOUS ADDRESS HISTORY - Most recent first - 5 YEARS REQUIRED											
Number/Street											
Town/City											
County/District											
Post Code					Date Moved In						
Country											
Number/Street											
Town/City											
County/District											
Post Code					Date Moved In						
Country											
Number/Street											
Town/City											
County/District											
Post Code					Date Moved In						
Country											

DECLARATION	
I declare that, to the best of my knowledge the above is true and correct.	
Signature	
Date	

OFFICE USE ONLY			
Passport		Birth Cert	
EU Card		IND Card	
Other			
Proof of Address			

ACCURATE INFORMATION
Confirm:
ID:
Password:
Info Sent:
ID Sent:
POD Sent:

I give Accurate Background and their representative's permission to:

Obtain information on criminal convictions I may have which are unspent according to the Rehabilitation of Offenders Act 1974; use and store my personal information, including anything that is sensitive, for the sole purpose of performing the background check; contact me directly to get any information Accurate Background needs to carry out Basic Disclosure checks on me and to verify my information before passing it on to my current or new employer (or people acting for them); give my information to other organisations—such as local and central governments, the police, courts and tribunals, and legal advisers—for them to use only as necessary to process the background check; and give my personal information to my current or new employer to the extent applicable law allows.

Permission to use information under the Data Protection Act 1998:

I give all government organisations and others permission to give Accurate Background and my current or new employer (or people acting for them) information about my background (including information about my driving records, criminal records, and other public records) to determine my suitability for employment. I agree that my personal information can be used outside of the European Economic Area, in accordance with applicable law, if this is necessary for employment screening purposes. I also give Accurate Background and their representative's permission to give my personal information to other organisations if required to carry out the checks. I understand that all handling of my personal information by Accurate Background and other organizations will be limited to performing the background check.

By signing below I confirm that I have read and understood Accurate background's privacy policy regarding personal information (shown on the website at <http://www.accuratebackground.com/siteharbor-policy.p?sec=6>)

Name:

Signature:

Date of Birth:

Today's Date:

True and Complete Statement:

I declare that the information provided in this form and any other documents submitted by me are true and complete. I understand and agree that any false information or omission by me may result in the rejection of my application, or if I am employed, the termination of employment. In order to access my suitability for employment (including contract for service), I understand that Amazon.co.uk Limited will conduct pre-employment screening and has engaged Accurate Background, Inc. to verify the information I have provided including, but not limited to: criminal and civil records; education, qualification and employment history, and; driving and credit records. I understand that the information I provide will be verified, and research will be conducted using the appropriate sources and to the extent relevant law allows. I consent, without reservation, for the Company and its representatives to conduct pre-employment screening, and I further authorize organisations in any country to assist and provide any information necessary to complete this verification process. I agree to my personal information being transferred outside of the European Economic area and/or any other country as applicable if this is necessary to conduct the pre-employment screening process.

Signature

Date

ACKNOWLEDGMENT AND AUTHORIZATION FOR BACKGROUND CHECK

By submitting your information, you consent to the collection, use and storage of your information as outlined above. You also authorize organizations in any country to give your personal information to the organizations referred to above, and to your employer to the extent applicable law allows.

Your consent will apply unless you revoke or cancel it by sending a signed letter or statement to the Company at any time.

Candidate declaration

I understand the information presented above.

I consent, without reservation, to the Company and its representatives to conduct pre-employment screening, and I further authorize organizations in any country to assist and provide any information necessary to complete this verification process.

I acknowledge receipt of the DISCLOSURE REGARDING CONSUMER AND/OR INVESTIGATIVE REPORT and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" by the Company at any time after receipt of this authorization and throughout my employment, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, local, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by **Accurate Background, Inc., 7515 Irvine Center Dr. Irvine, CA 92618, 00.800.2224.3252, www.accuratebackground.com**, another outside organization acting on behalf of the Company, and/or the Company itself.

I understand that by signing below, that I am providing the Authorization form directing the background check as described above, and I certify that:

- I have received the Disclosure Regarding Consumer and/or Investigative Report, have read and received the Summary of Your Rights, and if a California resident/applicant, the A Summary of Your Rights Under the Provisions of California Civil Code §1786.22.
- I understand that my electronic signature now and throughout this process will be binding as though I had physically signed these documents by hand. Additionally, notices, documents, and communications may be provided electronically and will meet the requirements set forth under Federal and/or State law, as permitted by law. I agree that a facsimile ("fax"), electronic or printout of this authorization may be accepted with the same authority as the original.

Print Name: _____

Signature: _____ Date: _____

Nondisclosure and Data Protection Agreements for contractors

During the course of your work/visit at Amazon.co.uk Limited ("Amazon" and "us"), you will be invited to visit our premises, where you may receive information relating to Amazon that is not known to the general public and is confidential and important to us. We call this our "Confidential Information".

Our Confidential Information includes, among other things,

- The way that we work
- The layout of our premises
- The technology that we use including computers and machinery
- That goods that we stock and the way that they are stored
- The people we work and interact with
- The people and companies who deliver to us and collect from us
- Any details about our customers, including their names, addresses and what they buy
- Anything to do with finance
- Anything to do with advertising or marketing plans
- Anything that you hear

Our Confidential Information is very important to our business. It is vital to us that it does not become known to other companies. We will take all legal steps necessary to protect our Confidential Information.

You must agree to the following commitments:

1. You will not disclose our Confidential Information to anyone or any company.
2. You will use our Confidential Information only to make up your mind about working with us.
3. You will notify us immediately if you discover that our Confidential Information has been disclosed, however it happens.
4. All our Confidential Information will remain our property.
5. You will not trade stocks or shares based on our Confidential Information.
6. You will return any materials containing our Confidential Information to us if we ask you to.
7. You also agree that you will not disclose information to us that is confidential to you or anyone else.

This is a legal agreement.

If a provision of this agreement is held invalid under any applicable law, such invalidity will not affect any other provision of this agreement that can be given effect without the invalid provision. Further, all terms and conditions of this agreement will be deemed enforceable to the fullest extent permissible under applicable law, and, when necessary, the court is requested to reform any and all terms or conditions to give them such effect.

Amazon.co.uk is relying upon your promise to comply strictly with this agreement. Any violation of this agreement may cause substantial and irreparable harm to Amazon.co.uk. Accordingly, without limiting any other available remedies, this agreement is specifically enforceable by Amazon.co.uk.

Any failure by Amazon.co.uk to enforce your strict performance of any provision of this agreement will not constitute a waiver of Amazon.co.uk's right to subsequently enforce such provision or any other provision of this agreement.

I understand and agree to abide by the promises I make in this agreement to protect Amazon's Confidential Information. I agree that my promises also apply for the benefit of other Amazon companies.

Signature.....

Date.....

Print Name.....

Time.....

Medical Fitness Declaration

All couriers wishing to provide services must be medically fit enough to undertake the role as a multi-drop courier. The core role involves a significant amount of driving and the safe manual handling, manipulation, sorting and delivery of large numbers of consignments.

Please confirm your fitness to provide services listed below by ticking each section and signing and dating the bottom of the form.

- I'm physically fit and able to fulfil the demands of a multi-drop courier
- I'm not taking any medication that will hinder my ability to drive or manipulate consignments in a safe manner.
- I have no medical conditions that will hinder my ability to drive or manipulate consignments in a safe manner.
- I will comply with all manual handling guidelines and not place myself in danger by using unsafe working practices.
- I have no mental or physical conditions that have not been reported to the DVLA which could affect my ability to drive safely.
- I will inform RED Express Delivery LTD if my ability to safely drive or handle consignments changes in the future.

Date _____

Signature _____

Printed Name _____

Stop and Search Policy

Please read the following carefully and sign at the end to confirm that you understand and agree

This policy applies to all employees and anyone working at or visiting Amazon's sites.

Amazon reserves the right to search you and/or any of your property on its premises (this includes Amazon's car parks) and you agree that Amazon may search you/and or your property:

- at any time, if Amazon honestly and reasonably believes or suspects that you may be in possession of, have destroyed, tampered with, concealed or handled stolen goods or has evidence of any theft or attempted theft; or
- if it reasonably believes or suspects that you may have drugs and or alcohol and/or other inappropriate items in the workplace; or
- as part of its random searching policy; or
- when you enter or leave Amazon's premises.

Issued badges must be worn and displayed at all times onsite.

Failure to comply with this may result in restricting your access to Amazon building.

Signature.....

Date.....

Print Name.....

Time.....

Criminal Record Disclaimer

DSP Address

DSP Processing the Application:

DSP Name:		POC Name:	
Accurate Background Check Applied For: (place 'X' as applicable)		YES	NO
Background Check Reference No:		Date of Application:	

Driver Details:

Mr		Mrs		Miss		Other	
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(place 'X' as applicable)

Surname:	
Forename(s):	

Disclaimer

This role is *not* 'exempt' from the Rehabilitation of Offenders Act. We only ask applicants to disclose convictions which are not yet 'spent' under the Rehabilitation of Offenders Act 1974. If you are not sure whether your convictions are 'spent', please contact Nacro for further advice.

Do you have any 'unspent' convictions? Yes No

If the answer is 'Yes' please provide details of your criminal record in the space below:

DECLARATION

I declare that the information provided on this form is correct. I understand that the declaration of a criminal record will not necessarily prevent me from providing services to (DSP)

Signed: _____ Date: _____

DVLA Check Declaration

I declare that a DVLA check has been carried out on _____ by myself in the presence of the above mentioned individual on _____. I can also confirm that all checks are compliant to Amazon standards.

Signed: _____

Dated: _____

EU/NONE EU drivers licence declaration

I..... declare that I am currently holding an EU/NONE EU, driving licence.

I confirm that the driving licence I am operating on is currently legal and valid and that I am not dis-qualified, and that I have no penalties or points added to my driving licence that will impact my ability to drive on the contract, in line with the customer requirements.

Drivers Name.....

Drivers Signature.....

Driver declaration Date.....

OSM Witness name.....

To: All DA's

TP90/ Login abuse

DA's are only allowed to login to their devices a maximum of 5 minutes before their wave time. When a route is completed, you must log out of the device straight away or at the de-brief location, NOT at home or away from any of the two options. If for any reason you cannot do this then you must contact your DS location or POC with immediate effect. Furthermore you must NOT deviate from your route or skip stops as this will interfere with the Optimisation tool used to make your route more efficient

If it is a system issue then this needs to be brought to your respective POC's attention so we can rectify

Failure to comply to this instruction or failure to adhere to Amazon instruction to complete your route within 600 minutes could lead to termination of your contract with RED SW and off boarding from AMZL

Please sign to confirm receipt of this instruction

name:

Signature:

**SELF-EMPLOYED
CONTRACT FOR SERVICES**

THIS CONTRACT FOR SERVICES dated20

is made between :-

Roberts Express Delivery (South West) Limited, 7 Gannaway Lane, Tewkesbury, Gloucestershire GL20 8FD
("the Company")

Subcontractor Name & Address.....("the Supplier")

BACKGROUND

- A. The Company's business is in driving and delivery services which it provides to its clients at various sites and locations.
- B. The Supplier, as an independent business, provides professional courier services ("the Services") such skills and abilities may from time to time be available to the Company.
- C. The Company and the Supplier agree that if the Supplier offers to make his services available to the Company and is engaged by the Company, the terms and conditions in this Contract for Services shall apply.

OPERATIVE PROVISIONS

- 1. Both parties agree and intend that if and when the Supplier agrees to provide services to the Company he/she is engaged as an independent business in his own right under a contract for services and not a contract of employment or any other kind of contract.
- 2. The Company is under no obligation to, and provides no guarantee it will, offer or provide the Supplier with any services whatsoever.
- 3. The Supplier is under no obligation to accept any offer of services which may be made available by the Company or make his services available to the Company at any time. The Supplier is free to decline to provide any services at any time for any reason.
- 4. The Supplier agrees that if it provides services to or on behalf of the Company he will do so in a professional and services man like way.
- 5. The Supplier must have a vehicle tracking device fitted with access to telematics for the Company to ensure legal on road behaviors. The Company can assist the supplier in meeting this request but is under no obligation to do so.
- 6. As an independent business the Supplier is free to decide how he provides the services, and will not be subject to supervision, direction or control as to the manner in which he provides the services (either by the Company or the Company's clients).
- 7. The Supplier is free to provide services to any other parties at any time, and the Company acknowledges it does not have first call on the Supplier's services. The supplier is able to provide services from other locations for which they will be compensated for in terms of travel time and mileage. For smooth delivery of the services, however, the Supplier agrees he will observe overall agreed timescales and deadlines of the Company.
- 8. The Supplier is responsible for his own equipment. However due to the nature of the services the Company has secured provision of such necessary equipment, from its client, as may be necessary for the smooth delivery of the services.
- 9. The Supplier is responsible for the cost of maintaining, and keeping up to date. His own valid insurances and licenses necessary to perform the services and will provide such documents as may be required by the Company to confirm this is the case.

10. The Supplier should provide the services to the best of his abilities and to the standard expected of a comparable professional service provider
11. The Supplier acknowledges he/she must be contactable at all times during the provision of the services to ensure smooth delivery of the services.
12. Supplier has freedom of association in accordance of law.
13. The supplier must adhere to the driving servicing time directive. No more than 60 hours in any given week shall be serviced. A 30-minute break is your responsibility to take after no more than 6 hours serviced. No more than 6 days consecutive may be serviced. A maximum of 10 hours daily can be serviced inclusive of rest period of 30 minutes. The supplier confirms it is their responsibility to record and provide evidence of their driving hours.
14. In order for the Company to meet its obligations the Supplier is responsible for ensuring any such vehicles utilised meet the requirements of the attached schedule.
15. Due to the nature of the services the Supplier acknowledges he is responsible for understanding and following the health and safety requirements necessary to perform the services.
16. The Supplier is responsible for ensuring it has all the relevant and correct information to enable it to undertake the services including correct times, locations and customer details.
17. Due to the nature of the services provided the Supplier acknowledges that the Company's Client has its own Equipment for confirming the status of deliverables and the Supplier ensures he is fully capable of utilising this Equipment. The Supplier is liable for any and all damage or valeting caused to any Equipment utilised by the Supplier in the performance of the services, to the extent damage was caused as a result of the actions of the Supplier.
18. REDSW may deduct from any sums owed to the supplier, or any of its clients, including but not limited to any motoring fines, outstanding amounts, cost caused by escalation, cost of damage to vehicles being hired or excess charged in respect of insurance claims.
19. The Company will supply all Policies on induction before first delivery is undertaken.
20. The Company will undertake refresher training for all Policies every six months

SUBSTITUTES

21. The Supplier is free to send a suitably skilled and qualified substitute in his place to provide the services at any time.
22. Where a substitute is sent by the Supplier there shall be no contractual or financial relationship between the Company and the substitute. The Supplier is solely responsible for arranging payments to the substitute and for ensuring such persons possess the necessary skills, qualifications and licences to perform the services.
23. If, and only if, the Company is not reasonably satisfied the substitute has the necessary skills or qualifications to provide the services it may reject the use of such substitute or hired assistant.

PAYMENT FOR SERVICES

24. On top of the daily rate there is also the opportunity to earn commitment bonus and Incentive bonus for achieving certain metrics successfully (PHR, DPMO, AD1,s and 3). However, REDSW are under no obligation to do so but will always communicate the metric, scores, targets and incentive through the POC/OSM (Point of Contact) ON-sight manager. (Please review Pay policy that outlines payment for services provided)

25. The Supplier is responsible for all his costs of travel to and from the location where the services are provided.
26. The Supplier is responsible for his own Tax and National Insurance Contributions.
27. The Company will pay for drivers background check, but he/she will be charged for this at a cost of £40.15 this will be recovered through the weekly invoices.
28. The Company is under no obligation to make any payment to the Supplier. The Supplier will receive no payment for any period where services are not provided, and the Supplier will receive no payment for any cancelled services regardless of any reason as to why the services are cancelled.
29. The supplier can request the early payment of any outstanding invoice by way of email to Mike Nickson or Stefan Roberts through means of the local POC only. REDSW is under no obligation to pay invoices early but will look at each request individually and provide an answer in a timely manner.
30. The company authorizes use of a company fuel card upon request by a supplier. REDSW is under no obligation to provide this service. Upon use there will not be an admin charge.
31. The Supplier is engaged as a self-employed Supplier and understands and agrees he/she is not entitled to any statutory payments such as holiday pay, sick pay, maternity/paternity pay or any other payment of any kind.
32. The Supplier agrees that The Company operates a Self-Billing process and engaging in services is agreeing to this. Invoices will not be held for longer than a 21-day period of the due date and will only be held pending charges/fines or for monies owed to The Company

HEALTH & SAFETY

33. While the Supplier's method of providing services is his own, the Supplier agrees, that in the interests of Health and Safety obligations imposed on the Company, he will follow such reasonable operational rules relating security, road safety and applicable national and local laws and bye-laws in so far as they are reasonable applicable to independent persons in business on their own account.
34. The Supplier will not hold themselves out to be an employee or representative of the Company, save as both parties acknowledge for health and safety or security purposes the Supplier may need to be identifiable as a Supplier of the Company.

TERMINATION OF THIS AGREEMENT

35. Either party may terminate this contract for services for any reason and no notice is required to be given.
Reason for termination can and may include Customer escalations, Theft from DSP and or Customer, persistent breaches of Customer compliance to delivery process and or vehicle and safety compliance, on road or at customer premises.
36. Upon termination in some cases monies owed may be held to ensure traffic violations and or vehicle hire and or damage cost can be recovered in line with pay policy.

MISCELLANEOUS

37. The Supplier confirms that he/she has read and understood the terms and conditions contained within this contract for services and has had the opportunity to discuss this with any person or professional adviser he considers necessary before signing.

38. *Anti-discrimination.* Conditions of providing services must be based on an individual's ability to do the job, not on personal characteristics or beliefs. The Company and Our suppliers must not discriminate on the basis of race, color, national origin, gender, sexual orientation, religion, disability, age, political opinion, pregnancy, marital or family status, or similar factors in hiring and providing services practices such as job applications, promotions, job assignments, training, wages, benefits, and termination. Suppliers must not subject contractor or applicants to medical tests that could be used in a discriminatory manner.
39. *Fair Treatment.* All contractors must be treated with respect and dignity. The Company and Our suppliers must not engage in or permit physical, verbal, or psychological abuse or coercion, including threats of violence, sexual harassment, or unreasonable restrictions on entering or exiting services and residential facilities.
40. *No Bribery.* The Company and Our suppliers may not engage in bribery with anyone for any reason, whether dealings with government officials or the private sector. This includes offering, promising, giving, or accepting anything of value to obtain or provide undue or improper advantages to anyone for any reason.
41. *Anti-Corruption.* Suppliers must comply with applicable anti-corruption laws, including the United States Foreign Corrupt Practices Act and the United Kingdom Bribery Act, and never bribe a government official. Suppliers may not offer, give, or promise anything of value, either directly or indirectly, to government officials to encourage them to act improperly or to reward them for doing so. Prohibited payments can take many forms including, but not limited to, cash or cash equivalents, gifts, meals, and entertainment. Any questions regarding the applicability of this provision or exceptions to this provision must be directed to the Concerns and Grievance manager.
42. *Whistle-blower Protections.* Suppliers must protect contractors whistle-blower confidentiality and prohibit retaliation against contractors who report servicesplace grievances. Suppliers must create a mechanism for contractor to submit their grievances anonymously.
43. Concerns and grievances regarding notes 28 through to 32 can be made anonymously to Managing Director Mike Nickson Mike@reddelivery.co.uk) or Stefan Roberts Stefan@robertsexpressdelivery.co.uk
44. **Child Labour.** REDSW will not tolerate the use of child labour. Suppliers must engage contractor whose age is the greater of: (i) 15, (ii) the age of completion of compulsory education, or (iii) the minimum age to services in the country where services is performed. Furthermore, contractor under the age of 18 must not perform hazardous services. REDSW supports the development of legitimate services place apprenticeship programs that comply with applicable laws and this Supplier Code. No children are allowed to be in the vehicle or assist in the services requested.
45. **Involuntary Labour, Human Trafficking, and Slavery.** Our suppliers must not use forced labour - slave, prison, indentured, bonded, or otherwise. Our suppliers must not traffic contractor or in any other way exploit contractor by means of threat, force, coercion, abduction, or fraud. providing services must be voluntary, and contractor must be free to leave services and terminate their contract or other services status with reasonable notice. Contractor shall not be required to pay recruitment, hiring, or other similar fees related to their provision of services.

Our suppliers must not require contractor to surrender government issued identification, passports, or services permits as a condition of providing services, all documents presented at the time of checking by the manager must be originals and valid in line with right to work legislation and our suppliers may only temporarily hold onto such documents to the extent reasonably necessary to complete legitimate administrative and immigration processing. Contractor must be given clear, understandable contracts regarding the terms and conditions of their engagement in a language understood by the servicer. Suppliers must ensure that each of its staffing or recruiting agencies comply with this Supplier Code and with the more stringent of the applicable laws of the country where services is performed and the servicer's home country.

46. Both parties agree this is intended to be a legally binding contract governing the nature of the contractual relationship between them.
47. Both parties agree that, with the exception of verbal agreements referred to in clause 18, these terms and conditions represent the whole agreement between them. No variations may be made to these terms unless agreed in writing by both parties.

48. Should the Company fail to enforce or apply any of the rights that it has under this Contract for Services, it shall not be construed that the Company approves or agrees to any breach of contract or that it loses its rights to enforce the terms of this Contract for Services in full at any time now or in the future.
49. The Headings used in the Contract for Services are for ease of reference only and are not intended to be interpreted as part of the terms agreed between the parties. References to the masculine include the feminine.
50. This contract is governed by the laws of England and Wales.

Data Protection and our promise to you!

Privacy Statement

Roberts Express Delivery Limited (South West) is a Carrier Business, which places contractor and contractors on assignments across a range of different clients.

In order to place you as a serviceser or contractor on an assignment we need to collect and hold your personal data.

Roberts Express Delivery Limited (South West) understands that protecting the confidentiality and integrity of your Personal Data is a critical responsibility and we take it very seriously at all times. Our PII policy outlines this commitment.

This Privacy Statement sets out how we collect and handle your personal data, in a way that adheres to the principles of processing persona data, set out in the General Data Protection Regulations (2018).

Collecting your Personal Data

How?

The majority of the Personal Data we collect from you is during direct interactions with you such as our registration process. This will require you to complete an application form at one of our branches, to provide us with your necessary Personal Data.

We may also obtain Personal Data from external sources such as:

- National Job boards e.g. Reed/Indeed
- Cookies When you interact with our website, we may automatically collect data about your browsing actions and patterns.
- Social media sites

What? The Personal Data we may collect includes:

- Name
- Address
- Contact telephone
- Email address
- Biometric Data
- Date of birth
- Medical Information and History
- National Insurance Number
- Bank Details
- Eligibility to services information
- servicing history
- Professional qualifications and licences
- Ethnic Origin
- Criminal record
- Job Preferences
- Marketing Preferences

Why? Roberts Express Delivery Limited (South West) is able to collect your personal data on the legal basis is that it is required for the purposes of pursuing a legitimate interest. This legitimate interest being finding you suitable assignments in line with the contract in place between us.

We will only use your Personal Data when the law allows us.

Roberts Express Delivery Limited (South West) may also reply on consent as the legal basis to process your Personal Data, this may be to offer you more service in the future if you have stopped providing services with us. In this circumstance, you are able to withdraw your consent to this processing of your Personal Data at any time.

If you wish to withdraw your consent at any time, please contact us on admin@reddelivery.com

Processing your Personal Data Your Personal Data is stored locally on our secure database and is only accessible by authorised personnel instructed by Roberts Express Delivery Limited (South West).

The authorised personnel will use this data to process your inductions and place you into suitable service and then to process your timesheets, invoices, payroll, and to invoice Clients.

Your Personal Data will be passed onto our Clients initially in order to secure you service for how ever period they require, and then to enable you to continue providing services. It may also be passed onto to other third parties such as accountants, auditors, IT systems and other professional advisors.

We may also have to disclose your Personal Data to authorities or professionals for legal reasons or in the case of a dispute.

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those authorised personnel, agents, contractors and other third parties who have a business need to know. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

We will not transfer your Personal Data outside the European Economic Area (EEA).

We have put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

Holding your Personal Data Your Personal Data will be retained for as long as is necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting or reporting requirements.

To determine the appropriate retention period for Personal Data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

Your Rights

You have the following rights concerning your Personal Data: **Subject Access Request** You have the right to request access to your data at any time. If you request access to your personal data, this will be provided to you within one month.

You will not have to pay a fee to access your personal data (or to exercise any of the other rights).

Rights to object to processing Where we are relying on a legitimate interest and there is something about your particular situation which makes you want to object to processing on this ground as you feel it impacts on your fundamental rights and freedoms you have the right to do so.

Right to Rectification You have the right to request the rectification of any data you believe we hold for you which is incorrect. Following receipt of such request, we will immediately rectify any errors found.

Right to Erasure You can request that we remove your personal data at any time. Following receipt of an erasure request, we will remove your data with a 24-hour period.

Right to request restriction of processing . This enables you to ask us to suspend the processing of your personal data in the following scenarios:

(a) if you want us to establish the data's accuracy; (b) where our use of the data is unlawful, but you do not want us to erase it; (c) where you need us to hold the data even if we no longer require it as you need it to establish, exercise or defend legal claims; or (d) you have objected to our use of your data, but we need to verify whether we have overriding legitimate grounds to use it If you wish to exercise any of these rights, please contact us on admin@reddelivery.com

Contact Roberts Express Delivery Limited (South West) is the data controller, and is 7 Gannaway Lane, Tewkesbury, Gloucester. GL20 8FD

If you have any questions, or issued about this privacy statement, or how and why we process personal data, please contact us at:

Data Protection Officer

7 Gannaway Lane,

Tewkesbury

Gloucester

GL20 8FD

Email: admin@reddelivery.com Tel: 01684 296677

You also have the right to lodge a complaint with the Information Commissioner's Office ("ICO") (the UK data protection regulator). For further information on your rights and how to complain to the ICO, please refer to the ICO website.

This Privacy Statement This statement is reviewed annually or sooner if required. It was last updated on 01 April 2020

The Company: **Roberts Express Delivery Limited (South West)**

Signed:

Dated:

The Supplier (Name & Address):.....

Signed:

Dated:

Personally identifiable information (PII) policy

In accordance with the General Data Protection Regulation (GDPR), Red SW have implemented this privacy policy to inform all IC's of the types of data we process about you. Red SW also include within this policy the reasons for processing your data, the lawful basis that permits us to process it, how long we keep your data for and your rights regarding your data

This policy applies to current and former IC's (individual contractors, self-employed drivers).

A) Data protection principles

Under GDPR, all personal data obtained and held by us must be processed according to a set of core principles. In accordance with these principles, Red SW will ensure that:

- Processing is fair, lawful and transparent
- Data is collected for specific, explicit and legitimate purposes
- Data collected is adequate, relevant and limited to what is necessary for the purposes of processing
- Data is kept accurate and up to date. Data which is found to be inaccurate will be rectified or erased without delay
- Data is not kept for longer than is necessary for its given purpose
- Data is processed in a manner that ensures appropriate security of personal data including protection against unauthorised or unlawful procession, accidental loss, destruction or damage by using appropriate technical or organisation measures

B) Types of data held

Red SW keep several categories of personal data from IC's (self-employed drivers) in order to carry out effective and efficient process. We keep this data in a Personnel file relation to each IC and we also hold the data within our computer system, for example, our rota system, our Dropbox.

Specifically, we hold the following types of data:

- Personal details such as name, address, address history, phone numbers
- Your photograph
- Your gender, marital status, information of any disability you have or other medical information
- Right to work documentation
- Signed contractor and health and safety forms

- Insurance certificates including goods and transit and public liability certificates
- Proof of address
- Mother's first and maiden name
- Email addresses
- National insurance numbers
- Bank account details
- Tax and VAT codes
- Driving licence
- Criminal convictions
- Drug and alcohol test results
- Information relating to your work with us, including: performance related data, pay rates, planned/ historical work, details of formal and informal proceeding involving you from contract worked on, external training modules undertaken
- CCTV footage
- IT equipment use including telephones and internet access

C) Collecting your data

You provide several pieces of data to us directly during the recruitment period and subsequently upon the start of your contracted work and on-going.

In some cases, we will collect data about you from third part, such as contractors you are conducting work for, DVLA, Alere, Accurate Background.

Personal data is kept in files or within the Company's HR and IT system.

D) Lawful basis for processing

The law on data protection allows us to process your data for certain reasons only. In the main, Red SW process your data in order to comply with a legal requirement or in order to effectively manage the contract we have with you, including ensuring you are paid correctly.

The information below categorises the type of data procession we undertake and the lawful basis we rely on.

<i>Activity requiring your data</i>	<i>Lawful basis</i>
Carry out the contract that Red SW have entered into with you e.g. using your name, contact details, address history and information involving you (DVLA checks, accurate background, drug and alcohol tests) to assess on-going eligibility to work on the contract	Performance of the contact
Ensuring you are paid	Performance of the contract
Carrying out checks in relation to your right to work in the UK	Legal Obligation
Making reasonable adjustments for	Legal obligation

disable contractors	
Making decisions about pay rates	Our legitimate interests
Ensuring efficient administration of contractual benefits to you	Our legitimate interests
Effectively monitoring both your conduct, including timekeeping and attendance, and your performance and to undertake procedures where necessary	Our legitimate interests
Maintaining comprehensive up to date records about you to ensure, amongst other things, effective correspondence can be achieved and appropriate contact points in the event of an emergency are maintained	Our legitimate interests
Assessing training needs	Our legitimate interests
Dealing with legal claims made against you	Our legitimate interests
Preventing fraud	Our legitimate interests
Ensuring our administrative and IT system are secure and robust against unauthorised access	Our legitimate interests
Sharing with third parties to support/assess your on-going work with us	Performance of contract

J) **Retention Periods**

Red SW only keep your data for as long as we need it for, which will be at least for the duration of your work with us though in some cases we will keep your data for a period after your work has ended. Some data retention periods are set by the law. Retention periods can vary depending on why we need your data, as set out below:

<i>Record</i>	<i>Statutory Retention Period</i>
Pay rates (including bonuses)	6 years
Worked hours	2 years after they made

<i>Record</i>	<i>Recommended Retention Period</i>
Assessments under health and safety regulations and record of consultation with safety representatives and committees	Permanently
HMRC approvals	Permanently
Drivers files, training record (personal data, ID records, application forms, contracts)	6 years after end of end of work
Drivers drug and alcohol test results	6 years after end of end of work
CRB checks	6 years after end of end of work

Performance data	6 years after end of end of work
Payment/invoicing and data worked record	6 years after end of end of work
Van hire records/ insurance documents	6 years after end of end of work

K) Automated decision making

Automated decision-making means making decision about you using no human involvement e.g. using computerised filtering equipment. No decision will be made about you solely on the basis of automated decision making (where a decision is taken about you using an electronic system without human involvement) which has a significant impact on you.

L) Individual Contractor rights

You have the following rights in relation to the personal data we hold on you:

- The right to be informed about the data we hold on you and what we do with it
- The right of access to the data we hold on you.
- The right for any inaccuracies in the data we hold on you, however they come to light, to be corrected. This is also known as 'rectification'
- The right to have data deleted in certain circumstances. This is also known as 'portability'
- The right to object to the inclusion of any information
- The right to regulate any automated decision making and profiling of personal data

More information can be found on each of these rights in our separate policy on rights under GDPR.

M) Consent

Where you have provided consent to our use of your data, you also have the right to withdraw that consent at any time. This means that we will stop processing your data

DA name

Date

Signature

Drivers' Handbook Receipt & Acceptance Form

I confirm that I have received my own copy of Red's Driver handbook, and that I have read, understood and accepted the rules, policies and procedures contained within it.

Signed

Print Name

Date

Please ensure this form is returned to Magda Loznicerui via email magda@reddelivery.co.uk to indicate your acceptance of the Driver handbook

Roberts Express Delivery Induction Checklist Form for Drivers

Driver Name:			
Line Manager:		Department:	
Start Date:		Induction Date:	

It is the Company's policy to provide all new drivers with an appropriate induction. This induction checklist is designed to ensure that all relevant information is covered. The line manager should tick each point to confirm this.

The form should then be signed by the driver to confirm that the necessary information has been received and understood.

1. INTRODUCTION TO THE COMPANY (please tick when complete)

Explain structure of company	
Explain structure of department	
Explain purpose of new driver's role & Provide copy of JD	
Introduce the new driver to the rest of the team & tour of building	

2. HOUSEKEEPING (please tick when complete)

Where will the new employee be based/enter the building/sign in etc	
Point out kitchen, washing facilities, toilets	
Explain building security arrangements	

3. HEALTH AND SAFETY (please tick when complete)

Explain RED/Driver Responsibilities	
Procedure in the event of fire in the building (alarms, fire exits, fire extinguishers)	
Procedure to be followed in the event of an accident: 1. In the Building 2. On the road	
Location of first aid box/accident book	
Detail name of First Aider	
Explain Manual Handling requirements	

4. HUMAN RESOURCES

Contractor agreement received/signed	
Content of driver Handbook discussed. Driver aware of location of handbook/able to access	
Specific policies discussed eg drugs/alcohol, anti-solicitation	
Issue HR Privacy statement for contractors	
ID provided, copied and verified	

I confirm the induction session has been completed and that I have received and understood the information set out above:

Driver Name:	
Signature:	
Date:	

When Induction Checklist Form is complete, please place in driver's file.