



2.24 Badge & Log in swapping Policy

Policy brief and purpose.

This policy is to ensure that no self-employed person or employed person is participating in badge or driver log ins swapping, this policy will outline the REDSW practices and implications if this practice is identified, REDSW do not condone at any time this practice.

Policy elements

The General Manager & Compliance Manager will work together on conducting site or remote checks as outlined below to ensure this policy is followed.

All drivers and OSM's will have their own individual log in detail to access the customer delivery device, it is the driver's responsibility to ensure that they are the only person using this log in. It is the responsibility of the OSM to ensure that no log in details or drivers' badges are being used by another person to fulfil their routes.

Checking process

REDSW will perform random spot check of the following data to ensure that this policy is adhered to.

1. Inspection of Flex system will be conducted to show the driver who is rostered by the OSM.
2. Once this is established this will be checked against the Site internal Rota to see if this driver has made themselves available and has worked on the dates inspected.
3. Inspection of the driver's invoice will be conducted this is to identify and check the amount of days worked and payment for these days corresponds, this will include additional work/payments that may have been conducted.
4. This audit process will identify discrepancies and will allow REDSW to identify and raise any concerns, this data will be then recorded on the inserted document and held by the business as evidence that the process is followed.

Consequences

REDSW take a zero tolerance on badge/log in swapping, and person self-employed person breaking this policy will be removed from the contract and reported to the Customer to offboard Tier 1.

Any person employed by REDSW, breaking this policy will be dealt with under the breach of contract (Customer requirements) and will be removed from their position as this practice will be deemed gross misconduct.

Internal audit check document.



Badge & Log in
swapping check.xlsx