Compass Group UK & Ireland Ltd

**RAG Policy & Procedure**

**Aim**

As part of our undertakings and conditions of the Operator’s Licence issued by the Traffic Commissioner, we declare that we will operate in a manner that remains legally compliant to the conditions of the licence.

To ensure this expectation is met, management have developed a RAG Policy (Red, Amber and Green).

This will protect our right to operate as a licenced haulier, to maintain our good repute, and to reduce the number of produced infringements, therefore keeping us compliant as possible.

**RAG Process**

This is categorised into separate Driver Hours, Working Time Infringements, and Maintenance Infringements.

**Green 1 + 2**

On issue of the first and second infringement of its category (e.g. Driver Hours), this will be signed off and logged in the normal way, with a written record on the document that explains the reason for the infringement and what action the driver should take to prevent any further infringements. This will be logged as Green 1/2.

**Green 3**

On issue of the 3rd infringement of its category, the driver will be made to attend a CPC course or receive some form of training on the problem area.

*If you have no further infringements in a 6-month rolling period, the process will revert back to green.*

**Amber**

The next infringement after the driver has received training, will be the last step prior to a RED or final RAG. The infringement will be signed off and logged in the normal way with a written warning.

*If you have no further infringements in a 6-month rolling period, the process will revert back to green.*

Red

This is the last and final stage of the RAG process. The next infringement will be the last step prior to a RED or final RAG. The infringement will be signed off and logged in the normal way with a final written warning. The next occurrence will be held under a disciplinary investigation and may result in dismissal.

**Red – Disciplinary Action**

The next reported infringement of its category within 12 months of the last reported action, will be taken to disciplinary. As stated in this policy, this is classed as a breach of a final written warning and if proven, may result in dismissal.

NOTE: it is agreed in certain circumstances, leniency may be shown, however the reason must be noted and agreed with the next level of authority e.g. Director.

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| --- | --- | --- | --- |
| Issue No | Approved By | Signature | Date |
| **1** |  |  |  |

I declare that I have read and understood the contents of this RAG Policy & Procedure, and agree to adhere to it at all times during my employment with Compass Group UK & Ireland Ltd.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Name | Signature | Date |
| Employee |  |  |  |
| Company representative |  |  |  |