

Contract Specifics for Working on Rail

This section details the changes that will be evoked within your contract of employment, due to contract conditions that have to be complied with as stipulated by Network Rail and within the Rail Infrastructure.

Labour Only Supply

Randstad CPE has and maintains Link-Up accreditation via audit as a Labour Agency.

Randstad CPE supply Sponsored Staff for work on rail schemes to the basic **competencies of PTS** and have the capability to supply safety critical personnel such as LOOKOUT, PC, ES, COSS, Individual Working Alone (IWA) MC/CC, etc.

***All temporary rail workers should only carry out activities that their relevant safety critical competency covers them for and must report any requests for them to do otherwise to their controlling CPE consultant.**

Hours of Work *(refer to the Randstad CPE Working Hours – Rail policy for further detail)*

The rules:

- No more than 13 shifts within every 14 days
- No more than 72 hours per 7 days
- 12 hours minimum rest between shifts
- No more than 12 hours per shift
- No more than 1 hour either side of the shift travelling

The host employer and/or contractor plan and schedule the works and the working hours etc. for **ALL** rail Sponsored Staff, including temporary labour, accordingly. However **YOU MUST DECLARE** to Randstad CPE **ALL** hours worked including non-rail working hours and/or hours worked on other rail placements.

Clients should also conform to the above standard and control all Randstad CPE temporary workers to ensure they are not in breach of the standard. If Randstad CPE workers request working hours/patterns which would put them in breach of the above rules they must be refused.

Timesheets are checked and verified by your on-site representative and again should be matched against the above rules for previous and potential working hours/patterns to ensure compliance is met and prior to submission.

Randstad CPE workers **MUST** immediately report any request from the Client, to carry out working hours/patterns which would put them in breach of the above rules, to their Randstad CPE Rail Consultant. ENSURE you record all hours using the 24 hour clock on the correct day/date.

Drugs and Alcohol *(refer to the Randstad CPE Alcohol and Drugs - Rail policy for further detail)*

The Company operates a strict regime in terms of Drugs and Alcohol in line with current Network Rail Standards.

All Randstad CPE workers must refer to the Company Drugs and Alcohol Policy.

This includes Pre-employment, unannounced and for cause screening. Sponsored Staff must not report for work under the influence of drugs or alcohol nor must they consume alcohol during meal or rest breaks.

Sponsored staff must declare any medication they are taking prior to undertaking any rail work.

Accident and Incident Reporting *(refer to the Randstad CPE Accident and Incident Reporting - Rail policy for further detail)*

The Company operates a strict policy on accident and incident reporting as well as close calls and near misses.

The Company promotes a 'no blame' culture to ensure that lessons are learned and best practice is promoted.

All Randstad CPE workers must refer to the Company Accident and Incident Policy, and report any accidents / incidents / close calls / near misses to the Randstad Consultant as soon as reasonably possible after the event.

Refusal to Work *(refer to the Randstad CPE Refusal to Work - Rail policy for further detail)*

The Company operates a "Refusal to Work Policy" which protects Sponsored Staff from unfair treatment or disciplinary action for refusal to work if work conditions are considered to be unsafe.

All clients and temporary workers must comply with the RGS, Network Rail requirements, Link up Scheme rules and Randstad CPE company policies and procedures accordingly.