SECOND JOB POLICY (PROFESSIONAL DRIVERS)

Introduction

The purpose of this Policy is to set out the importance for individuals complying with the Road Transport Working Time Directive, whilst employed by Jones Bros as an HGV (Heavy Goods Vehicle) Driver or an Agency HGV Driver.

In this policy, a second job means any job, whether paid or unpaid, with any employer and on any type of contractual arrangement or on a self-employed basis.

The carrying out of public duties does not count as a second job, nor do outside interests such as managing personal investments.

The policy does not form part of your contract of employment, and we reserve the right to amend it at any time.

An HGV Driver is an individual with a Heavy Goods Vehicle Licence.

Scope

This Policy applies to HGV Drivers employed by Jones Bros, and agency workers employed as an HGV Driver. It does not apply to anyone working on a self-employed basis with their own Operator's Licence.

This Policy has been developed to align with laws set out by the Traffic Commissioner.

Your contract of employment

We recognise that there are various reasons why employees may need to take a second job. However, your contract of employment may include a provision which prohibits you from taking a second job. If this is the case, you are not permitted to take a second job.

If there is no such provision in your contract of employment, you may be permitted to take a second job. However, before accepting a second job, you must request and obtain the written permission of the Transport Manager and HR Manager.

Requesting permission

Your request should be made in writing by email or letter to the Transport Manager and HR Manager stating clearly the:

- name of the second employer,
- type of business in which the second employer is engaged,
- type of work involved,
- proposed hours of work; and
- proposed location of the work.

The Transport Manager and HR Manager will confirm what steps will be taken to consider your request. This may include inviting you to a meeting before providing you with a decision.

Decision

The Transport Manager and HR Manager will give you a decision in writing, usually within one week of your request. However, if this is not possible, you will be informed of the reason for any delay.

If your request is refused, the Transport Manager and HR Manager will explain the reason/s in writing.

Permission to take a second job will only be refused if there is good reason. For example, if:

- the total number of hours worked in both jobs would be likely, in our opinion, to impact on health and safety or breach Road Transport working time Directive.
- the job is with a competitor or an organisation engaged in the same type of business as our organisation,
- the job is with a customer or client of our organisation,
- the job is with an organisation that provides goods or services to our organisation, or has any other type of contractual arrangement with our organisation,
- the job might, in our opinion, represent a conflict of interest or might reflect badly on our reputation,
- the hours of work are likely, in our opinion, to interfere with your performance, attendance and/or timekeeping,
- hours of work might have an adverse impact on your availability to work overtime with our organisation, as required by your contract of employment.

If you are unhappy with the decision, you can raise a formal grievance in accordance with our HR-p-015 - Grievance Procedure.

Working Hours and Rest Breaks

To comply with the Road Transport Working Time Directive, you must ensure that your working hours do not exceed an average of 48 hours per week and that you take adequate rest periods. For more information on this, please refer to the PL-g-001 - HGV Policy & Operations and Driver Manual.

Agency Workers

On occasion, agency workers may be employed as an HGV Driver. In such circumstances, the Agency worker must give permission for the Transport Manager to contact the Agency to discuss their other employment.

Withdrawing Permission

Your line manager will regularly review the arrangements.

If at any time we consider that your second job is impacting on your performance, attendance, timekeeping or any other aspect of your employment, the Transport Manager and/or HR Department will discuss this with you and take steps to address any problems.

In such circumstances, we reserve the right to withdraw any permission given to you to undertake a second job.

Breaches of this Policy

A breach of this Policy will be dealt with as per HR-p-011 - Disciplinary Procedure and may result in disciplinary action, up to and including summary dismissal.

Review

This Policy will be reviewed annually, and any changes made communicated to all employees.



Huw G Jones
Chairman
November 2025