



Email: Office@amareconstruction.com
Tel: 07901842066

Policies & Procedures

Please sign and return

- Your Job will require you to be working as a sub-contractor.
- If you are ill, absent, or delayed due to unforeseen circumstances, you must contact the office the morning of the first day of the absence.
- As a representative of this company, you will be expected to maintain a suitable appearance and always behave accordingly.
- Health & Safety practices must be observed at all times.
- A sub-contractor must take reasonable care for their own health and safety and for that of anyone else who may be affected by his or her acts or omissions at the workplace. In addition, sub-contractors will not wilfully or recklessly interfere with or misuse safety equipment that is provided. They must not wilfully put at risk the health and safety of others.
- The sub-contractor will be educated on the health and safety of all equipment and be trained accordingly on how to use the equipment before use. The sub-contractor is liable for any injuries obtained through using machinery or tools without this training or information on the health and safety of the tool/machinery.
- You are responsible for all company tools in your possession.
- If using company vehicles/Plant & Machinery, you will be responsible for it at all times, a current valid driving licence NPORS/CPCS must be produced, and a copy taken.
- The sub-contractor must look after the vehicle/Plant and the keys to the vehicle/Plant. It must be locked when not in use and security devices enabled.
- The sub-contractor must not use the vehicle/Plant for any other purpose than for work carried out for Amare Construction unless otherwise agreed by the director.
- The driver of the vehicle/plant will not smoke within it and take full responsibility for any damage caused by negligence.
- You must always protect the vehicle/Plant against bad weather which can cause damage when in your possession and you must ensure you use the correct fuel.
- You will let us know of any faults in the vehicle as soon as you become aware of it.
- You will pay for any internal or external damages to the vehicle if caused due to neglect or abuse whilst in your care.
- You will be charged the cleaning charge if you don't leave the vehicle/Plant in a clean & tidy condition.
- You will be responsible for checking the vehicle is road worthy whilst in your possession and are liable for any prosecutions that may arise due to it not being road legal.

- You are liable for all fines, court costs, traffic offences, intended prosecutions for parking or any other offences (including any costs arising from clamping of the vehicle) whilst in your possession. You will pay charges in full when the correct authority demands them.
- Any damages, mistakes or poor workmanship made by the sub-contractor will be made good at their own expense. If not, Amare Construction have the right to charge you the cost to put it right.
- Consumption of alcohol or the taking of drugs during working hours constitutes a danger to on-site working practices and will not be accepted.
- All sub-contractors will be paid one week in hand and payments will be made on Mondays if this falls on a bank holiday it will be the next working day.
- All Payments made to the subcontractor via Amare will be subject to a £15 CIS handling fee.
- All sub-contractors must sign in and out each day. Failure to do so will result in disruptions to your payments.
- All sub-contractors must report any accidents immediately.
- All sub-contractors must wear the appropriate PPE equipment including hard hats, safety boots, gloves, masks on site.
- Hi-Vis vests & Hi-Vis T-shirts with AMARE CONSTRUCTION logo on them belong to AMARE CONSTRUCTION Services, if you are dismissed or leave you must hand back any items that belong to Amare Construction otherwise you will be charged for the cost of that item.

I have read and understood the policies and procedures detailed and agree to abide by them.

Signed: _____

Print Name: _____

Date: _____