

WORKING HOURS AND PAY POLICY 1/3



1. Service Hours

PAINT Ltd (trading as Spotted Bee) ensure they operate in line with all regulatory and legislative policies as well as in accordance with their client contractual agreements and policy and procedural requirements; therefore, in the interest of their service providers' safety and welfare, PAINT Ltd (trading as Spotted Bee) have implemented a Service Hours and Pay Policy.

With regards to the service hours and extent of service hours provided by the service provider, PAINT Ltd (trading as Spotted Bee) adhere to the principles of the GB domestic Rules and, through the use of technology and utilisation of clients' software have implemented standard operating procedures to monitor the amount of service hours provided, together with contingencies to minimise the risk of any breach to the rules. The table below illustrates the processes implemented against the required principles:

GB Domestic Rules	DSP Policy
The GB domestic drivers' hours rules apply to most passenger-carrying vehicles and goods vehicles that don't have to follow the EU rules	This policy will apply to ALL commercial vehicles engaged in providing delivery services.
Duty Time If an individual works as a driver for a company then duty time is any working time. If the individual is self-employed then duty time is only time spent driving the vehicle or doing other work related to the vehicle or its load.	The service provider's duty time will be calculated from the point they trigger their UTR time at the location in which they commence services.
Daily Driving Limit You must not drive for more than 10 hours in a day: <ul style="list-style-type: none">• on a public road• off-road if not during duty time	Service Providers will be advised of the daily driving limit via the POC briefings. Monitoring of service hours will be conducted and service providers who may be at risk of exceeding the service hours will be advised to return to their service location.
Daily Duty Limit You must not be on duty for more than 11 hours in any working day. This limit doesn't apply on any working day when you don't drive.	Daily duty hours will be monitored and root cause analysis carried out on any services provided that continually exceed the stipulated duty time. Notwithstanding the above, service providers will retain responsibility for monitoring their own hours and ensuring that the daily limit is not breached.
Breaks and Continuous Driving After 5 hours 30 minutes of driving there must be a break of at least 30 minutes for rest and refreshment	Service Providers will be reminded during service briefings about the importance of taking breaks throughout their duty time and of the safety risks of continuous driving. Service Providers are responsible for ensuring that the required breaks are taken.
Daily Rest Periods	Service providers' weekly schedule will be monitored to ensure they do not provide any consecutive day's service in excess of 6 days. In addition, service providers will be advised that they cannot provide any service in excess of 63 hours in one week (inclusive of breaks).

Policy Name: Working Hours and Pay Policy
Revision Date: 2nd August 2020 Revision Number: 1.1

Spotted Bee is the trading name of PAINT Ltd who are registered in England & Wales, Company Number 10202500. PAINT Ltd provide Last Mile Delivery Solutions for Amazon in the United Kingdom and our policies and procedures reflect their requirements. Should any driver or associate be unsure of any policy, they should seek clarification from a Manager or Director.

WORKING HOURS AND PAY POLICY 2/3



2. Remuneration

PAINT Ltd (trading as Spotted Bee) are committed to ensuring that all service providers are treated fairly. Details of the applicable payment rates are detailed in the rate card but PAINT Ltd (trading as Spotted Bee) adheres to the following principles:

- All invoices are itemised
- Mileage payments are reflective of the payments received from the client
- Incentive payments are reflective of the payments received from the client
- Any deductions (traffic violations, lost uniforms, damage etc.) are calculated on actual costs

3. Alternative Work Schedule Policy

At certain times through the engagement you may be asked to provide services from another customer location, if this happens and is requested by the customer you will still receive the day rate as per the SLA, and may also be reimbursed for mileage at the rate prescribed by the customer.

Alternative working may and can happen as there is a requirement to the customer to fulfil the contract.

This does not include:

1. Routine travel to and from place of work unless stated or agreed prior to travel.
2. Unpaid rest breaks when no work is done.
3. Time spent travelling outside normal working time
4. Training such as non-job related evening or day courses
5. Leave due to sickness, annual leave, maternity leave, accrued leave.

PAINT Ltd (trading as Spotted Bee) run a 7-day operation based on our clients' needs, this gives drivers the option to several working schedules in order to best suit their needs.

Example, Work 4 days consecutive, 4 days rest – Alternatively 5 days consecutive, with 1 day rest and a further 4 days work with 2 days rest - Alternatively 5 days consecutive, with 2 days rest and a further 5 days work with 2 days rest etc.

We request that all contractors provide the OSM at least 7 days' notice of their working schedule so we can accommodate their needs where possible.

WORKING HOURS AND PAY POLICY 3/3



PAINT Ltd (trading as Spotted Bee) Pay Policy

Service Type	Hours	Rate
Standard Parcel	8	£85.50 per day
Standard Parcel	9	£85.50 per day
Standard Parcel	10	£85.50 per day
Standard Parcel - Large Van	8	£85.50 per day
Standard Parcel - Large Van	9	£85.50 per day
Standard Parcel - Large Van	10	£85.50 per day
Hyperzone	9	£85.50 per day
Ridealong	9	£85.50 per day
Classroom Training	9	>£73.89

Additional Payments	Hours	Rate
Rescue	2	£10
Rescue	4	N/A
Rescue	6	N/A
Redelivery	2	N/A
Redelivery	4	N/A
Redelivery	6	N/A
Transportation Standard Van	2	N/A
Transportation Standard Van	4	N/A
Transportation Standard Van	6	N/A
Missort Delivery	2	N/A
Missort Delivery	4	N/A
Missort Delivery	6	N/A
Mailsort Pickup/Dropoff	6	N/A
Late Departure	1	£10.00
BYOD	Daily	£1.50 (£1.80 (incl VAT))

Incentive Payments	Threshold	Payment
DPMO	0-300	tbc by amazon
	301-450	tbc by amazon
	451-800	tbc by amazon

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