



**Traffic Management Contractors Association Labour Agency Supply Charter**

1. We are committed to providing highly trained, qualified and health and safety focused personnel who comply with the necessary requirements to undertake works on Traffic Management schemes.
2. We will induct all agency personnel into our company`s HSEQ policies, and where applicable Client polices, on the first day of their engagement.
3. We will not discriminate against any of our personnel based on ethnicity, sexuality, disability or gender and will promote these and the diversity that they offer to our customers and clients.
4. We will undertake rigorous checks of our personnel to ensure the qualifications they hold are relevant and in date, we provide copies of all certifications and conduct all necessary checks before referring any individual to a TMCA client.
5. We will work with TMCA member companies to identify best practice Health, Safety and Environmental innovations and share this information with our personnel and other agencies.
6. We will support our personnel, and the client they work with, to ensure that any concerns and problems with the employment and performance of our agency staff are addressed at an early stage and dealt with at the appropriate level.
7. We will take a zero tolerance approach to Drug and Alcohol abuse onsite. We will work with our clients to ensure that Traffic Management Personnel who do not comply with the relevant drug and alcohol policies are immediately withdrawn. We undertake not to utilise such personnel for at least one month (28 days) and until such time as they have provided a clear test.
8. We will, where appropriate, support our personnel in undergoing drug and alcohol rehabilitation programmes. We will monitor their progress and support their return to work accordingly.
9. We will monitor the working hours of our personnel and identify to TMCA member companies any concerns we have with excessive workload or hours.
10. We acknowledge our duty of care to ensure our personnel have adequate rest between shifts and we will monitor and record individual`s working hours together with the appropriate rest periods.
11. We will not tolerate a double shift culture which can cause excessive tiredness. If we determine that our registered personnel are working for more than 1 agency within a 24 hour period, without an adequate rest break, we will remove the individual from their contract with our agency.

**We, .....(Company)  
Accept and agree to comply with the above charter and understand non-compliance could lead to action from the TMCA.**

**Signed.....Date.....**

**Position.....**