

Employee Policies

Smoking Policy

Quay Transport Ltd does not permit the smoking of cigarettes, cigars, pipes or any other items in the office or in the vicinity of the vehicles and trailers. Smoking on customers premises is strictly forbidden unless in a designated area as defined by the site operator.

The above policy includes electronic cigarettes and any vapour type e-cigarettes.

Mobile Phone Policy

The use of mobile phones while driving is strictly forbidden without a hands-free facility. Even when a hands-free facility is available, extreme caution must be taken while driving to ensure concentration on driving is not lost. If the road / driving conditions do not allow for any distractions, pull over at the next safe available parking place and make any necessary calls.

Alcohol and Drug Abuse Policy

The use of drugs and/or alcohol during working hours is strictly forbidden. The driver/operative is responsible for ensuring any prescription medication being used is not going to cause any problems while carrying out their duties.

Drivers/Operators are responsible to ensure that they drink alcohol responsibly taking into account their work schedule.

Any employee who is found not complying with this policy will face disciplinary action.

Confidentiality and Grievance

Employees who have any problems with their work, other employees or general concerns are invited to share these with Management at any time. Any and all issues raised by any member of staff will be treated with the strictest of confidence.

Jewellery Policy

The wearing of Jewellery should be kept to a minimum to lessen the chance of personal injury or loss. Particular attention should be exercised when operating equipment and loading/unloading tanks.

Holiday Entitlement


Holiday entitlement is set by management. Any holidays must be requested by giving at least two weeks notice to ensure proper staff coverage can be maintained.

Personal Conduct and Appearance

While working for Quay Transport Ltd, employees are expected to maintain the company reputation by acting professionally and courteously at all times. Any disputes at customer's sites or anywhere whilst at work should be reported to the Management.

Public/Press Relations

If you are questioned by any person regarding any incident or accident other than the normal giving and receiving of insurance details, refer them to your Manager.

Signed 
Gary Kirkby.
Managing Director.
30th June 2020

Last Review June 2022