

Dockside Personnel Limited

Agency Workers Regulations (AWR) Checklist and Working Time Regulations Policy

Part A – Agency Workers Regulations (AWR) Checklist

1. Purpose

Dockside Personnel Limited ("the Company") is committed to complying with the Agency Workers Regulations 2010 (AWR). This checklist is designed to ensure that agency workers receive their correct entitlements and that both the Company and its clients meet their legal obligations.

2. Who the AWR Applies To

The Agency Workers Regulations apply to: - Individuals supplied by Dockside Personnel Limited to work temporarily for and under the supervision and direction of a client

The Regulations do **not** usually apply to: - Genuine self-employed contractors - Individuals working through a limited company (where applicable exemptions apply)

3. Day 1 Rights Checklist

From the **first day of an assignment**, agency workers are entitled to:

- ☐ Equal access to collective facilities and amenities provided by the client, including: - Canteens or food facilities - Toilets and washing facilities - Rest areas - Transport services (where provided to comparable staff)
 - ☐ Access to information about: - Job vacancies with the client - Opportunities for permanent employment
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4. 12-Week Qualifying Period Checklist

After completing **12 continuous calendar weeks** in the same role with the same client, agency workers are entitled to the same basic working and employment conditions as if they had been recruited directly by the client.

Check the following:

- ☐ Correct pay rate applied (including overtime, shift premiums, and unsocial hours where applicable)

- ☐ Working hours equivalent to comparable direct employees
 - ☐ Rest breaks and rest periods aligned with client staff
 - ☐ Annual leave entitlement equivalent to comparable roles
 - ☐ Paid time off for antenatal appointments (where applicable)
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5. Breaks in the Qualifying Period

The 12-week qualifying period may: - Pause during sickness (up to 28 weeks), annual leave, or shutdowns - Reset if a worker moves to a substantively different role

- ☐ Assignment history monitored accurately ☐ Any role changes reviewed for AWR impact
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6. Responsibilities Under AWR

Dockside Personnel Limited will: ☐ Obtain accurate role and pay comparator information from clients ☐ Track qualifying periods ☐ Apply correct pay and conditions once qualified ☐ Respond to AWR information requests within legal timescales

Clients will: ☐ Provide accurate information on comparable roles ☐ Notify Dockside Personnel Limited of any role or rate changes

Part B – Working Time Regulations Policy

7. Purpose

This policy sets out how Dockside Personnel Limited complies with the Working Time Regulations 1998 (WTR) to protect the health, safety, and welfare of agency workers.

8. Scope

This policy applies to: - All agency workers supplied by Dockside Personnel Limited - All client sites, including docks, ports, warehouses, vessels, and associated workplaces

9. Working Hours

- Agency workers must not work more than an average of **48 hours per week** unless they have voluntarily opted out.
- Working time includes time spent working, required training, and job-related travel between assignments.

☐ Opt-out agreement obtained (where applicable) ☐ Hours monitored accurately

10. Rest Breaks and Rest Periods

Agency workers are entitled to: - A **20-minute uninterrupted rest break** when working more than 6 hours - A minimum **11 consecutive hours' rest** in each 24-hour period - At least **24 hours' uninterrupted rest** in each 7-day period (or 48 hours in 14 days)

11. Night Work

Where agency workers are classed as night workers: - Average working time must not exceed **8 hours in any 24-hour period** - Free health assessments will be offered

☐ Night worker status identified (where applicable) ☐ Health assessment offered

12. Annual Leave

- Agency workers are entitled to **5.6 weeks' paid annual leave** per leave year (pro rata)
 - Holiday pay will be calculated in line with current legislation and case law
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13. Young Workers

Where applicable, additional protections apply to workers under 18, including: - Limits on working hours - Enhanced rest breaks

14. Responsibilities

Dockside Personnel Limited will: - Monitor working hours and rest periods - Maintain accurate records - Ensure legal compliance

Agency Workers must: - Accurately report hours worked - Take required rest breaks - Notify the Company if they believe limits are being exceeded

Clients must: - Manage working patterns safely - Cooperate with Dockside Personnel Limited to ensure compliance

15. Breaches and Concerns

- Any concerns about AWR or Working Time Regulations should be reported promptly
 - No worker will suffer detriment for raising a genuine concern
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16. AWR & Working Time Regulations Review

This checklist and policy will be reviewed annually or sooner if legal or operational changes require it.

17. Policy Review

Approved by: Dockside Personnel Operations Team
Review Date: 31/12/2026