



# **Truck Transport Social Guidelines**

An Initiative of the Collaborative Platform Responsible Trucking



The collaborative platform “Responsible Trucking” is organised and coordinated by CSR Europe, the European Business Network for Corporate Sustainability and Responsibility.

For further details, please refer to the Responsible Trucking webpage:

<https://www.csreurope.org/responsible-trucking>



## Responsible Trucking Partners



H&M Group

IKEA Supply AG



MAERSK

postnord

Raben

SCANIA



XPOLogistics

## About the Social Guidelines

The Social Guidelines articulate the standards that Partners of the Responsible Trucking collaborative platform strive for in their own operations, the expectations Transport Buyers have towards their Suppliers, and the expectations Transport Suppliers have towards their sub-contractors.

The truck drivers at the heart of the logistics sector are its most important assets. For this reason, Partners of this initiative are working together to attain **a high standard in social performance throughout the whole supply chain.**

Companies, including both Transport Buyers and Transport Suppliers, are expected to uphold a high standard of integrity and to operate honestly and equitably throughout the supply chain in accordance with local and international laws.

The Social Guidelines are based on fundamental principles of social responsibility that are compliant with local law, consistent with international expectations and are supported by Platform Partners.

**Responsible Trucking Partners uphold and endorse these standards, and agree to cascade them through the supply chain, meaning that the same standards will apply to sub-contractors in the supply chain.**

Individual Partners may have their own standards, codes and policies that stand alongside and supersede - when of a higher standard - these Social Guidelines.

The Social Guidelines apply to transport operations performed in **Europe**. However, Partners of Responsible Trucking are free to apply relevant clauses of these Guidelines in their global operations.

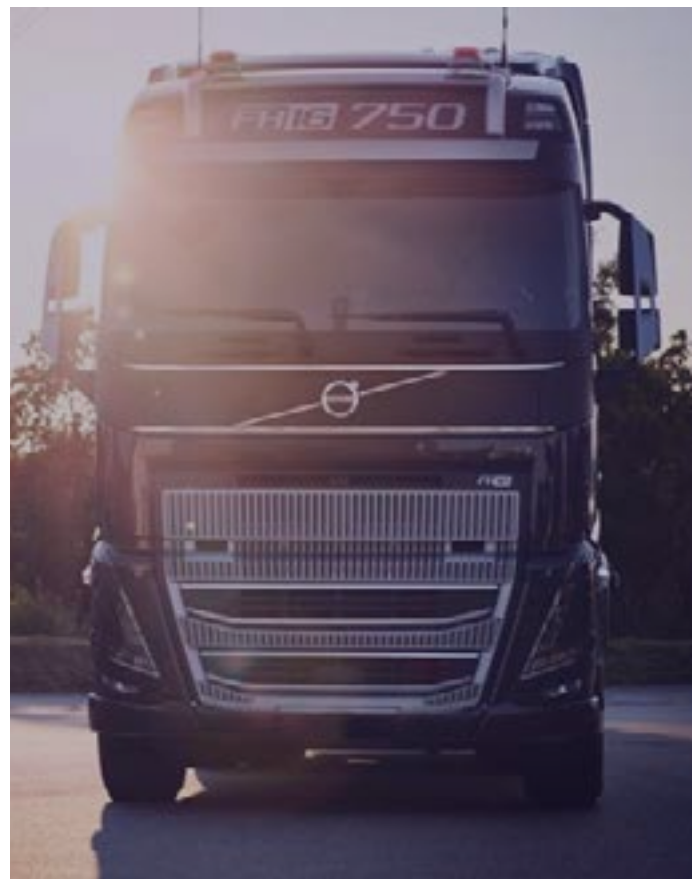
Platform Partners are committed to respect and use commercially reasonable efforts to implement the aspects described as '**Requirements**' in these Social Guidelines, as well as to work towards the achievement of the longer-term objectives described as '**Aspirations**'.



## Clarifications

A **clarification** on some of the **key terms** used along the Guidelines is included below, in order to ensure a common understanding of the terminology used:

- **Companies:** reference to both Transport Buyers and Transport Suppliers, as well as to their sub-contractors.
- **Facilities:** any building structure - including loading and unloading sites, distribution centres, hubs, transit sites, ports, terminals, or cross-docks points -, parking area or other property, that truck drivers use in the logistics value chain. Requirements and Aspirations in the 'Facilities' section of these Guidelines are only applicable during legal opening hours, excluding the time during which the facilities are closed, such as at night or during the weekends.
- **Facility Operators:** intermediary operators - such as warehouse, port and terminal operators – directly participating in Companies' supply chain operations, who can impact truck drivers' working conditions.
- **Platform Partners:** companies part of the Responsible Trucking collaborative Platform, facilitated by CSR Europe: BMW Group, H&M Group, IKEA Supply AG, A. P. Moller - Maersk, PostNord, Raben Group, Scania, Volkswagen, Volvo Cars, Volvo Group, XPO Logistics. For the purpose of the Social Guidelines, some Platform Partners can act sometimes as Transport Buyers and other times as Transport Suppliers, depending on their role in the logistics supply chain.
- **Social Responsibility:** refers to the following topics: employment and working conditions, health & safety, business ethics, human rights and labour rights.
- **Sub-contractors:** third-party providers performing transportation services.
- **Transport Buyers:** companies purchasing road freight transport services, including Transport Suppliers which purchase road freight services from sub-contractors.
- **Transport Suppliers:** companies providing road freight transport services. Within the meaning of these Guidelines, it may refer to either Platform Partners providing transport services or to their sub-contractors.
- **Transportation Service:** if not specified, reference to both national and international road transport services within Europe.
- **Truck drivers:** these Guidelines apply to both drivers directly employed by Transport Suppliers as well as to drivers from subcontracted services. Each Transport Supplier is responsible just for the working conditions of the drivers they directly employ



# Working Conditions: Requirements & Aspirations

## 1. FORCED LABOUR

### *Requirement*

**1.1** There can be no forced labour of any kind relating to Companies' business, products and services.

**1.2** Companies shall not engage or tolerate restrictions of movement, confiscation of identity documents and/or passports, withholding of wages, violence, or recruitment fees that may lead to debt bondage.

**1.3** Companies shall comply with driving time and working time legislation under applicable national and international law and collective agreements, as well as with regulations regarding speed limits and the size, weight and load of trucks. Companies shall provide their drivers adequate remuneration and payment according to applicable national and international law and collective agreements.

**1.4** Drivers shall be free to terminate their employment provided they give the legal required notice period to their companies.

**1.5** Drivers shall be informed as to their conditions of employment – explicitly about working hours and wages - and be provided an employment contract written in a language they can easily understand.

**1.6** Suppliers shall support their drivers in understanding their working rights and obligations where necessary, specially on their legal rights when working in different countries.

## 2. CHILD LABOUR

### *Requirement*

**2.1** Companies shall not engage in or tolerate the use of child labour.

**2.2** Companies shall establish policies ensuring that if a child is working at the company or in its supply chain, the company has a plan to end the child labour, while ensuring the protection of the affected child.

**2.3** Companies shall comply with legal regulations concerning the age of employment of young workers.

**2.4** Companies shall respect specific working conditions legally established for young workers.

## 3. HARASSMENT

### *Requirement*

**3.1** Companies shall not engage, support or allow any form of harassment or abuse in the workplace, specially, but not limited to, offensive behaviour, physical or sexual harassment, or intimidation.

## 4. WORKING AND RESTING TIMES

### *Requirement*

**4.1** Transport Suppliers shall comply with the applicable local and international legislation regarding working hours - including but not limited to overtime and overtime compensation - and rest rules.

**4.2** Transport Suppliers shall provide their drivers easily accessible information on available and appropriate rest facilities, keeping this information up to date.

**4.3** Transport Suppliers shall not use the compulsory return of the truck to the centre of operations/to the Member State of establishment required by law, as a justification for forcing their drivers to drive outside their working hours and/or their contractual obligations.

**4.4** Companies shall include specific information about loading and unloading times when organising a transport service, working towards minimising drivers' waiting times.

**4.5** Companies shall provide their truck drivers clear information on their contractual obligations regarding loading and unloading responsibilities for each transportation service.



### *Aspiration*

**4.6** To enhance work-life balance, Transport Suppliers should allow drivers involved in international transportation to return home every two weeks, on demand of drivers, and always informing employers properly in advance before planning the trip. In the same way, Transport Suppliers should inform drivers on their transport requirements clearly and as soon as possible, when the transport service is organised, allowing them to plan their work-life schedule properly.

**4.7** Transport Suppliers should plan long distance travels dividing them into segments and allocating them to more than one driver, avoiding the situation of drivers working without going home for months.

**4.8** Companies should accommodate drivers' timing demands in their planning when hiring or organising a transport service, considering the additional time they need to find available parking areas and to plan where to take their rests.

**4.9** Transport Suppliers should start implementing the new Smart Tachographs across their fleet, showing their leadership in the sector going ahead of legal requirements.

## **5. REMUNERATION**

### *Requirement*

**5.1** Drivers shall receive a salary complying with current applicable legislation, contributing to increase the attractiveness of the industry.

**5.2** Transport Suppliers shall provide their drivers, in full and directly, the wages and benefits that comply with the applicable laws and collective bargaining agreements.

**5.3** Overtime shall be paid and clearly detailed on written salary statements.

**5.4** Transport Suppliers shall provide their drivers with the legal stipulated daily allowances for covering food expenses and other extra-costs, in addition to covering the cost of the accommodation, in case that drivers are required to take their rests outside their cabin.

**5.5** Transport Suppliers shall not give drivers any payment, even in the form of a bonus or wage supplement, related to distances travelled, the speed of delivery and/or the amount of goods carried, if that payment is of such a kind as to endanger road safety and/or encourages infringement of legal provisions.

**5.6** Transport Suppliers shall not use consecutive short-term contracts and/or false apprenticeship to avoid meeting its obligations to personnel under applicable laws and regulations pertaining to labour and social security.

### *Aspiration*

**5.7** Transport Suppliers should adapt drivers salaries to make them competitive according to the country in which they perform their job, with a special focus on drivers receiving salaries from countries with low living costs but performing their job in countries with higher cost of living.

## 6. BENEFITS

### *Requirement*

**6.1** Transport Suppliers shall provide their drivers with all legally mandated benefits to which they are entitled, included but not limited to annual vacation, sick leave and parental leave.

**6.2** Transport Suppliers shall provide trainings to their drivers regarding any work-related health and safety risk – specially on the dangers of using the mobile phone while driving and the dangers of fatigue – on the use of new Smart Tachographs, as well as on any other aspect relevant for the correct performance of their duties.

**6.3** Transport Suppliers shall bear the costs related to the trainings mentioned in the previous point, and they should be delivered in a language that their drivers can understand.

## 7. NON-DISCRIMINATION

### *Requirement*

**7.1** Companies shall not discriminate or interfere with the exercise of personnel's rights or practices based on drivers' race, religious beliefs, sex, marital status, age, political affiliation, national origin, disability, sexual orientation or any other basis.

**7.2** Companies shall not tolerate any kind of discrimination in the workplace, specially, but not limited to, discriminatory practices against female truck drivers, that may include unfair hiring practices, pay disparities, and/or unfavourable treatment in promotion and professional development.

### *Aspiration*

**7.3** Companies should improve diversity and inclusion – specially gender balance - among drivers in their company.

## 8. FREEDOM OF ASSOCIATION AND COLLECTIVE BARGAINING

### *Requirement*

**8.1** Companies' employees shall be free to join

or not to join a union representation of their choice, free from threat or intimidation.

**8.2** Employees' representatives chosen by the legal rules applicable in each country, shall not be discriminated against and shall have access to carry out their representative functions in the workplace.

**8.3** Companies shall respect employees' right to collective bargaining, defined as a voluntary process through which employers and employees discuss and negotiate their relations, and the working terms and conditions of the work. The process shall be conducted freely and in good faith by all parties.

## 9. HEALTH & SAFETY

### *Requirement*

**9.1** Companies shall comply with applicable occupational health and safety regulations and provide a work environment that is safe and conducive to good health, in order to preserve the health of employees, safeguard third parties and prevent accidents, and work-related illnesses. They shall build a culture of respect for the profession of driver, treating drivers' health and safety as a priority.

**9.2** Transport Suppliers shall equip trucks with an appropriate hands-free device to be used by drivers in case of emergency, always communicating to drivers the risks of using it while driving.

**9.3** In case that Companies have clear and direct evidences that their drivers are working under the influence of alcohol, drugs or any other substance that can affect their ability to drive, they shall communicate it to the police, for them to perform the required alcohol and/or drugs tests.

**9.4** Transport Suppliers shall put in place a contact point for their drivers in case of emergency on the road, available 24 hours a day, 7 days a week.

**9.5** Transport Suppliers shall conduct regular technical revisions of the status of the trucks, and/or require that technical revisions to be done, reporting any relevant issues to their drivers.

## 9. HEALTH & SAFETY

### *Requirement*

**9.6** Transport Suppliers shall equip their trucks with both air conditioning and heating, ensuring that trucks offer an appropriate working environment for drivers.

### *Aspiration*

**9.7** Transport Suppliers should install breathalysers, ignition interlock devices or similar.

## 10. DISCIPLINARY PRACTICES

### *Requirement*

**10.1** Companies shall treat all personnel with dignity and respect. They shall not engage in or tolerate the use of corporal punishment, mental or physical coercion or verbal abuse of personnel.

## 11. FACILITIES

### *Requirement*

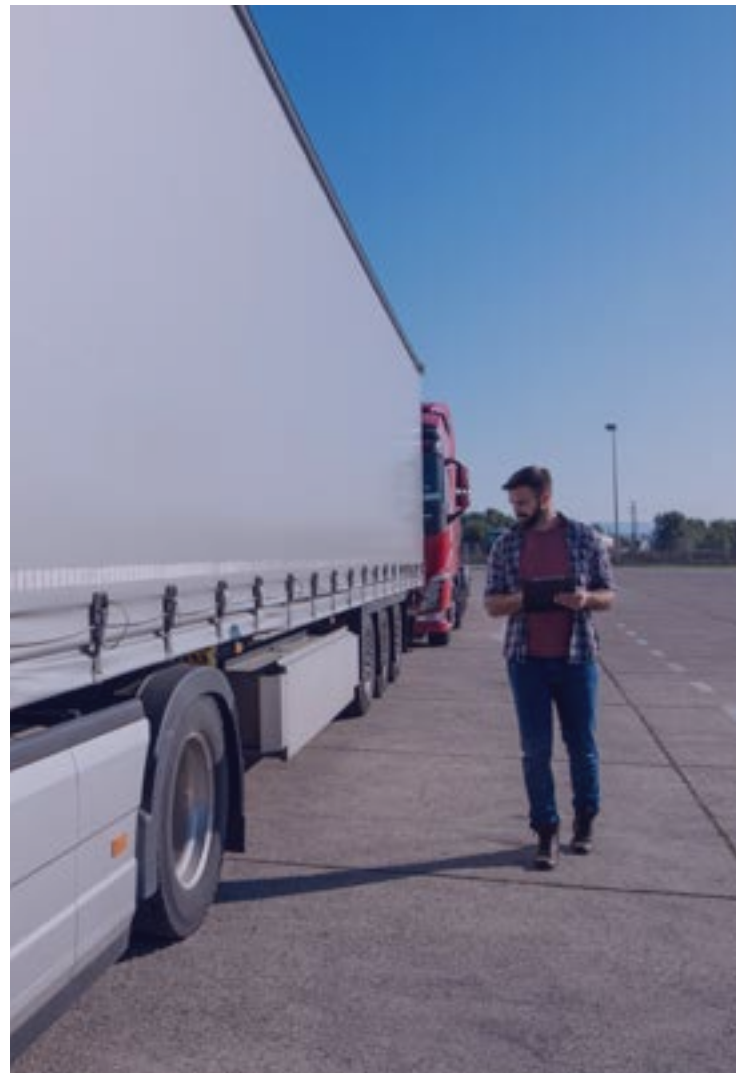
**11.1** Companies and Facility Operators shall provide free, clean drinking water to all drivers who complete deliveries on their site.

**11.2** Companies and Facility Operators shall provide an adequate number of toilet facilities for both men and women.

**11.3** Companies and Facility Operators shall keep every toilet facility on their site clean and appropriate for use.

**11.4** Companies and Facility Operators shall provide drivers with access to a dedicated, appropriate and closed space to protect them from adverse weather conditions while waiting for the loading/unloading of the cargo. This place can be near or within the parking area, within the administrative area, or within companies' property outside the fences, and always outside of sensitive plant areas.

**11.5** Companies and Facility Operators shall inform drivers about suitable parking areas near their facilities, in case of need.



**11.6** Companies and Facility Operators shall develop and implement grievance mechanisms within their facilities, allowing drivers to raise questions, concerns and/or complaints in an accessible and anonymous way and without retaliation. These systems could be developed in the most convenient way for companies, and could be physical or digital.

### *Aspiration*

**11.7** Companies and Facility Operators should adapt their planning to the number of parking lots available in their facilities, avoiding the situation of drivers arriving at the same time without having enough space for parking.



# Business Ethics

## 12. FAIR COMPETITION/ANTI-TRUST

### *Requirement*

**12.1** Companies shall uphold standards of fair business and conduct business in accordance with all applicable anti-trust or anti-competition laws and regulations.

**12.2** As legally required and in order to avoid 'letterbox companies', Transport Suppliers shall have a stable and operational establishment in a Member State, adequate financial means to operate and the necessary professional competence.

**12.3** In order to avoid unfair competition, Transport Suppliers shall comply with cabotage rules and legal cooling off periods.

**12.4** Transport Suppliers shall only and exclusively employ drivers that have an adequate driving license to operate.

**12.5** Transport Suppliers shall respect drivers' rights according to applicable national laws and collective agreements when they work temporarily in different Members States. Companies shall not take advantage of differences between national regulations to subject drivers to exploitative working conditions which are not only detrimental to themselves, but may lead to unfair competition and illegal international operations.

## 13. ANTI-CORRUPTION

### *Requirement*

**13.1** Companies shall work against corruption in all its forms, including extortion and bribery.

## 14. PRIVACY

### *Requirement*

**14.1** Companies shall put in place appropriate measures to respect privacy, to protect personal data against loss and unauthorised access or use, and to comply with relevant applicable privacy and information security laws and regulations.

**14.2** Transport Suppliers shall use the information of digital tachographs just for legitimate purposes, and always in a way that respects the right to privacy of drivers.

## 15. DISCLOSURE OF INFORMATION

### *Requirement*

**15.1** Companies shall disclose financial and non-financial information in accordance with applicable regulations and prevailing industry practices.





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