

Transport and road-safety guide

Confirm the actual pickup time, place and contact person for your journey. If an arrangement is unclear or you miss the transport, contact your supervisor or Orchard Tech for the next safe arrangement.

- Use the seatbelt and an authorised passenger seat.
- Do not ride on a trailer, forklift, bin or tractor bucket.
- Tell Orchard Tech if a vehicle or journey appears unsafe.

If you drive for work

You need the correct current licence, Orchard Tech's authority to drive and fitness to drive safely. Do not drive while affected by fatigue, alcohol or drugs. If you are too tired, stop safely and tell Orchard Tech. Follow the company phone rule and the conditions on your licence; park safely before using a phone.

Any approved personal transport arrangement and any financial terms must be confirmed separately. This guide does not create a charge or deduction. Read the full handbook and transport chapter for the rules that apply.

English quick reference prepared 10 October 2026. Read the current source documents and follow the instructions explained for your placement.

Source documents

- Employee Handbook section 11
- Health & Safety Manual chapter 27