

Full name: _____

Your responsibilities:

1. You will not undertake or attempt to report for duty, if you have worked on the rail infrastructure (or any other work associated activities or duties) within the preceding 12 hours, unless a risk assessment has been conducted by VGC and suitable controls have been implemented.
2. You will not exceed the maximum working hours determined by law, Network Rail Working Hours Regulations or QUENSH as detailed in the VGC H&S induction briefing and booklet.
3. You will report for duty ensuring you are fit for work, fully rested, not fatigued and not under the influence of drugs or alcohol. You must report anything that may affect your ability to work safely including, changes of health, medication, lack of equipment or personal circumstances.
4. When you report for duty, you must have the appropriate Personal Protective Equipment (PPE) and wear/use this in the correct and safe manner at all times.
5. You will return signed acknowledgment slips to VGC when required for Rule Book updates and any other relevant industry standard briefings given to you by VGC.
6. You must not undertake any task, for which you are not competent, do not have the right equipment or the relevant information or local knowledge to complete safely.
7. You will act in a safe manner at all times, follow the Lifesaving Rules and report any incident, close call or breach of any policies detailed in your VGC HSQE induction booklet.
8. You will carry your Sentinel Smart card at all times when on the Network Rail or LU infrastructure. If the card is lost or stolen a replacement fee is chargeable by VGC. You will be unable to work on the NRMI until you are in receipt of a new sentinel smart card.
9. Where accountable; undertake 100% verification checks on Sentinel smart cards before allowing individuals to start work.
10. You agree to cooperate with VGC in the event of any investigations into a breach of the Sentinel Scheme Rules, whether working for VGC or for an approved sub-sponsor.
11. Comply with Sentinel Scheme Rules at all times. Breaches of the Sentinel Scheme Rules can be found on the back of this document.
12. Report any observed breach of the Sentinel Scheme Rules to VGC or anonymously to Network Rail.

VGC, as your Primary Sponsor will:

1. Provide individual with a valid Sentinel Smart card
2. Fulfil our role in relation to Health and Safety legislation.
3. Review any sub sponsor requests in a fair & timely manner. Sub-sponsors will only be authorised by VGC upon receipt of a formal request being made via the Sentinel website and after review of your working patterns. Where a sub sponsor is rejected, VGC will provide a reason for rejection.
4. Undertake a HSQE induction briefing which covers the rules and responsibilities of the Sentinel Scheme along with the other company policies and procedures that you are required to comply with when working for VGC.
5. Provide suitable PPE marked so as to identify whom the individual is Primary Sponsored by when working on NRMI, and suitable training to be able to use that protective equipment effectively.
6. Update you with regular briefings on changes to standards, Rule Book updates and Sentinel Scheme Rule updates.
7. Arrange for the provision of mentoring, training and assessment at the required intervals to ensure competence is maintained where deemed necessary by VGC.
8. Issue, Safety Critical Equipment to enable you to safely undertake your role when deployed by VGC; this includes provision of personal issue information such as handbooks and rule books for any competence you hold.
9. Provide advice, guidance or instruction on any restrictions based on medication and other medical fitness issues through our HR & HSQE department.
10. Provide mentoring support where necessary to develop your competence.
11. Provide you with clear contractual arrangements.
12. Investigate breaches of Sentinel Rules and undertake a Local Investigation, which may involve the request of a competency takedown or temporary suspension of the individuals Sentinel Smart Card for a maximum of 3 months or until the Local Investigation is concluded.
13. Send a copy of the investigation report to the Network Rail Workforce Safety Team for a formal review, if a breach is proven and involves a Sentinel Scheme Outcome.

Terminating this agreement:

1. This contract of sponsorship will automatically terminate should your terms of engagement with VGC terminate for whatever reason.
2. The primary sponsor (VGC) reserves the right to terminate this agreement without notice.
3. If you wish to terminate the Contract of Sponsorship, you must provide written notice to VGC detailing the reason. Upon receipt of written notice VGC will arrange the de-sponsorship process via the Sentinel website in a reasonable time period but no later than 7 days after the date of initial request. You must elect a new primary sponsor if you wish to continue working on the NRMI.
4. On termination of the Contract of Sponsorship, you must return to VGC any Sentinel Smart Card reading device issued to you by VGC.

The terms of this agreement may be varied, amended or modified in accordance with the Sentinel Scheme Rules which govern its existence. All variations, amendments or modifications will be notified to you in writing. Such changes will be deemed to be accepted by you unless you notify VGC of any objections within two weeks of receipt of notice of variation.

By signing this contract of sponsorship, I agree that VGC will act as my primary sponsor for work carried out on the Network Rail Managed Infrastructure (NRMI) or LU Infrastructure and I agree to the terms set out in the agreement above and contained in the Sentinel scheme rules.

Signed by worker: _____ Date: _____

Signed by VGC: _____ Date: _____

THIS DOCUMENT DOES NOT FORM A CONTRACT OF EMPLOYMENT

This document should be signed and returned to the VGC office. A copy will be issued to you for your records.

Breaches of the Sentinel scheme rules

Breaches of the Sentinel scheme rules by either an individual or a sponsor include (but are not limited to) the following:

- Any action of theft, attempted theft, fraud, or falsification of documentation or records;
- Any conviction related to theft or attempted theft of railway materials
- Any breach of the drugs and alcohol policy, including reporting or endeavouring to report to site under the influence of drugs or alcohol or being in possession of illegal drugs on site, either for sale or personal use
- Any breach in working hours, including reporting or endeavouring to report for a shift of work, having previously undertaken a shift on NRM within the last 12 hours (known as double-shifting); unless a risk assessment has been conducted by the primary sponsor and suitable controls implemented
- Any event of presenting a falsified or altered Sentinel smart card, or claiming a false identify for the purposes of trying to gain entry on NRM
- The infringement of any health and safety rules
- Any event of negligence which causes, or has the potential to cause loss, damage or injury;
- Any event of physical violence while at work
- Any event of deliberate damage to NRM property
- Any event of bullying, harassment or discrimination
- Any breach of confidence
- Any breach of the Lifesaving rules
- Any failure to investigate an alleged breach of the Sentinel scheme rules for an individual they currently sponsor or sponsored at the time of the alleged breach. (This also applies where investigations are undertaken, but are deemed inadequate at formal review)
- Any allegation of a breach of the Sentinel scheme rules which is found to be false and is proven to have been made with malicious intent.
- Any other event that brings the Sentinel scheme into disrepute.