

FORS001 V7 Fuel and Tyre Policy.
FORS002 Vulnerable Road User Safety Policy.
FORS003 Mobile Phone and In Use Tech Policy.
FORS004 Anti Idling Policy.
FORS005 Work Related Road Risk Policy.
FORS006 Vehicle Routing and Planning Policy.
FORS007 D2 ECS Driving Standards Policy.
FORS008 D3 Driver Induction Policy.
FORS009 D5 In Vehicle Communication Policy.
FORS010 D5 Mobile Phone and In Use Tech Policy.
FORS011 D6 Health and Eyesight Policy.
FORS012 D7 Driver Hours Policy.
FORS013 M9 Complaints and Representation Policy.
FORS014 M10 Driver Infraction Policy.
FORS015 O2 Anti Idling Policy.
FORS016 O3 Road Traffic Collision Policy.
FORS017 O4 Passenger Safety Policy.
FORS018 O7 Operational Security Procedure.
FORS019 O7 Security & Counter Terrorism.
FORS020 V1 Serviceability and Roadworthiness Policy.
FORS021 V5 Loading and Unloading of Company Vehicles Procedure.
FORS022 V5 Safe Loading policy.
FORS023 Driver Qualification Policy.
FORS024 Management Responsibility Policy.
FORS025 Driver Training Policy.
FORS026 Driver Fatigue Management Policy.
FORS027 Road Transportation - Vehicles Policy.
FORS028 Road Transportation - Applicable Markings & Placards Policy.
FORS029 Hazardous Waste Carriage Policy.
POL000 Integrated Policy.
POL001 Health & Safety Policy.
POL002 Environmental Policy.
POL003 Quality Policy.
POL004 Alcohol & Drugs Policy.
POL005 Training Policy.
POL006 Equal Opportunities Policy.
POL007 Sustainable Procurement Policy.
POL008 Corporate Responsibility Policy.
POL009 Work Safe Policy Statement.
POL010 Fraud & Malpractice Policy Statement.
POL011 Wellbeing Policy Statement.
POL012 Managing Fatigue Policy Statement.
POL013 Behavioural Safety Policy Statement.
POL014 Business Continuity Policy Statement.
POL015 GDPR Policy Statement.
POL016 Transport Policy Statement.
POL017 Anti-Terrorism Policy Statement.
POL018 Anti-Slavery Policy Statement.
POL019 Safeguarding Policy.

POL020 Insurance Policy Statement.
POL021 Bereavement Policy.
POL022 Social Value Policy.
POL023 Corporate Criminal Offence Policy.
POL024 Mental Health and Wellbeing Policy.
POL025 Managing the Health & Safety of Non-English-Speaking Workers.
POL026 On Call Policy.
POL027 Whistle Blowing Policy.doc"
POL028 Collaborative Working Policy.
POL029 Comprehensive Ethics Policy.
POL030 Occupational Health & Well-being Policy.
POL030 Workplace Anti-Bullying Policy.
POL031 Lone Working Policy.
POL032 Prevention of Illegal Workers Policy.
POL033 Right to Work Policy for UK Employment.
POL034 Equality & Diversity Policy.
POL035 Anti Bribery and Corruption Policy.
POL036 WorkSafe Policy.
POL037 General Data Protection Regulation (GDPR) Policy.
POL038 Modern Slavery Policy.
POL039 Supplier Code of Conduct Policy.
POL040 Employment of Young Persons Under 18 Policy.
POL041 Welfare Facilities Policy.
POL042 Emergency Action Plan Policy.
POL043 Fall Protection Policy.
POL044 General Motor Vehicle Policy.
POL045 General Safety Program Policy .
POL046 Hazard Identification, Risk Assessment, and Control [HIRAC] Policy.
POL047 Hot Work Policy.
POL048 Use of Ladders Policy.
POL049 Mobile Elevating Work Platforms [MEWPs] Policy.
POL050 Rigging & Material Handling Policy.
POL051 Subcontractor Safety Management Policy.
POL052 Fire Safety and Building Safety Policy.
POL053 Chemical Safety Policy.
POL054 Electrical Safety Policy.
POL055 Electrical Equipment Grounding Policy.
POL056 Volunteering Policy.
POL057 Living Wages Policy.
POL058 Reporting and Investigation of Accidents, Incidents, and Near Misses Policy.
POL059 Asbestos Exposure and Management Policy.
POL060 Hidden Labour Exploitation Policy.
POL061 Climate Control Policy.

I am committed to delivering projects, which not only meet the requirements of my company's customers but exceed their expectations. I am committed to minimising the impacts resulting from the environmental aspects of our services and to controlling the health and safety risks to our employees and the general public. I believe that no injury is acceptable - all injuries are preventable - and we will do whatever it takes to prevent injury.

In order to demonstrate my commitment to quality, the environment, health and safety, my Management Team will have the necessary resources and facilities to develop, implement and continually improve our management system, which meets the requirements of BS EN ISO 9001:2008, BS EN ISO 14001:2015, 45001:2018, Network Rail and our other Client Standards, and will comply with these requirements.

My Company will have a full suite of Policy Statements to:

- Ensure that our customer requirements are fully understood and that every effort is made to deliver those requirements in line with the contractual agreement
- Put in place effective communication arrangements to ensure that all stakeholders are kept fully aware of company requirements and performance
- Meet the requirements of all current applicable legislation including local regulations and best practice and keep itself up to date with any changes
- Work to a defined management structure with appropriate levels of control and ensure that management lead by example
- Provide and maintain safe and healthy working conditions for employees and others affected by the company's activities including all necessary protective equipment, safety devices, supervision, welfare, training, information and instruction
- Provide Communication of Health & Safety Information to all staff
- Inductions & Training – New staff will receive safety inductions
- Signage & Notices – Clear fire safety signs and emergency contact details are displayed.
- Toolbox Talks & Briefings – Safety discussions are carried out to reinforce safety awareness.
- Internal Communication – Updates are shared via emails, noticeboards, and reporting systems.
- Employee Engagement – Staff can easily provide feedback and consult safety officers.
- Regulatory Compliance – Policies align with legal and best practice standards, regularly reviewed for effectiveness.
- Monitor and measure quality, environmental and health and safety performance in all areas of the business and take corrective and preventive actions to address any shortfalls
- Develop and regularly review business objectives and targets which, on completion, will form the basis for continual improvement of the management systems
- Carry out appropriate training and development in order ensure that employees have the necessary skills to work to the required standards, work safely and contribute to the policies of the company
- Prevent environmental pollution by installing appropriate procedures, facilities and equipment to control storage, waste and accidental spillage
- Ensure that the company trades according to a fair and legal Ethical Trading Criteria.

The company accepts its responsibilities under current legislation and is aware of the importance of senior management leadership in the fulfilment of this policy. However, we believe that successful delivery of the policy can only be achieved by the co-operation and involvement of all employees.

We will ensure that opportunities are provided for consultation and input, and expect employees to comply with their legislative duties.



POL000 Integrated Policy Statement

All of the policy statements will be fully communicated to all employees and to the public and will be reviewed annually and updated as necessary.

A handwritten signature in black ink, appearing to read 'Shane Williams', with a long, sweeping underline.

Shane Williams
Managing Director
Electrification Construction Services LTD

3rd January 2025

Introduction

Electrification Construction Services Ltd (ECS) is committed to safeguarding the health, safety, and welfare of all employees, contractors, and visitors involved in our activities. This Health and Safety Policy outlines our approach to ensuring a safe and healthy working environment, free from incidents, accidents, and work-related illnesses.

This policy is reviewed annually or when significant changes occur in company activities or health and safety regulations.

Statement of Intent

We recognise that safety is an integral part of our operations and is key to achieving our business objectives. We are committed to the following:

- Preventing work-related injuries, illnesses, and accidents.
 - Complying with all relevant UK health and safety legislation.
 - Ensuring the competence of our employees by providing necessary training.
 - Monitoring and continually improving our health and safety performance.
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Organisation and Responsibilities

Board of Directors

The Board of Directors has overall responsibility for health and safety and must:

- Set the strategic direction for health and safety within the organisation.
- Ensure adequate resources are allocated to health and safety initiatives.
- Review and endorse health and safety policies and procedures.
- Monitor health and safety performance, ensuring compliance with legislation.

Managing Director (MD)

The MD is responsible for implementing the health and safety policy across ECS and will:

- Ensure that appropriate health and safety management systems are in place.
- Provide adequate resources for health and safety.
- Lead by example, demonstrating commitment to health and safety.
- Report regularly to the Board of Directors on health and safety performance.

Health and Safety Manager

The Health and Safety Manager (HSM) is responsible for overseeing all health and safety issues and will:

- Develop and update health and safety policies, procedures, and risk assessments.
- Conduct regular health and safety inspections and audits.
- Provide guidance on health and safety compliance.
- Investigate incidents, accidents, and near-misses and recommend improvements.
- Liaise with external bodies (e.g., HSE) as necessary.

Site Managers

Site Managers hold operational responsibility for health and safety on site and are expected to:

- Implement health and safety procedures on their sites.
- Ensure that all site personnel, contractors, and visitors follow safety guidelines.
- Conduct regular safety checks, inspections, and toolbox talks.
- Report all incidents, accidents, and near-misses to the Health and Safety Manager.

Supervisors

Supervisors are responsible for the day-to-day implementation of health and safety measures and will:

- Monitor workers' compliance with health and safety procedures.
- Ensure that risk assessments and method statements are available and understood.
- Report unsafe acts, conditions, or near-misses to the Site Manager.
- Facilitate immediate corrective actions when health and safety issues arise.

Employees

All employees are responsible for:

- Taking reasonable care of their own health and safety and that of others.
- Following all health and safety instructions and using PPE as required.
- Reporting any hazards, unsafe conditions, or incidents to their Supervisor or Site Manager.
- Attending and participating in health and safety training sessions.

Contractors and Subcontractors

Contractors and subcontractors working with ECS are required to:

- Adhere to ECS's health and safety policies and procedures.
- Provide risk assessments and method statements before starting work.
- Ensure that their employees are trained and competent in safe working practices.
- Report any health and safety issues to the Site Manager or Supervisor.

Health and Safety Arrangements

1. Risk Assessments

ECS will conduct and regularly update risk assessments for all construction activities. Site-specific risk assessments are required before starting work on a new site or activity.

2. Safe Systems of Work

Safe systems of work, such as method statements, will be implemented and followed for high-risk activities, including:

- Electrical work
- Work at height
- Use of heavy machinery

- Manual handling

3. Training and Competence

ECS is committed to ensuring all employees are trained in relevant health and safety practices, including:

- Site inductions
- Job-specific training for tasks like operating machinery and using PPE
- Regular toolbox talks and refresher training

4. Incident Reporting and Investigation

All accidents, incidents, and near-misses must be reported immediately to the Site Manager or Health and Safety Manager. Investigations will follow to determine root causes and implement preventive measures.

5. Emergency Procedures

Emergency procedures, including fire evacuation and first aid, are established on all ECS sites. These procedures are displayed on-site and regularly reviewed.

6. Personal Protective Equipment (PPE)

PPE is provided to all employees as required by the risk assessment. All employees are required to use the PPE provided and report any defects or shortages.

7. Monitoring and Review

Regular site inspections and audits are conducted to ensure compliance with this policy. Health and safety performance is reviewed quarterly, and actions are taken to address any identified issues.

8. Occupational Health

ECS is committed to monitoring employees' health, especially those exposed to risks like noise and hazardous substances and will provide health surveillance as necessary.

9. Contractor Management

All contractors and subcontractors working with ECS are required to demonstrate compliance with ECS's health and safety standards.

10. Welfare Facilities

ECS provides appropriate welfare facilities on all sites, including clean rest areas, toilets, handwashing stations, and drinking water.

Communication of Health & Safety Information

Electrification Construction Services Ltd (ECS) ensures that all employees, contractors, and workforce representatives receive clear and consistent health and safety information through the following communication methods:

1. Toolbox Talks

Toolbox talks are short, focused discussions conducted regularly to reinforce safety practices and address specific risks.

2. Safety Briefings

Safety briefings ensure that workers are fully informed about ongoing and upcoming hazards.

3. Safety Conversations with Staff and Workforce Representatives

Regular safety conversations help create an open dialogue about workplace hazards and safe working practices.

Conclusion

Electrification Construction Services Ltd is committed to maintaining high standards of health and safety across all its operations. Through adherence to this policy and continual vigilance, we aim to protect the health, safety, and wellbeing of everyone involved in our projects.

Approved by:



Shane Williams
Managing Director
January 2024

Environmental Policy Statement Electrification Construction Services Ltd

At Electrification Construction Services Ltd (ECS Ltd), we are committed to conducting our operations in an environmentally responsible manner. We recognise our responsibility to manage and mitigate the environmental impacts of our activities, products, and services. Our goal is to contribute positively to environmental sustainability and comply with the principles of ISO 14001:2015 Environmental Management Systems.

Policy Commitments

1. **Compliance with Legal and Other Requirements**

ECS Ltd will ensure compliance with all applicable environmental legislation, regulations, and other requirements relevant to our business activities.

2. **Environmental Management System (EMS)**

We are dedicated to implementing, maintaining, and continually improving an EMS that aligns with the ISO 14001 standard. This system enables us to identify, assess, and manage environmental risks and opportunities effectively.

3. **Pollution Prevention and Resource Efficiency**

ECS Ltd is committed to preventing pollution and minimising waste. We will strive to use resources, including energy and water, efficiently and promote the use of sustainable and renewable alternatives where feasible.

4. **Sustainable Development**

We will integrate environmental considerations into our decision-making processes and project planning to promote sustainable development and minimise our ecological footprint.

5. **Environmental Objectives and Targets**

ECS Ltd will set measurable environmental objectives and targets as part of our commitment to continual improvement. These objectives will be regularly reviewed and updated to reflect our progress and changing business needs.

6. **Awareness and Training**

We will provide training and raise awareness among our employees and subcontractors to ensure they understand their environmental responsibilities and can contribute to the achievement of our environmental goals.

7. **Engagement with Stakeholders**

ECS Ltd will engage with clients, suppliers, and other stakeholders to encourage environmentally responsible practices throughout our supply chain and project lifecycle.

8. **Monitoring and Reporting**

We will monitor, measure, and evaluate our environmental performance to ensure compliance with this policy and our EMS. Regular internal and external audits will be conducted to ensure continual improvement.

9. **Climate Change Mitigation**

ECS Ltd is committed to reducing greenhouse gas emissions by adopting low-carbon

technologies, improving energy efficiency, and supporting initiatives aimed at combating climate change.

10. **Biodiversity and Ecosystem Protection**

We will protect biodiversity and ecosystems by preventing harm to natural habitats during our operations and supporting conservation efforts where possible.

Scope of the Policy This policy applies to all ECS Ltd operations, including offices, project sites, and other facilities under our control. It extends to all employees, contractors, and suppliers involved in our activities.

Communication This Environmental Policy will be communicated to all employees, contractors, and stakeholders. It will also be made publicly available on our website and other relevant communication channels.

Review The Environmental Policy will be reviewed annually or more frequently if necessary to ensure it remains relevant and aligned with our organisational objectives and the ISO 14001 standard.

Authorised by:



Shane Williams
Managing Director
Electrification Construction Services LTD

3rd January 2025

Quality Policy Statement Electrification Construction Services Ltd

At Electrification Construction Services Ltd, we are committed to delivering excellence in all aspects of our operations, ensuring that our services consistently meet and exceed the needs and expectations of our customers, stakeholders, and regulatory authorities.

Our vision is to be a leader in the electrification construction industry, renowned for quality, reliability, and innovation. To achieve this, we have established a Quality Management System (QMS) in compliance with the ISO 9001:2015 standard.

Key Commitments:

1. Customer Focus

We prioritise understanding and fulfilling our customers' requirements, striving to enhance their satisfaction through the provision of high-quality, safe, and reliable services.

2. Continuous Improvement

We are dedicated to continually improving our processes, systems, and services by regularly reviewing our objectives and performance. This ensures the QMS remains effective and aligned with our strategic goals.

3. Compliance and Responsibility

We uphold all applicable statutory, regulatory, and contractual obligations, ensuring that our services are delivered in adherence to industry standards and best practices.

4. Employee Engagement

We recognise that our employees are fundamental to achieving quality excellence. We are committed to fostering a culture of accountability, competence, and collaboration through ongoing training, professional development, and communication.

5. Stakeholder Value

By ensuring the efficiency and effectiveness of our operations, we aim to deliver value to all stakeholders, including our customers, employees, suppliers, and the wider community.

6. Risk-Based Thinking

We proactively identify and address risks and opportunities to maintain the resilience and sustainability of our operations and quality management practices.

Implementation and Monitoring

This policy is communicated to all employees and relevant stakeholders to ensure awareness of their roles in maintaining quality standards. We will regularly review and update this policy to ensure it remains relevant to the needs of our business and stakeholders.

Through these commitments, Electrification Construction Services Ltd aims to build lasting relationships, enhance our reputation, and drive continuous growth and success.



POL003 Quality Policy Statement

Signed:

A handwritten signature in black ink, appearing to read 'Shane Williams', is written over a horizontal line.

Shane Williams
Managing Director
Electrification Construction Services LTD

Date: 3rd January 2025

I shall ensure that Electrification Construction Services Ltd (ECS) will take all reasonable steps to ensure that employees and sub-contractors are made aware of the contents of this statement, together with the relevant sections of the Transport and Works Act 1992 and the implications therein.

Furthermore, as a responsible employer, procedures are in place to prevent, in so far as is reasonably practicable, any offence under the Act and a monitoring process to measure the effectiveness of such procedures.

The following shall constitute instances of drug or substance misuse:

- The use of prohibited drugs as defined in the Misuse of Drugs Act 1971
- The abuse of prescribed drugs, proprietary medicines or other substances
- The use of medication, prescribed by a doctor or advised by a pharmacist, which could affect work performance
- The consumption of alcohol.

It is a requirement that no employee or sub-contractor shall:

- Report or endeavour to report for duty having just consumed alcohol or under the influence of drugs
- Report for duty in an unfit state due to use of alcohol or drugs
- Be in possession of drugs of abuse in the workplace
- Consume alcohol or drugs whilst on duty.

I and the other members of ECS Management Team will not tolerate any departure from these rules and will take the appropriate action in the event of any infringement. Action may also be taken if help is refused and/or impaired performance continues, or in cases of gross misconduct. Where there is possession of or dealing, with drugs action may involve the police.

There is a policy of assistance with the rehabilitation of staff with alcohol or drug related problems that voluntarily seek help; any person with such a problem is urged to do so. Any disclosure shall be treated in the strictest confidence, subject to the provisions of current legislation. It is accepted that relapses may occur and any absence for treatment and rehabilitation shall be recorded as normal sickness. Such staff must, however, seek assistance at the earliest possible opportunity - subsequent discovery or a disclosure prompted by impending screening will not be acceptable.

Systems of 'Due Diligence' have been put in place throughout the company to ensure employees do not report for, or carry out work whilst under the influence of alcohol and/or drugs. Sub-contractors must have in place such systems of 'Due Diligence' at least equal to those of Electrification Construction Services LTD.

A programme of screening has been put in place including procedures to:

- Detect the use of drugs by both existing and potential employees
- Detect the use of alcohol and/or drugs by any person(s) involved in an accident/incident where there are grounds to suspect that the actions of the person(s) led to the accident/ incident ('For Cause')
- Detect the use of alcohol and/or drugs where abnormalities of behaviour prompt managerial intervention (which may include a request for screening) via a Unannounced testing program – minimum 20% of sponsored staff and safety critical posts will be tested between – 01st January and 31st December each year.

There will be liaison with other companies to facilitate the exchange of information relating to Drug and Alcohol screening where necessary.

The full Drug and Alcohol procedure document including guidance to employees will be posted on notice boards and held within contract offices additionally other general information about the effects of Drug and Alcohol on safety and performance can be obtained via the Safety library. This policy shall be reviewed annually each year, or more frequently if required.



Shane Williams
Managing Director
Electrification Construction Services Ltd

Date: 3rd January 2025

POL005 Training Policy Statement

Electrification Construction Services Ltd (ECS) is committed to the continuing development of all members of staff and wishes to emphasise the importance it places on health, safety and environmental training at all levels throughout the company.

I as Managing Director will ensure that adequate resources are provided to ensure the following training objectives are met.

Our training objectives are to:

- All employees will receive Induction Training on their initial day of employment
- Minimise the number of occupational accidents and illnesses with the ultimate objective to achieve an accident-free workplace.
- Ensure compliance with all relevant Health, Safety and Environmental legislation.
- Provide training to enable our workforce to maximise their effort for the provision of a first class service to our client.
- Ensure the training given to our staff is sufficient to meet the requirements of our Safety and Environmental Policies.
- Improve the efficiency of our workforce through greater confidence in their abilities and new skills.
- Create a sense of achievement, increase staff morale and motivation.

All of the above objectives will culminate to provide the prime objective, which is to maintain the highest possible standard of health, safety and environmental awareness thus ensuring the well-being of staff, sub-contractors, site visitors, the general public and our clients.

All employees and sub-contractors will undergo training consistent with their duties and responsibilities including induction training, which will be undertaken on the first day of their employment.

All training will be undertaken using competent trainers and where necessary licensed training organisations.

All employees and sub-contractors will be provided with such information and training as it is necessary to achieve the stated objectives.

Managers/Supervisors will clearly demonstrate their support to our Training Policy by ensuring:

- Training is a live agenda item at management meetings and subsequent team briefings.
- Staff training and development are built into performance objectives of the management teams.
- That they seek out members of their staff who require training and ensure that they participate in organised training courses and not allowing other work priorities to interfere with training.



Shane Williams
Managing Director
Electrification Construction Services Ltd

Date: 3rd January 2025

POL006 Equal Opportunities Policy Statement

My company Electrification Construction Services Ltd (ECS) is committed to a policy of equal opportunities regardless of the ethnic origin, religion, colour, sexual orientation, disability, political belief, age and membership or non-membership of a trade union (unless there shall be substantial justification for the treatment in question) of its employees and will not countenance or support unjustifiable acts of discrimination by any of our employees.

This policy applies to all stages of employment, including recruitment and selection, through to training, development and disciplinary procedures.

Any employee who harasses any other employee on the grounds of the above will be subject to the Company's disciplinary procedures.

In serious cases, such behaviour will be deemed to constitute gross misconduct and as such will result in dismissal in the absence of credible mitigating circumstances.

Therefore I will ensure that ECS will:

- Fulfil its social responsibility towards its employees and the communities in which it operates.
- Recognise its legal obligations under the Race Relations Act, the Sex Discrimination Act, the Equal Pay Act & the Disabled Persons Employment Act.
- Review periodically its selection criteria and procedures to maintain a system where individuals are selected, promoted and treated solely on the basis of their merits and abilities which are appropriate to the job.
- Seek to give all employees equal opportunity and encouragement to progress within the Organisation by implementing a positive action programme.
- Distribute and publicise this policy statement throughout the Company and elsewhere as is appropriate.
- Provide facilities for any employee who believes that inequitable treatment has been applied to him or her within the scope of this policy to raise the matter through the appropriate grievance procedure.
- Provide within the action programme, to all employees, training, which may improve their prospects within the Company and which will enhance employees' understanding of the need for an equal opportunity programme.
- All employees have a responsibility to accept their personal involvement in the practical application of this policy but specific responsibility falls upon managers, supervisors and staff professionally involved in recruitment, employee administration and training.



Shane Williams
Managing Director
Electrification Construction Services Ltd

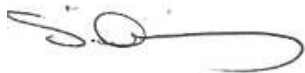
Date: 3rd January 2025

I accept that Electrification Construction Services Ltd (ECS) activities can have a significant impact on the environment. In recognition of this responsibility, we will strive towards achieving a more sustainable future by minimising any adverse environmental impact where operational restraints and resources allow.

It is an accepted principal in my company that 'Best Value' should always be sought. In sustainable procurement terms this may mean the acceptance that more sustainable products and services may not always be the cheapest in the short term. However, whilst delivering best value in environmental terms the selection of such products will help to drive the market forward, and will eventually lead to long term financial gain.

To this end, I aim to promote good standards of commercial practice by pursuing an environment procurement policy committed to the following: -

- Complying with all environmental legislative and regulatory requirements when procuring goods, services and works;
- Reducing the impact of procurement by considering alternatives to acquiring the resource by, for example, reducing the rate of consumption of consumables and reusing, repairing or modifying existing equipment;
- Promoting environmental awareness among our suppliers and sub-contractors and to encourage them to offer us environmentally preferable products and services at competitive prices;
- Specifying and procuring environmentally preferable products favouring:
 - Those made from sustainable, renewable, reused or recycled materials, which help to conserve resources and minimise waste.
 - Those that can be reused, recycled, or disposed of in an environmentally secure way, encouraging suppliers to ultimately accept greater responsibility for disposal.
 - Those that help to conserve energy, water, paper and other resources through out the whole life of the product.
- Specifying and procuring environmentally preferable services favouring those which offer an innovative approach to the management of their environmental impacts such as take back of products or packaging, choice of sustainable materials or carbon neutral activities.
- Integrating the environment into our buying decisions including:
 - Taking account of environmental costs and benefits which are relevant to the business, assessing whole life costs;
 - Evaluating the environmental performance of suppliers in providing products and services, including any relevant manufacturing processes.
 - Supporting environmental labelling schemes by buying products bearing such labels in preference to others, where they are available and provide value for money, taking into account whole life costs and benefits;
 - Raising and promoting awareness throughout the business to the environmental issues that affect procurement to help engender a culture, which is supportive of the aims of this policy.



Shane Williams
Managing Director
Electrification Construction Services Ltd

3rd January 2025

As Managing Director of Electrification Construction Services Ltd (ECS) “Corporate Responsibility” is about living the values and principles that govern the way we operate as an organisation and behave as individuals. It is about ensuring we sustain safe operations, have a positive impact on our people, the communities we work in and the wider environment and build the trust and respect of our customers and other stakeholders.

This policy statement relates to the social and non-regulatory aspects of our corporate responsibility, i.e. conservation issues within the environment as opposed to environmental regulations governing noise, etc.

The standard expected requires the development of systems and procedures that create and deliver sustainable value in relation to the safety of operations, our impact on the environment, engagement in the community and enabling our people to excel. This should include:

- Identification and engagement with key stakeholders
- Our CR principles are embedded in management processes, in particular in relation to bid solutions, operational processes and the supply chain
- Recording and reporting on initiatives we have undertaken and their impact
- Recording and reporting on community investment
- Management review at board level
- Awareness training and communicating to staff so that they understand ECS approach to CR and the business commitments made
- Involvement of all staff in the CR process, providing them with the opportunity to contribute ideas as well as their time and skills.

We recognise the impact that we make on society, the economy and the planet, and we seek to make a positive difference in the places where we operate.

This Policy sets out a framework for the development and implementation of Corporate Responsibility activities throughout the company and supports our values as an organisation.

I have defined this Corporate Responsibility Policy to describe my approach in relation to how I look after my company’s employees; to ensure we as a company are successfully integrated into the communities within which we work; that we take our environmental responsibilities seriously; and above anything else that we operate safely in all aspects of our work.

This policy relates to the social and non-regulatory aspects of ECS corporate responsibility model, i.e. conservation issues in the environment as opposed to environmental regulations governing for example noise.

My Safety & Environmental Policy Statements address the regulatory aspects in support of my company’s Management Systems.



Shane Williams
Managing Director
Electrification Construction Services Ltd

3rd January 2025

POL009 Work Safe Policy Statement

As Managing Director of Electrification Construction Services Ltd (ECS) I acknowledge my responsibility and duty of care under the Health & Safety at Work Act 1974, etc, and undertake to maintain safe systems effecting the health and welfare of my employees and sub-contractors.

Therefore, I will provide to employees with a blame free procedure for questioning and ultimately refusing to undertake work in such a way that is unsafe and a risk to their own and/or others' health and safety. This will ensure work is stopped and the system of work changed, if potential or imminent risk of accident or incident arises. The following list is not exhaustive but details some of the reasons why the company would expect the Work Safe Procedure to be invoked:

- You are not competent to undertake the work
- You do not have the correct equipment
- There is no Safe System of Work, or
- You do not have the correct PPE

I will also put into place a confidential reporting system that will provide employees with the means of reporting anonymously any incident, unsafe acts concern and safety or environmental related issues.

The Work Safe and Confidential Reporting System are designed to my employees' confidence that should they question the safety of working systems their views will be given serious consideration by the Company.

The Work Safe Procedure and the Confidential Reporting System are in addition to the CIRAS confidential reporting system operated by the RSSB.

When a Work Safe or Confidential Report is received from an employee, I will ensure that a Manager is allocated to investigate the concern and ensure that a response to the concern is published, is written in plain English and respect the reporter's motives.

No attempt will be made to breach the anonymity of individuals as it is recognised that confidence in the integrity of the confidential reporting system for employees does depend on individual's privacy being respected.

I will ensure ECS will not discipline, discriminate or impose any form of penalty on an employee who invokes the Work Safe Procedure.

All employees will be briefed on the Work Safe Procedure, Confidential Reporting and the CIRAS Reporting process during their induction and all employees will receive a re-briefing annually.

The employee or employees who invoked the Work Safe Procedure will be informed of any decisions made throughout the process.



Shane Williams
Managing Director
Electrification Construction Services Ltd

3rd January 2025

POL010 Fraud & Malpractice Policy Statement

I as Managing Director understand the prevalence of fraud and malpractice in the commercial environment and the negative impact it could have on Electrification Construction Services Ltd (ECS), its employees and clients.

Neither my Board Members nor I condone nor will tolerate fraud or malpractice in any way, shape or form.

The organisation requires all staff at all times to act honestly and with integrity and to safeguard the resources for which they are responsible. Fraud is an ever-present threat to these resources and hence must be a concern to all members of staff. The purpose of this statement is to set out responsibilities with regard to the prevention of fraud.

The Bribery Act 2010 describes those actions as: theft, deception, bribery, forgery, corruption, false accounting and conspiracy to commit these offences. For practical purposes fraud may be defined as the use of deception with the intention of obtaining an advantage, avoiding an obligation or causing loss to another party.

I will strive to:

- Develop and maintain effective controls to prevent fraud
- Carrying out vigorous and prompt investigations if fraud occurs
- Take appropriate legal and/or disciplinary action against perpetrators of fraud
- Take disciplinary action against supervisors where supervisory failures have contributed to the commission of the fraud

My Directors, Managers and Supervisors will be responsible for:

- Identifying the risks to which systems and procedures are exposed
- Developing and maintaining effective controls to prevent and detect fraud
- Ensuring that controls are being complied with

Individual members of staff are responsible for:

- Acting with propriety in the use of official resources and in the handling and use of corporate funds whether they are involved with cash or payments systems, receipts or dealing with contractors or suppliers
- Reporting details immediately to the Managing Director if they suspect that a fraud has been committed or see any suspicious acts or events

Any instances of suspected fraud or malpractice reported to the Managing Director may be made with full anonymity and in the strictest of confidence. They will be recorded, investigated and if necessary, acted upon in line with the company's Disciplinary Procedures and UK Law.



Shane Williams
Managing Director
Electrification Construction Services Ltd

Dated: 3rd January 2025

I as Managing Director of Electrification Construction Services Ltd (ECS) I recognise that Health and Wellbeing at Work is as important as health and safety at work therefore this policy has been developed to promote and encourage health and wellbeing whilst at work. The Policy is endorsed and fully supported by my Board.

In accordance with my Vision and Values, it is acknowledged that staff wellbeing is of paramount importance. Wellbeing is an important factor in the job satisfaction of our staff and is therefore a management issue for the whole company.

This policy is designed to bring existing staff wellbeing issues to the fore, whilst seeking to create an organisational culture where negative wellbeing issues are identified, minimised and managed before they affect the wellbeing of staff. We have a clear aim to promote the positive aspects and ideas associated with health and wellbeing at work.

The issue of staff health and wellbeing at work is recognised as part of a broader approach to health promotion that involves all stakeholders associated with our company.

My company has a unique set of features including its organisational culture, structures, system of operation, management practices and workplace environment, which together with staff personal lifestyle factors play a key role in the health and wellbeing of employees and that of the company.

I aim to:

- Promote good practice in both physical and mental health & wellbeing activities and share successes across the company
- Provide training for all managers and supervisory staff in good management practices appropriate to this policy
- Ensure all necessary resources are provided to enable managers to implement the company's agreed health & wellbeing strategy
- Identify those circumstances that may contribute to inappropriate levels of work-related stress and conduct risk assessments to eliminate or control the risks from such stress. These circumstances and risk assessments will be kept under regular review
- Consult with relevant trade union safety representatives and other stakeholders, where appropriate, on all proposed action relating to staff wellbeing and the prevention of workplace stress
- Provide confidential counseling for staff whose wellbeing is affected by either work or external factors

All dealings with staff are subject to our policy on confidentiality it must be emphasized that this is often of particular importance with regard to those experiencing mental health difficulties.

However, it must also be emphasized that confidentiality may be necessarily breached in certain circumstances where the individual is deemed to be a risk either to him/herself or to other people. If there is a conflict between these two statements then it should be stressed that the safety of the individual and or the safety of other employees takes precedence over confidentiality.



Shane Williams
Managing Director
Electrification Construction Services Ltd

3rd January 2025

POL012 Managing Fatigue Policy Statement

As Managing Director of Electrification Construction Services Ltd (ECS) I have accepted the Network Rail Policy on Managing Fatigue and as a consequence have now implemented my own policy for my staff and operatives, including sub-contractors who work or may work on the Network Rail Controlled Infrastructure.

I have taken into account Regulation 25 of the Rail and Other Guided Transport Systems (Safety) Regulations 2013 and am committed to enforcing an effective Fatigue Management & Hours of Work Policy in accordance with the requirements of Network Rail Company Standards NR/L2/OHS/003 – Fatigue Risk Management. We recognize the importance of such a policy in its contribution towards ensuring the health and safety of our employees, sub-contractors, and all those affected by our works.

I will take all reasonable steps to ensure that employees or contractors are made aware of the contents of this statement, together with the relevant sections of the Group Standard and the implications therein.

Furthermore, as a responsible employer, we have in place procedures to prevent, insofar as it is reasonably practicable, an offence under Railway Regulations and a monitoring process to measure the progress of such procedure.

It is a requirement of the company that the working time of employees and sub-contractors comply with the accompanying Managing Fatigue Procedure.

This Procedure details the requirements for managing fatigue and working hours. It applies to all employees and sub-contractors who undertake safety critical work within the Network Rail Managed Infrastructure.

Specific requirements are set out for Managers or other identified roles who:

- Have responsibility for the rostering and/or management of staff who undertake safety critical work, and/or
- Are responsible for arranging, placing, controlling, and monitoring of contracts involving undertaking safety critical work on Network Rail Managed infrastructure.
- The scope of this standard includes controls for ensuring that:

ECS Ltd has set the following working time limits as per the above industry requirements:

Our rules on working hour limits comply with Network Rail Company Standards NR/L2/OHS/003 – Management of Fatigue:

Control of Excessive Working Hours for Persons Undertaking Safety Critical Work (current Issue) and NR/GN/INI/001 (current issue) - Guidance on the Management of Door-to-Door Work & Travel Time.

These are set out below:

- No-one shall work more than 13 consecutive turns of duty in any 14-day period.
- No more than 72 hours to be worked per 7 day rolling period (00:00hrs Sunday to 23:59 hrs Saturday).
- No more than 12 hours to be worked per turn of duty/shift.
- A minimum rest period of 12 hours between shifts including any travelling time.
- This may be reduced to 8 hours at the weekly shift changeover, in the case of staff working a shift pattern which rotates or alternates on a weekly basis.
- The maximum permitted travelling time is limited such that the total time of travel plus planned shift length does not exceed 14 hours.
- Hours Worked includes any overtime, any rest days worked, travelling time and meal/rest breaks.
- Wash up time incurred by staff must be included.
- Work, which is not classified as safety critical, but which is undertaken by staff during the same shift as safety critical work, is considered as safety critical work for the purposes of calculating hours of work (see NR/L2/OHS/003).
- Changes to “working time patterns” which introduce a need to work outside the limits stated must be subjected to formal risk assessment and recorded on Working Hours Exceedance Form – LSM/SF/001.
- Whilst acting as COSS, Lineside staff shall use the Network Rail Sentinel App, as appropriate, to swipe their team in and out of the worksite.
- Fatigue 360 will be used to record and monitor working hour / fatigue patterns

Note: These limits are on their own are not sufficient to control all of the risks from fatigue. They form part of a set of fatigue management arrangements in conjunction with other measures such as the risk assessment of base rosters and of actual hours worked.

POL012 Managing Fatigue Policy Statement

Deviation from the above limits will require a Risk Assessment and will affect the Client's Principal Contractor/Plant Operators Scheme Licence.

An exceedance trigger shall be declared by ECS when any of these conditions are or might be reached:

- a person exceeds 60 hours of working in a rolling seven-day period. **This shall be classed as a level 1 exceedance.**
- a person exceeds 72 hours of working in a rolling seven-day period. **This shall be classed as a level 2 exceedance.**
- a person receives less than 12 hours break between booking off from their shift / period of duty and booking on for their next shift / period of duty.
- a person works more than 12 hours in one shift or period of duty.
- a person works more than 13 consecutive turns of duty in 14 rolling days.
- a person works when they are expected to exceed a Fatigue Risk Index (FRI) fatigue score of 35 during daytime or 45 during night-time hours.
- a person works when they are expected to exceed an FRI risk score of 1.6 (regardless of daytime or night-time working);
- a person exceeds 14 hours door to door.

Note: These limits are on their own are not sufficient to control all of the risks from fatigue. They form part of a set of fatigue management arrangements in conjunction with other measures such as the risk assessment of base rosters and of actual hours worked.

Deviation from the above limits will require a Risk Assessment and will affect the Client's Principal Contractor/Plant Operators Scheme Licence.

Travelling Time

- Travelling each way to and from site should ideally be included in the maximum 12 hours turn of duty.
- However, where this is not possible, the travelling time must not lead an overall turn of duty time in excess of 14 hours.

Where travelling will lead to an exceedance of the above 14 hour turn of duty limit. **LOGGING WILL BE REQUIRED IN ALL CIRCUMSTANCES.** It is recognised there may be occasions when there is an urgent requirement to exceed the working time limits on these occasions the Contract Managers/Supervisors may authorise the restricted hours to be exceeded only in exceptional circumstances subject to completion of a suitable and sufficient risk assessment, including the mitigation measures to be implemented where appropriate.

Shane Williams
Managing Director
ECS Ltd

Dated: 3rd January 2025

I as Managing Director of Electrification Construction Services Ltd (ECS) has implemented a behavioural safety programme which is founded on the belief that behaviour turns systems and procedures into reality. Safe behaviour at work is of paramount importance and, as such, needs to be treated as a critical work related skill.

Our continuing aim will be to promote an understanding of safety and to identify how we can positively influence behaviour. It is estimated that up to 90% of workplace injuries are caused by unsafe behaviour. The ECS Ltd will operate a number of initiatives to support a reduction in this type of incident;

- Visible health and safety leadership is invaluable and, as such, Site Supervisors and Site Managers will be trained in behavioural safety techniques through attending courses such as SSSTS, SMSTS and other rail/construction industry training.
- All employees will receive on-going training to recognise both safe and unsafe practices and are encouraged to stop unsafe activities and suggest improvements to working methods through attending on site Team Briefs, Toolbox talks and other rail / construction industry training.
- Through our Internal Reporting System, Suggestion Boxes and email all employees will have the opportunity to make suggestions, provide feedback and voice concerns on site safety issues.
- The Management Team are strongly committed to an 'Open Door' management style and operatives are encouraged to voice any concerns or opinions directly to Senior Managers in a relaxed environment.
- Operatives will receive feedback on their safety performance on site and actions resulting from their suggestions through a regular Newsletter.
- A yellow card warning system on all of our sites across the business, where if operatives are found to be ignoring Safe Systems of Work, not wearing the required PPE for the task that they are carrying out, or not working in accordance with the work instructions etc they will be issued with a yellow card.
- Two yellow cards within a 12-month period and they will be immediately suspended pending a disciplinary hearing within (one week) which may lead to a final warning or dismissal.

I will periodically assess the strength of my company's safety culture using the Network Rail 'Dimensions of Safety' system and plan future improvements accordingly.

If you don't think its safe, don't do it.

Challenge and report site managers or operatives that disregard safety instructions and procedures (you can remain anonymous).

Safety procedures, instructions, equipment, and tools have been provided to keep you safe! - following them will give you the best chance of doing a job safely.



Shane Williams
Managing Director
Electrification Construction Services Ltd

Dated: 3rd January 2025

As Managing Director of the Electrification Construction Services Ltd (ECS) I recognise that Business Continuity Management helps manage the risks to the smooth running of an organisation or delivery of a service.

By ensuring that the business and the services it delivers can continue in the event of a disruption. The source of the disruption may be internal such as loss of key staff or a technological systems failure, or it might be an external influence such as a weather-related or utility-related incident or even the business failure of one of our key suppliers.


I have produced and implemented Emergency Preparedness and Business Continuity & IT System and Disaster Recovery Procedures, a Disaster Plan and Disaster Risk Assessments; collectively these documents provide a framework for improving my company's resilience to interruption so that key business systems and processes can be recovered while at the same time ensuring we can provide to our client's business critical functions and services.

The Emergency Preparedness and Business Continuity Procedures take the form of guidance and instructions to Managers and Staff. It establishes the process, principles and terminology of Emergency Preparedness and Business Continuity Management, providing a basis for understanding, developing and implementing business continuity within my company and to provide confidence in business-to-supplier and business-to-customer dealings.

Compliance to the Procedure will ensure:

- The clear and immediate identification of the company's lead representative during an emergency.
- The availability of a response, which is pre-planned, prepared and effective, with competent staff designated for on and off-site.
- The implementation and management of accident/incident investigations.
- Liaison with the emergency services and other responding organisations to ensure a comprehensive, structured and effective response.
- The initiation, command and control, investigation, recovery, repair, public awareness and conclusion.
- We are prepared by having alternative arrangements in place

Whilst I believe all our work is essential to our company's objectives, if a disruption does affect ECS then we will need to be able to prioritise the order in which we recover our services and use our resources in order to continue to deliver our service to our clients.



Shane Williams
Managing Director
Electrification Construction Services Ltd

Dated: 3rd January 2025

I am as the Managing Director is committed to compliance with all relevant EU and Member State laws in respect of personal data, and the protection of the “rights and freedoms” of individuals whose Electrification Construction Services Ltd (ECS) collects and processes in accordance with the General Data Protection Regulation (GDPR).

Compliance with the GDPR is described by this policy, the Personal Information Management System (PIMS) Manual and associated documentation such as the Information Security Policy.

This policy applies to all Employees, Staff and interested parties of ECS such as External Providers. Any breach of the GDPR PIMS will be dealt with under our disciplinary policy and may also be a criminal offence, in which case the matter will be reported as soon as possible to the appropriate authorities.

Partners and External Providers working with or for ECS, and who have or may have access to personal data, will be expected to have read, understood and to comply with this policy. No third party may access personal data held by the Company without having first entered into a data confidentiality agreement, which imposes on the third party obligations no less onerous than those which ECS is committed, and which gives ECS the right to audit compliance with the agreement.

Anyone processing personal data must comply with these 6 Principles of Good Practice. These principles are legally enforceable. To this end, I fully endorse and ensure that my Company will adhere to the 6 Principles of Data Protection, as set out within the General Data Protection Act 2018. Summarised, the principles require that personal data shall be:

1. Processed lawfully, fairly and in a transparent manner in relation to individuals
2. Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;
3. Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
4. Accurate and where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
5. Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals;
6. Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures. accordance with the rights of data subjects under the Act

The GDPA provides conditions for the processing of any personal data. It also makes a distinction between personal data and 'special category' data.

Personal data is defined as any information relating to an identified or identifiable natural person. Special category data is defined as personal data consisting of information as to:

- Racial or ethnic origin
- Political opinion
- Religious/philosophical beliefs
- Trade union membership
- Physical or mental health or condition
- Sexual life or sexual orientation
- Biometric data

Therefore, I will ensure that ECS will, through appropriate management and strict application of criteria and controls that include:

- Use personal data in the most efficient and effective way to deliver a better service
- Strive to collect and process only the data or information which is needed
- Use personal data for such purposes as are described at the point of collection, or for purposes which are legally permitted
- Strive to ensure information is accurate
- Not keep information for longer than is necessary
- Securely destroy data which is no longer needed
- Take appropriate technical and organisational security measures to safeguard information (including unauthorised or unlawful processing and accidental loss or damage of data)
- Ensure that information is not transferred abroad without suitable safeguards
- Ensure that there is general information made available to the public of their rights to access information
- Ensure that the rights of people about whom information is held can be fully exercised under the General Data Protection Regulation
- These rights include:
 - The right to be informed
 - The right of access to personal information
 - The right to request rectification
 - The right to request erasure
 - The right to restrict processing in certain circumstances
 - The right to data portability
 - The right to object to processing

The Company's core Business of Specialist Labour Supply for the Rail Industry means that the Company is not:

- a) A Public Authority
- b) An Organisation that engages in large scale systematic Monitoring
- c) An Organisation that engages in large scale processing of Sensitive Personal Data

Therefore, there is no requirement to appoint a Data Protection Officer notwithstanding that I will appoint an individual at the appropriate senior level with specific responsibility for data protection within the Company;



Shane Williams
Managing Director
Electrification Construction Services Ltd

Dated: 3rd January 2025

POL016 Transport Policy Statement

Transportation is vital for the on-going operation of my business and my commitment to the quality of service to our customers. It represents a significant proportion of the company's operating costs and environmental impact "greenhouse gas emissions" ("GHG").

This policy is consistent with our sustainability strategy and supports our vision by helping us to operate our business, as market leaders, in a responsible manner.

I aim to ensure that we effectively and safely manage and operate our logistics functions whilst minimising pollution and wastage through measurable and sustainable improvement.

This policy, its associated manual and procedures apply to our fleet of Commercial Vehicles (LGV) and cover our direct and indirect environmental impacts and ensure compliance to the Road Traffic Act.

To this end I shall ensure that management systems and procedures are applied to:

- Meet the requirements of the Road Traffic Act and the requirements of Fleet Operators Recognition Scheme
- The setting of targets that are appropriate to the nature and scale of our operations.
- Monitor and measure performance of our Logistics operation.
- Consider, engage and communicate with all interested parties where applicable.
- Establish, monitor and measure continual improvement initiatives in relation to the Fleet

In order that we achieve our targets I shall ensure:

- Invest in the latest vehicles to improve vehicle and environmental performance
- Use the latest tracking and routing software to improve efficiency
- Deliver driver training through the use of telematics to target key issues this shall focus on mpg, harsh braking and harsh acceleration
- Investigate best practice and alternative fuels when appropriate
- The continual improvement of the suitability, adequacy and effectiveness of the Fleet Management System
- This Policy Statement and associated documentation is reviewed annually.

Notwithstanding the above I shall strive to create an environment that stimulates innovative thinking, safe driving and provide for continual improvement. Maintain awareness of and apply where appropriate new developments in Road Vehicle Technology and Fleet Management.

The Company's fleet of vehicles shall be managed by the Fleet Manager utilising the documented information within the Fleet Management Manual.

Leadership and accountability by myself at the highest level and assisted by the Management Team. I, as the Managing Director shall maintain executive control of the Fleet Management Manual.



Shane Williams
Managing Director
Electrification Construction Services Ltd

Date: 3rd January 2025

POL017 Anti - Terrorism Policy Statement

I as Managing Director understand that the threat from terrorism to the UK remains both real and serious. An attack could take place at any time without warning with my company affected – from the disruption caused by the use of its premises or vehicle to, in the worst case, staff caught directly in the midst of a violent attack.

I will take the role and responsibilities of Counter Terrorism Champion and will therefore ensure that my Employees are kept aware of the terrorist threat and that preventive measures are put into place for every aspect of the business.

Aspects of the integrated Management System will have the detail the strategy that the Company will follow to minimise the risk of a terrorist attack in particular within the following procedures:

- PP010 Risk, Opportunities & Assessment
- PP012 Recruitment Procedure
- PP021 Emergency Preparedness
- PP026 Driving Company Vehicles
- PP037 Communication & Consultation
- PP049 IT & Disaster Recovery
- PP050 Business Continuity Management

All of the procedures detailed above in particular the Emergency Preparedness and Business Continuity Procedures take the form of guidance and instructions to Managers and Staff. It establishes the process, principles and terminology of threats to the Business and the Wider Community, Emergency Preparedness and Business Continuity Management, providing a basis for understanding, developing and implementing business continuity and security within my company.

Premises and Vehicle Security are key aspects of Counter-Terrorism that are addressed within the Integrated Management System with guidance and instruction supplied to my Employees developed from best practice supplied by Trade Organisations and the Security Services.

Compliance to the instruction and guidance will ensure:

- The clear and immediate identification of the Company's lead representative during a Terrorist attack or threat.
- The availability of a response, which is pre-planned, prepared and effective, with competent staff designated for on and off-site.
- Liaison with the emergency services and other responding organisations to ensure a comprehensive, structured and effective response.
- The initiation, command and control, investigation, recovery, repair, public awareness and conclusion.
- We are prepared by having alternative arrangements in place

Whilst I believe our type work does not pose a direct risk of being targeted by a terrorist attack it is essential that any risk of a possible threat either directly or indirectly then we are prepared to minimise the risks of both a direct attack and the effects of being indirectly involved by reviewing the security of our premises and vehicles and identifying where our vulnerabilities are.

Employees will be expected to report an incident or suspicious activity to their immediate Manager who, when required, will be expected to report the incident or suspicious activity externally (for example to the emergency services). Incidents that have an immediate threat to life and/or property will need to be reported externally in the first instance.



Shane Williams
Managing Director
Electrification Construction Services Ltd

Dated: 3rd January 2025

Anti-Slavery and Human Trafficking Policy

1. Purpose

Electrification Construction Services Ltd is committed to ensuring that modern slavery, human trafficking, and any form of exploitation do not exist within our business operations, supply chains, or any other areas of activity. This policy outlines our commitment to acting ethically and with integrity in all our business relationships, and to implementing effective systems and controls to combat modern slavery and human trafficking in accordance with the UK Modern Slavery Act 2015.

2. Scope

This policy applies to all individuals working for or on behalf of Electrification Construction Services Ltd in any capacity, including but not limited to employees, contractors, suppliers, partners, and service providers. We expect our entire supply chain to comply with this policy and will work closely with them to uphold these values.

3. Definitions

- **Modern Slavery:** The recruitment, movement, harbouring, or receiving of children, women, or men through the use of force, coercion, abuse of vulnerability, deception, or other means for the purpose of exploitation.
- **Human Trafficking:** The illegal trade of people for the purposes of forced labour, sexual exploitation, domestic servitude, or other forms of exploitation.

4. Commitment

Electrification Construction Services Ltd is committed to:

- Complying with the requirements of the UK Modern Slavery Act 2015.
- Ensuring there is transparency in our business and our approach to tackling modern slavery throughout our supply chains.
- Continuously improving our practices to identify and eliminate any forms of modern slavery and human trafficking.

5. Due Diligence Process

To prevent slavery and human trafficking from occurring in our business or supply chain, we will undertake the following actions:

- **Supplier Assessment:** Conduct risk assessments of suppliers to identify areas of potential risk for modern slavery. We will require suppliers to demonstrate adherence to ethical standards and compliance with legal requirements.
- **Supplier Contracts:** Incorporate anti-slavery obligations in supplier contracts to ensure that they commit to ethical business practices and prevent modern slavery within their operations.
- **Audits:** Regularly audit and monitor suppliers, especially those in higher-risk sectors or countries, to verify that they meet our anti-slavery standards.



POL018 Anti-Slavery Policy Statement

- **Employee Awareness:** Ensure employees are trained on how to identify and report signs of modern slavery, both in our business and within the supply chain.

6. Risk Assessment and Management

We will regularly assess areas of our business and supply chain to identify risks related to modern slavery and human trafficking. Where risks are identified, we will:

- Work with suppliers to mitigate any identified risks.
- Terminate relationships with suppliers or business partners that fail to address concerns regarding slavery and human trafficking.

7. Reporting Concerns

We encourage all employees, contractors, and suppliers to report any concerns regarding modern slavery or human trafficking. Concerns can be raised confidentially via:

- **Whistleblowing Policy:** We have a whistleblowing policy that ensures employees can raise concerns without fear of reprisal.
- **Dedicated Reporting Mechanism:** Employees and other stakeholders can report suspected cases of modern slavery or trafficking by contacting the Compliance Manager, where all reports will be treated with confidentiality and investigated thoroughly.

8. Responsibility and Governance

The Senior Leadership Team/Board of Directors has overall responsibility for ensuring this policy complies with legal and ethical obligations and that all those under Electrification Construction Services Ltd.'s control comply with it.

- **Managers** are responsible for ensuring their teams understand and adhere to this policy.
- **Employees** must read, understand, and comply with this policy. They must avoid any activity that could lead to a breach and report any concerns immediately.

9. Training

To ensure a high level of understanding of the risks of modern slavery and human trafficking in our business and supply chains, we will provide appropriate training to our employees. Training will focus on:

- Understanding what modern slavery and human trafficking are.
- Recognising the signs of modern slavery.
- Reporting procedures and the importance of whistleblowing.

10. Monitoring and Review

We will regularly review the effectiveness of this policy and our procedures to ensure they are fit for purpose. This policy will be updated as required to reflect legal changes, evolving risks, or improved practices.



POL018 Anti-Slavery Policy Statement

This policy will be made available publicly and communicated to all employees and stakeholders. A statement regarding modern slavery will be published annually, outlining the steps taken to combat slavery and human trafficking during the financial year.

This policy ensures compliance with the Modern Slavery Act 2015 and reflects Electrification Construction Services Ltd.'s commitment to combating all forms of slavery and exploitation.

Approved by:

A handwritten signature in black ink, appearing to read 'Shane Williams', is written over a horizontal line.

Shane Williams
Position: Managing Director
Electrification Construction Services Ltd

Dated: 3rd January 2025

For Electrification Construction Services Ltd (ECS) The protection and safety of children and adults at risk is everyone's responsibility.

All staff must recognise this and report any concerns for the wellbeing of children or adults at risk in accordance with Local Safeguarding Procedures.

ECS recognises its responsibilities to safeguard and promote the welfare of those at risk of abuse and this is at the heart of our Guiding Framework.

This requires us to:

- Listen to, value, encourage and support those we work with
- Provide clear procedures for identifying and dealing with concerns about possible abuse, and ensure local authority Safeguarding reporting procedures are followed
- Provide effective management for staff, through supervision, support and training
- Develop and maintain effective information sharing with statutory services and other agencies as appropriate
- Observe and report any suspicious activity that could be linked to threats of terror, radicalisation or other safeguarding concerns

Safeguarding is embedded within all ECS services to enable staff and those delivering services on our behalf to support people's right to live a life free from abuse, exploitation and intimidation.

We will take an intelligent approach to ensuring that our people and contractors have the knowledge and confidence to act and report on any safeguarding concerns.

Our employees and supply chain will work together with clients to ensure safeguarding issues are reported and acted upon appropriately.

This is a team effort that will often involve clients and outside agencies working together to tackle sensitive issues in a professional manner.

We are committed to implementing systems and processes to ensure that positive action is taken where individuals at risk of harm or abuse are identified.

We believe that abuse of children or adults at risk violates fundamental human rights and we are committed to play our part in ensuring that this does not take place within our communities in which we work.

In adhering to this policy, in particular we will:

- Include, as part of our contracting processes, obligations to ensure data sharing and safeguarding compliance is in accordance with UK legislation.
- Encourage openness and provide support to anyone who raises genuine concerns in good faith under this policy, even if they turn out to be mistaken.

We are committed to supporting anyone who reports an issue ensuring that they do not suffer any detrimental treatment as a result of reporting their suspicion.

Parts of our business are actively working and interacting with the public on a daily basis.


During these interactions we may encounter individuals with extreme or radical views.

If in the unlikely event these views manifest themselves with evidence of potential acts that could endanger life, we will notify the relevant authorities in order to minimise any threat to our workforce and the general public.

This policy applies to all of our employees and those working with us or on our behalf.

All of our employees are expected to cooperate and assist in the implementation of this policy by ensuring that safeguarding issues and risks are communicated to our supply chain.

The Executive Committee has overall responsibility for ensuring this policy is complied with and will review it at least once per year, and at such other times as may be required, to ensure it remains relevant and appropriate to the aims and objectives of our business.



Shane Williams

Managing Director

Electrification Construction Services Ltd

Date: 3rd January 2025



POL020 Insurance Policy Statement

Electrification Construction Services Ltd (ECS) will ensure that It is the responsibility of the Directors to ensure that the insurance cover is reviewed annually or before a new contract commences with the purpose of ensuring that the company has sufficient financial cover in the event of matters of an unseen nature arising that result in loss, damage or financial loss.

The review shall

- ensure that the correct level of cover is maintained as required by law.
- decide if any additional insurances are required based on the nature of contract specific basis.
- ensure that subcontractors have the minimum levels of insurance in place as required by law.
- Ensure that any insurance brokers used by the company are members of the British Insurance Broker Association

In addition, the insurances of all subcontractors shall be reviewed to ensure they have the minimum levels of insurance in place as required by law or by the contact during the contractor approval process.

It is acknowledged that for NR projects, NR will provide contractors all risks and public liability for IP construction projects.

Continual Improvement

Electrification Construction Services Ltd (ECS) will monitor the performance of its suppliers in respect of the relationship it has with them on an annual basis. This will enable improvements to be identified and addressed, that will continually improve the effectiveness of the system and subsequently improving levels of customer satisfaction. Additionally, Electrification Construction Services Ltd (ECS) will check on an annual basis the validity of its safety critical supplier's RISQS certification/ status to ensure that they are still qualified in the appropriate product group.

A handwritten signature in black ink, appearing to read 'Shane Williams', with a long, sweeping underline.

Shane Williams
Managing Director
Electrification Construction Services Ltd

Dated: 3rd January 2025

Bereavement policy

Electrification Construction Services Ltd (ECS) acknowledges the personal nature of bereavement and grief and is committed to supporting employees in practical and reasonable ways.

Paid leave

ECS acknowledges that bereavement impacts all individuals differently and the guidelines below are intended to show the minimum paid leave an employee is entitled to in different circumstances. ECS acknowledges that not all employees will need to take the full allowance, and some employees will need additional time, depending on their relationship with the person who has died and the circumstances of the death. In the event of the death of an immediate relative, 7 working days paid leave will be granted. An immediate relative includes a spouse, civil partner or partner (including same sex partners),* child,** parent, step- parent, sibling or a person with whom the employee is in a relationship of domestic dependency.

*Partner includes someone with whom the employee is co-habiting but is not the employee's spouse or civil partner.

**Child includes children in respect of whom the employee is the adoptive parent and legal guardians and carers. [...] days leave will be allowed on the death of a mother/father-in-law, grandparents, grandchildren, son/daughter-in-law.

2 days of leave will be allowed on the death of an uncle/aunt to facilitate attendance at the funeral.

In exceptional circumstances, 1 to 2 days leave may be granted on the death of someone outside the immediate family. These circumstances would include (but are not limited to) situations where the employee is responsible for funeral arrangements or has to travel abroad to attend the funeral.

An employee should notify their line manager of their need to take leave as soon as possible or, at latest, on the first day of absence. In exceptional circumstances, applications for leave will be considered after the first day of absence. Line managers have the right to exercise discretion in exceptional circumstances as outlined above. Leave days do not have to be taken consecutively.

Annual leave

In the event of a bereavement, an employee will be able to take unpaid leave or annual leave at short notice to supplement their bereavement leave. Requests should be directed to the employee's line manager.

An employee who suffers a family bereavement while on annual leave can convert their annual leave into bereavement leave and take their annual leave at a future date.

Unpaid leave

Unpaid leave on compassionate grounds up to a maximum of 5 days may be granted after bereavement. An employee must consult with their line manager before starting unpaid leave.

Return to work

In certain circumstances a full return to work may not be possible for an employee following the death of an immediate relative – for example, when the employee’s grief is likely to impact on their ability to perform their role, or where new child care arrangements have to be sourced or responsibility for the care of an elderly parent has transferred to the employee.

In such instances ECS will allow a phased return to work on a part-time or reduced hours basis where practicable. Alternative duties may also be considered. Any such arrangement would need to be agreed in advance by the line manager, would be subject to an agreed maximum number of days and would be managed in line with [name of organisation] flexible working/part-time working policy.

Employee support

ECS acknowledges that bereavement leave is intended to support employees in the immediate period around the death of a relative. However, the process of grief, the natural reaction and adjustment to loss and change may take a significant time and will be personal to each individual.

An employee with any concerns about the grieving process impacting on their work performance should discuss this in confidence with either their line manager or the Human Resources Department, to ensure that any reasonable adjustments that may be necessary are discussed and put in place and that the employee is supported in their return to the full range of duties and responsibilities that they had prior to the bereavement or their duties and responsibilities are adjusted (as necessary) with the prior agreement of line manager.

ECS recognises that the majority of people do not require counselling to cope effectively with their grief. However, for employees wishing to avail themselves of professional help in coming to terms with a significant loss, the organisation will cover the cost of up to [insert number] counselling sessions with an independent counselling practice. This is a confidential service and can be accessed directly through HR or the employee assistance programme.

Health and safety

Bereavement can have an impact on concentration, sleep, and decision-making. The health and safety assessment of the workplace will include consideration of the impact of bereavement on employees, their duties and responsibilities, and the context in which they are working, eg do they operate heavy machinery?

Any employee who is concerned about their ability to conduct their duties safely in the weeks following a bereavement must discuss this with their line manager.

ECS reserves the right to request an employee to meet the organisation’s doctor before resuming full duties.

Culture and diversity

ECS recognises that different cultures respond to death in significantly different ways. Line managers will check whether the employee’s religion or culture requires them to observe any particular practices or make special arrangements which would

POL021 Bereavement Policy

necessitate them being off work at a particular time. Employees should not assume that their line manager is aware of any such requirements and should draw this to their line manager's attention as soon as possible.

Line managers who are unsure of how to respond to a bereaved employee from a different culture should ask the bereaved employee or someone else from their cultural group about what is appropriate.



Shane Williams
Managing Director
Electrification Construction Services Ltd

Dated: 3rd January 2025

Electrification Construction Services Ltd Social Value Policy

At Electrification Construction Services Ltd, we are committed to building infrastructure, supporting communities, and enabling sustainable growth. By delivering meaningful community benefits and enhanced social value, we strive to leave a positive, lasting legacy in every area we work.

We align our efforts with key legislation and frameworks, including:

- **The Public Services (Social Value) Act 2012**
- **The Procurement Reform (Scotland) Act 2014**
- **The Wellbeing of Future Generations (Wales) Act 2015**

Our Social Value Policy is supported by a robust sustainability strategy and implemented through an impactful community investment program.

Key Commitments

Employment and Skills

We aim to empower individuals and communities by:

- Enabling local people to acquire skills that enhance employability.
- Providing training opportunities for our workforce to meet future demands.
- Creating meaningful employment opportunities in communities where we operate.
- Removing barriers to employment for underrepresented and disadvantaged groups.
- Supporting veterans and members of the armed forces in finding career opportunities.

Local Business & Economy

We contribute to the economic wellbeing of local areas by:

- Creating work opportunities for SMEs, social enterprises, and minority-owned businesses.
- Prioritizing local procurement whenever feasible.
- Helping small and micro-sized businesses, social enterprises, and minority-owned enterprises improve capabilities and grow sustainably.

Community Engagement

We foster strong relationships with communities through:

- Volunteering efforts that address local needs and enhance community wellbeing.

- Partnering with national charities through our Trust Building Better Futures to advance employment initiatives and environmental regeneration.
- Collaborating with local charities on initiatives aligned with key community priorities.
- Working alongside education providers, industry organizations, and charities to offer curriculum support and valuable work experience opportunities.
- Promoting healthier lifestyles among our employees and the wider community.

Environmental Stewardship

We are committed to minimizing our environmental impact by:

- Using resources efficiently to reduce waste and maximize value.
- Mitigating air pollution, noise, vibration, and other disruptions in local communities.
- Emphasizing sustainable and ethical procurement practices.
- Enhancing green and blue spaces to increase biodiversity, recognizing the inherent social value.

Governance, Measurement & Reporting

To ensure accountability and transparency:

- We maintain clear oversight of this policy's implementation.
- We regularly monitor and report our social value impact using recognized independent tools.
- We strive for continuous improvement in standards, efficiency, and effectiveness.

Communication and Review

This policy will be communicated to all employees, supply chain partners, and relevant stakeholders. It will be reviewed annually to reflect evolving priorities and maintain alignment with best practices.

Signed:



Shane Williams
Managing Director

Dated: 3rd January 2025

CORPORATE CRIMINAL OFFENCE POLICY

Contents

1. Purpose
2. Introduction
3. Summary of the Act and Consequences of Breach
4. Responsibilities
5. How to Recognise and Deal with Tax Evasion Issues
6. Breaches of the Policy
7. Revision Record

1. Purpose

The purpose of this Corporate Criminal Offence Policy (the “**Policy**”) is to:

- summarise the offences under Part 3 of the Criminal Finances Act 2017 (the “**Act**”);
- set out your responsibilities in complying with this Policy to prevent the facilitation of tax evasion within Electrification Construction Services Ltd
- provide information and guidance on how to recognise and deal with facilitation of tax evasion issues.

“**Electrification Construction Services Ltd**” means Electrification Construction Services Ltd and all or any of its subsidiaries

“**Relevant body**” means a body corporate or partnership (wherever incorporated or formed).

“**third party**” or “**third parties**” means any individual or organisation you come into contact with during the course of your work for Electrification Construction Services Ltd, including actual and potential clients, customers, suppliers, business contacts, agents, advisers, government and public bodies, including their advisers, representatives and officials, politicians and political parties.

A person is “**associated**” with a relevant body if that person is an employee, agent or other person who performs services for or on behalf of the relevant body. The associated person can be an individual or an incorporated body.

2. Introduction

This document outlines Electrification Construction Services Ltd zero tolerance approach to tax evasion or the facilitation of tax evasion, whether the tax evaded is owed in the UK or in a foreign country, by its employees, officers, agents or consultants or any persons or companies acting for it or on its behalf.

It is published as part of the commitment of Electrification Construction Services Ltd senior management to implement and enforce effective systems throughout its business to monitor the risk of, prevent and eliminate tax evasion, in accordance with the Act.

It should be read and understood by all employees, agents and contractors of Electrification Construction Services Ltd.

This Policy is issued by Electrification Construction Services Ltd to you as an associated person for the purposes of the Act.

The facilitation of tax evasion is a criminal offence.

If Electrification Construction Services Ltd is found to have taken part in the facilitation of tax evasion, Electrification Construction Services Ltd could face an unlimited fine, be excluded from tendering for public contracts and face significant damage to its reputation.

The success of Electrification Construction Services Ltd.'s anti-facilitation of tax evasion measures depends on everyone playing their part in continuing to help prevent tax evasion.

You are all required to familiarise yourselves and comply with this Policy, including any future updates that may be issued from time to time by Electrification Construction Services Ltd.

You are also encouraged to report any suspected facilitation of tax evasion in accordance with section 4.4 of this Policy. Electrification Construction Services Ltd will support any individuals who make such a report, provided that it is made in good faith.

Electrification Construction Services Ltd will regularly communicate its anti-facilitation of tax evasion measures to all its employees. Training on the Policy will form part of the induction programme of any new employee or contractor of Electrification Construction Services Ltd who might be in a position to facilitate tax evasion.

Training is provided annually for relevant employees or contractors and may be provided on an ad hoc basis as required.

Electrification Construction Services Ltd will monitor the effectiveness and review the implementation of this Policy, regularly considering its suitability, adequacy and effectiveness. Any improvements identified will be made as soon as possible.

This Policy does not form part of employees' contracts of employment and Electrification Construction Services Ltd may amend it at any time.

3. Summary of the Act and Consequences of Breach

3.1 Offences under the Act

The Act came into force on 30 September 2017. It creates the corporate offence of the facilitation of tax evasion, both UK and foreign tax. There are three stages that apply to both the domestic and foreign tax evasion facilitation offence:

- **Stage one:** the criminal tax evasion by a taxpayer (either an individual or a legal entity) under existing law;

- **Stage two:** the criminal facilitation of the tax evasion by an “associated person” of the relevant body acting in that capacity; and
- **Stage three:** the relevant body failed to prevent its representative from committing the criminal facilitation act.

The foreign offence covers tax evaded in a foreign jurisdiction.

If you have concerns that a foreign offence might be/has been committed, you should contact the Managing Director of Electrification Construction Services Ltd or, if you prefer, to a senior member of staff of your choosing. Where the relevant body has put in place reasonable prevention procedures to prevent the criminal facilitation of tax evasion by an associated person (or where it is unreasonable to expect such procedures) the relevant body shall have a defence.

3.1.1 The corporate offence

A criminal offence will be committed by Electrification Construction Services Ltd under the Act if:

- you, as an associated person acting for or on behalf of Electrification Construction Services Ltd, facilitate the evasion of a UK or foreign tax; and
- Electrification Construction Services Ltd does not have adequate procedures in place to prevent the facilitation of tax evasion.

3.2 Consequences of breach of the Act

3.2.1 The corporate offence

A company found guilty of failing to prevent the facilitation of tax evasion could be liable to an unlimited fine and subject to ancillary orders such as confiscation orders or serious crime prevention orders.

4. Responsibilities

The board of directors of Electrification Construction Services Ltd companies have overall responsibility for ensuring that this policy complies with Electrification Construction Services Ltd.’s legal and ethical obligations, and that all those under their control comply with it.

Management at all levels are responsible for ensuring that their reports understand this Policy and that those determined to be at risk of facilitating tax evasion are given adequate training on it as regularly as they consider necessary.

You must ensure that you read, understand and comply with this policy.

4.1 Prohibition applicable to all associated persons

You are prohibited from facilitating any tax evasion, whether in respect of a UK or a foreign tax, whilst acting for or on behalf of Electrification Construction Services Ltd.

Where there is a UK tax evasion facilitation offence it does not matter whether the relevant body is UK-based or established under the law of another country, or whether the associated person who performs the criminal act of facilitation is in the UK or overseas. In such cases the offence will have been committed and can be tried by the courts of the United Kingdom. The foreign offence, however, is slightly narrower in scope, as outlined above, in that only certain relevant bodies with a connection to the UK are liable to commit the offence.

4.2 Due diligence

You should undertake due diligence, in accordance with Electrification Construction Services Ltd.'s procurement and risk management procedures, prior to entering into any contract, arrangement or relationship with a potential supplier of services or consultant.

The extent of the due diligence you need to carry out depends on the nature of the relationship and the risk of tax evasion occurring.

Before you enter into any contract, arrangement or relationship you must make sure that Electrification Construction Services Ltd.'s customary procedures have been complied with and that you have the approval of the business to proceed, where necessary in accordance with the Governance Matrix and the Business Approvals document.

4.3 Record keeping

Electrification Construction Services Ltd must keep accurate and complete financial records and have appropriate internal controls in place which will evidence the business reason for making payments to third parties. No accounts must be kept "off book" to facilitate or conceal improper payments.

You must take particular care to ensure that all company records are accurately maintained in relation to any contracts or business activities, including financial invoices and all payment transactions with clients, suppliers and public officials.

4.4 Confidential reporting

Electrification Construction Services Ltd depends on you to remain vigilant in preventing, detecting and reporting tax evasion in all aspects of the business that you are involved with or aware of.

You are encouraged to report any concerns that you may have, as soon as possible, either:

- in accordance with the Reporting Policy set out in section D of the Employee Handbook; or

• to the Managing Director of Electrification Construction Services Ltd or, if you prefer, to a senior member of staff of your choosing, as soon as possible.

- Issues that you should report include:
 - any suspected or actual attempts to evade tax - it is important that you report your concerns as soon as possible if you:
- are asked to facilitate tax evasion (or what you perceive to be tax evasion) by a third party,
- suspect that this may happen in the future, or
- believe that you or Electrification Construction Services Ltd are inadvertently party to another form of unlawful activity; or
- concerns that other employees or associated persons may be facilitating tax evasion.

Any such reports will be promptly and discretely investigated.

5. How to Recognise and Deal with Tax Evasion Issues

5.1 Risk management

In order to identify and prevent tax evasion risks, Electrification Construction Services Ltd will regularly conduct risk assessments for each of its key business activities.

In particular, Electrification Construction Services Ltd will:

- provide annual training to at risk employees on the Act and how to identify and combat tax evasion;
- regularly assess risk areas, for example tenders submitted by suppliers for work which are delivered to Procurement and financial restructuring; and
- undertake appropriate due diligence on third parties and associated persons.

5.2 Your assistance

Notwithstanding Electrification Construction Services Ltd.'s risk management processes, Electrification Construction Services Ltd relies on you to play your part in meeting all your responsibilities set out in section 4 of this Policy and thereby highlighting and reporting any concerns in accordance with section 4.4 of this Policy.

6. Breaches of the Policy

Electrification Construction Services Ltd will fully investigate any instances of alleged or suspected tax evasion.

Any employee who breaches this policy will face disciplinary action, which could result in dismissal for misconduct or gross misconduct.

Electrification Construction Services Ltd may terminate its relationship with other individuals and organisations working on its behalf if they breach this policy.

Electrification Construction Services Ltd may also report any matter to the relevant authorities, including the Director of Public Prosecutions, Serious Fraud Office, Revenue and Customs Prosecutions Office and the police.

Electrification Construction Services Ltd will provide all necessary assistance to the relevant authorities in any subsequent prosecution.



Shane Williams
Managing Director

Electrification Construction Services Ltd (ECS)

Dated: 3rd January 2025

Mental Health and Wellbeing Policy

Introduction

Mental ill health and stress are associated with many of the leading causes of disease and disability in our society. Promoting and protecting the mental wellbeing of the workforce is important for individuals' physical health, social wellbeing, and productivity. Mental wellbeing in the workplace is relevant to all employees and everyone can contribute to improved mental wellbeing at work.

Addressing workplace mental wellbeing can help strengthen the positive, protective factors of employment, reduce risk factors for mental ill health and improve general health. It can also help promote the employment of people who have experienced mental health problems and support them once they are at work.

Important aspects of mental health and wellbeing includes providing information and raising awareness, management skills to deal with issues around mental health and stress effectively, providing a supportive work environment, offering assistance, advice and support to anyone experiencing a mental health problem or returning to work after a period of absence due to mental health problems.

Policy Statement:

The organisation is committed to the protection and promotion of the mental health and wellbeing of all staff.

The organisation shall continuously strive to improve the mental health environment and culture of the organisation by identifying, eliminating, or minimising all harmful processes, procedures and behaviours that may cause psychological harm or illness to its employees.

The organisation shall continuously strive, as far as is reasonably practicable, to promote mental health throughout the organisation by establishing and maintaining processes that enhance mental health and wellbeing.

Policy Aim:

To provide a working environment that promotes and supports the mental health and wellbeing of all employees.

Scope:

This policy will comply with Health and Safety legislation and best practice guidelines.

This policy will be developed in accordance with existing organisational policies and procedures.

This policy will be owned at all levels of the company, developed and implemented across all departments, evaluated and reviewed as appropriate.

Policy Objectives

To develop a supportive culture, address factors that may negatively affect mental wellbeing, and to develop management skills.

Policy actions:

Reduce discrimination and stigma by increasing awareness and understanding

Complete an employee survey to identify mental health needs

Give employees information on and increase their awareness of mental wellbeing.

Include information about the mental health policy in the staff induction programme.

Provide opportunities for employees to look after their mental wellbeing, for example through physical activity, stress reducing activities and social events.

Promote the Five Ways to Wellbeing concept

Provide systems that encourage predictable working hours, reasonable workloads and flexible working practices where appropriate.

Ensure all staff have clearly defined job descriptions, objectives and responsibilities and provide them with good management support, appropriate training and adequate resources to do their job.

Manage conflict effectively and ensure the workplace is free from bullying and harassment, discrimination and racism.

Establish good two-way communication to ensure staff involvement, particularly during periods of organisational change.

Ensure that employees have a clearly defined role within the organisation and a sense of control over the way their work is organised.

Ensure that job design is appropriate to the individual, with relevant training, supervision and support provided as required.

Ensure a physical environment that is supportive of mental health and wellbeing including a sound, ergonomically designed workstation or working situation with appropriate lighting, noise levels, heating, ventilation and adequate facilities for rest breaks.

Promote and support opportunities to enhance professional development, identified through the appraisal.

Provide training for designated staff in the early identification, causes and appropriate management of mental health issues such as anxiety, depression, stress and change management.

To provide support for employees experiencing mental health difficulties.

Policy actions:

Ensure individuals suffering from mental health problems are treated fairly and consistently.

Manage return to work for those who have experienced mental health problems and in cases of long-term sickness absence, put in place, where possible, a phased return to work.

Give non judgemental and pro- active support to individual staff that experience mental health problems such as counselling, CBT etc

Ensure employees are aware of the support that can be offered through occupational health department, Employee Assistance Programme (if applicable) or alternatively their own GP, or a counsellor.

Make every effort to identify suitable alternative employment, in consultation with the employee, where a return to the same job is not possible due to identified risks or other factors.

Treat all matters relating to individual employees and their mental health problems in the strictest confidence and share on a 'need to know' basis only with consent from the individual concerned.

To encourage the employment of people who have experienced mental health problems.

Policy actions:

Show a positive and enabling attitude to employees and job applicants with mental health issues. This includes having positive statements in recruitment literature.

Ensure that all staff involved in recruitment and selection are briefed on mental health issues and the Disability Discrimination Act, and are trained in appropriate interview skills.

Ensure all line managers have information and training about managing mental health in the workplace.

To recognise that workplace stress is a health and safety issue.

Policy actions:

Adopt the principles of the HSE Stress Management Standards for employees or groups of employees that it is felt may be affected by stress

Consult with trade union safety representatives on all proposed action relating to the prevention of workplace stress.

Provide training in good management practices

Provide confidential counselling and adequate resources.

Align with other relevant policies such as physical activity, alcohol and absence management

Communication

All employees will be made aware of the mental wellbeing policy and the facilities available. This will be part of a health at work policy, which will be included in the employee handbook and employee information or induction packs.

The works forum /Health and Safety Committee will take forward the actions from this policy.

Regular updates will be provided to all employees via their line management.

Review and monitoring

Employees participating in any of the mental wellbeing activities will be regularly asked for feedback.

The mental wellbeing activities will be included in an annual 'health at work audit'.

The policy, status updates and evaluation reports will be circulated to management and be available on request through the workplace health champion.

The human resources department (or an individual as appropriate) will be responsible for reviewing the mental wellbeing policy and for monitoring how effectively the policy meets its aims and objectives

The policy will be reviewed annually from implementation

Signed:



Shane Williams
Managing Director

Electrification Construction Services LTD

Dated: 3rd January 2025

Introduction

The Health and Safety at Work Act and the Management of Health and Safety at Work Regulations require all employers to provide their employees with understandable and relevant information on risks to their health and safety and on precautions to take to avoid those risks.

Information should be provided in a way that takes account of any language difficulties or disabilities.

It can be provided in whatever form is most suitable in the circumstances, if it can be understood by everyone. Legal requirements

All employees expect to be treated fairly and considerately; current laws such as the Race Relations Act, the Disability Discrimination Act etc generally supports this.

It is illegal to discriminate against people at work on the grounds of Gender, Race, Disability, Sexual orientation, Religion, or belief.

Organisation

If ECS wishes to employ non-English speaking workers, they must be able to demonstrate how they will discharge their statutory duty to provide understandable information on the risks to health & safety and relevant precautions.

ECS will not sublet any works without written permission from the Client/Principal Contractor, this must also be addressed during the tender process.

ECS must examine employee's roles and the way the workforce is organised & supervised and make adjustments to maintain effective communication with all their employees & subcontractors to encourage a positive health & safety culture.

ECS must ensure that employee's roles and responsibilities are fully understood, and that supervisory staff have the skills and support necessary to be fully engaged when supervising non-English speaking workers.

ECS must pay particular attention to the fact that some English born workers/personnel may not be able to read or understand English due to possible learning or reading disabilities.

Communication

Communications, training, and leadership are all important organisational elements that will contribute to effective systems.

If ECS wishes to employ non-English speaking nationals must also provide a competent trained person who can communicate/translate the site induction, toolbox talks/safety briefings, health & safety information effectively amongst the workforce.

To ensure there is adequate support for Non – English speaking workers the trade contractor will need to provide at least one English speaking supervisor for every five non-English speaking employees employed on the site.

However, Site Management reserve the right to reduce this number for high-risk activities.

The Supervisor must stay with the operatives at all times in order to deliver inductions, briefings and routine instructions and act as liaison with the rest of the team.

Effective communications are essential to the success of worker involvement in health and safety. Any trade contractor who fails to manage or supervise their workforce effectively on site will be involved in having their work suspended until such time that they can implement adequate supervision or resources.

Training/Competence

Any persons supervising the non-English speaking workers must have a minimum standard of health and safety training e.g., SMSTS 5 Day Course or equivalent, as well as being competent, trained and experienced in their work.

Persons identified for supervision roles must be confirmed in writing in Trade Contractors Method Statements and Risk Assessments.

All persons prior to working on site shall attend the Site Induction (the multi-lingual DVD from Construction Industry Publications “UK Construction Standards” is a very useful tool to assist with the delivery of inductions).

ECS must be able to demonstrate that all persons employed as part of their works are competent, trained and experienced e.g., hold the relevant CSCS card.

Any trade contractor who fails to provide satisfactory information relating to competency and training shall not start work on site.

Prohibited activities in the interests of health & safety the following high risk activities may not be undertaken by Non - English speaking workers:

- Excavation Works
- Demolition
- Lifting Operations
- Plant Operations
- Commissioning or De- Commissioning
- Confined Space Work
- Other Permit to Work activities
- Lone Working.
- Any other operations that are designated as safety critical or identified as such in the Construction Phase H&S Plan.

Example contractual terms

The following statement will be included in contracts: To ensure there is adequate support for Non – English speaking workers the trade contractor will need to provide at least one English speaking supervisor for every five non-English speaking employees employed on the site.

However, Site Management reserve the right to reduce this number for high-risk activities.

The Supervisor must always stay with the operatives in order to deliver inductions, briefings, routine instructions and act as liaison with the rest of the team.

Effective communications are essential to the success of worker involvement in health and safety.

Any trade contractor who fails to manage or supervise their workforce effectively on site will be involved in having their work suspended until such time that they can implement adequate supervision or resources.



Shane Williams
Managing Director

Electrification Construction Services LTD

3rd January 2025

1. Introduction

- 1.1 It is a requirement of Electrification Construction Services LTD UK that we have a 365 day per year, 24/7 on call system in place.
- 1.2 There are three levels of on call systems for Electrification Construction Services LTD UK:
 - On call 0800 246 5711
 - Senior Manager on call
 - Director on call

As a general rule, the on call number is first port of call. the Senior Manager and Directors notified of significant issues.

2. Purpose

- 2.1 The purpose of this document is to provide guidance to staff on the On Call Procedure and arrangements for those on the on call rotas.

3. Scope

- 3.1 This policy applies to all Staff, Directors and Managers who participate in the on call rotas.

4. Responsibilities

- 4.1 It is the responsibility of the person finishing their on call week to hand over to the next person on the rota, including handing over the on call box, phone & vehicle.
- 4.2 If the person on call will be out of the area or unavailable it is their responsibility to hand over to another person on the on call rota.
- 4.3 It is the responsibility of each manger on call to inform senior managers of specific issues, e.g. severe weather situations, damage to plant / vehicles, personal matters affecting the operation of the on call system.

5. Equality and Diversity

- 5.1 Electrification Construction Services LTD is committed to:
 - Eliminating discrimination and promoting equality and diversity in its Policies,
 - Procedures and Guidelines, and Designing and implementing services, policies and measures that meet the diverse needs of its workforce, ensuring that no individual or group is disadvantaged.

6. On Call Procedure

- 6.1 The on call is for 24 hours per day; seven days a week i.e. it includes office hours as well as evenings and weekends. The on call procedure runs for one week commencing every Monday at 0800 hours. On call should be contacted through the published number **0800 246 5711**.
- 6.2 The response time should be within 10 minutes. It is important to ensure the on call phone is working and the battery is charged / replaced if it is low. If there is a problem with phone coverage (at home), Electrification Construction Services LTD must be given a land line contact telephone number.
- 6.3 The person on call must have access to a telephone which will function, i.e. do not rely on a mobile phone if in a mobile 'blind spot'.
- 6.4 The decision to attend in person is at the discretion of the Director/Manager (e.g. if the situation cannot be adequately assessed remotely or staff require personal support).

As a general rule the Fitter / Director/Manager on call should be available to attend in person within two hours. If the Fitter / Director/Manager need to attend in person, personal safety should be ensured.

- 6.5 The major incident plan should be kept in the on call bag.
- 6.6 A log must be kept of any calls received and action taken and be handed over to the next person on call.
- 6.7 Any incidents/concerns must be reported to the responsible manager on the next working day.
- 6.8 Any building issues should be referred to the facilities on call manager.
- 7.0 **Monitoring Compliance with and Effectiveness of this Procedure.**
- 7.1 The compliance with and effectiveness of this procedure will be monitored by random testing of the call systems by the Director's.
- 8.0 **Review**
- 8.1 This Procedure will be reviewed two years from the date of implementation or where changes in legislation may require it.

- 8.2 Minor amendments (such as changes in title) may be made prior to the formal review, details of which will be monitored/approved by the Managing Director in consultation with the Equality and Diversity Co-ordinator and HR where relevant. Such amendments will be recorded in the Register and a new version of the OCP issued.



Shane Williams
Managing Director

Electrification Construction Services LTD

3rd January 2025

Whistleblowing encourages and enables employees to raise serious concerns **within** the company rather than overlooking a problem or 'blowing the whistle' outside.

Employees are often the first to realize that there is something seriously wrong with the company. However, they may not express their concerns as they feel that speaking up would be disloyal to their colleagues or to the company.

The company is committed to the highest possible standards of openness, probity and accountability. In line with that commitment, we expect employees, and others that we deal with, who have serious concerns about any aspect of the company's work to come forward and voice those concerns

Aims of policy

- To encourage you to feel confident in raising concerns and to question and act upon concerns about practice.
- To provide avenues for you to raise concerns in confidence and receive feedback on any action taken.
- To ensure that you receive a response to your concerns and that you are aware of how to pursue them if you are not satisfied.
- To reassure you that you will be protected from possible reprisals or victimisation if you have a reasonable belief that you have made a disclosure in good faith.
- Conduct which is an offence or a breach of law.
- Failure to comply with a legal obligation.
- Disclosures related to miscarriages of justice.
- Health and safety risks, including risks to the public as well as other employees.
- Damage to the environment.
- The unauthorised use of public funds.
- Possible fraud and corruption.
- Sexual, physical or other abuse of clients.
- Other unethical conduct.
- Actions which are unprofessional, inappropriate or conflict with a general understanding of what is right and wrong including bullying and harassment.

NB. Other procedures are available to employees e.g. the Grievance procedure which relates to complaints about your own employment. This policy also does not replace other complaints procedures which are for public use.

All concerns will be treated in confidence and every effort will be made not to reveal your identity if you so wish. At the appropriate time, however, you may need to come forward as a witness.

This policy encourages you however to put your name to your concern whenever possible. Please note that:

- Staff must disclose the information in good faith.
- Staff must believe it to be substantially true.
- Staff must **not** act maliciously or make false allegations.
- Staff must **not** seek any personal gain.

As a first step, you should normally raise concerns with your immediate supervisor/manager or their superior. This may depend, however, on the seriousness and sensitivity of the issues involved and who is suspected of the malpractice.

Shane Williams

Managing Director

Electrification Construction Services Ltd

Date **3rd January 2025**

Electrification Construction Services Ltd (ECS) recognises the importance of working closely with selected parties in certain situations in order to bring added value to our customers and partners.

This statement is a declaration of the Board's intent that ECS shall, where appropriate, select and develop strong and effective collaborative business relationships that achieve added value for the customer and our partners.

ECS processes for Collaborative Working reflect the requirements of ISO 44001:2017 "Collaborative Business Relationships" and define the processes, tools and guidance that are to be followed to ensure that collaborative relationships are formed in the right situations, and in a methodically manner most likely to bring about best results.

This policy states that ECS Leadership shall ensure that: -

- A business case for partnering is formed before contemplating any collaborative working relationship.
 - Where ECS choose their collaborative partners, they are selected against predetermined selection criteria
 - The degree of integrated working agreed with each partner is appropriate to deliver the desired performance.
 - The integrated working methods with each partner are fully defined, agreed and documented before any collaborative working occurs.
 - Each collaborative relationship is delivering "added value" in line with expectations
 - Staff working in collaborative situations are sufficiently and appropriately skilled to do so.
 - The agreement of an exit strategy before commencing collaborative working with any partner.
 - This policy is communicated effectively to all employees and made available to any interested party.
 - That experience is used to continually improve the collaborative working approach

Implementation of this policy shall be monitored through ECS audit and assessment processes.

This policy will be regularly reviewed to ensure that the leadership system is effective, consistently implemented and continually improved.



Shane Williams

Managing Director

Electrification Construction Services Ltd

Date **3rd January 2025**

Comprehensive Ethics Policy

1. Purpose

The purpose of this Ethics Policy is to establish a framework for maintaining the highest standards of ethical conduct across Electrification Construction Serves Ltd. The policy serves to guide employees, management, and other stakeholders in making decisions and conducting themselves in a manner that reflects integrity, accountability, and fairness in all aspects of the company's operations.

2. Scope

This policy applies to all employees, contractors, consultants, and third parties acting on behalf of Electrification Construction Serves Ltd, regardless of location or role. It covers all activities, including but not limited to business operations, employee conduct, interactions with customers, suppliers, and compliance with the law.

3. Core Ethical Principles

Electrification Construction Serves Ltd is committed to upholding the following core ethical principles:

1. **Integrity:** Employees are expected to be honest, trustworthy, and transparent in all their dealings.
2. **Accountability:** Employees are responsible for their actions and decisions and must accept the consequences of their behaviour.
3. **Fairness:** All employees and stakeholders will be treated equitably, without favouritism, bias, or discrimination.
4. **Respect:** Respect for human dignity, rights, and the diversity of people and cultures will be maintained.
5. **Compliance:** All employees must adhere to applicable laws, regulations, and internal policies.

4. Employee Conduct

4.1 Compliance with Laws and Regulations

Employees must comply with all local, national, and international laws and regulations applicable to their work, including but not limited to:

- **Anti-corruption and bribery laws:** Employees must not offer, give, solicit, or accept any form of bribe, kickback, or illegal payment.
- **Labour laws:** All employment practices must comply with applicable wage laws, working conditions, and health and safety regulations.
- **Environmental laws:** Employees must follow all relevant regulations related to environmental protection and sustainability.

4.2 Confidentiality and Data Protection

Employees must respect the confidentiality of sensitive information and data, both of the company and third parties. This includes:

- Protecting confidential business, financial, and personal information.
- Adhering to data protection laws, including the General Data Protection Regulation (GDPR).
- Ensuring that proprietary information is used only for legitimate business purposes.

4.3 Conflict of Interest

Employees are expected to avoid situations where personal interests could conflict, or appear to conflict, with the interests of Electrification Construction Serves Ltd. Employees must disclose any potential conflict of interest to their manager or HR and ensure the following:

- Avoid financial, personal, or family relationships that could impact decision-making.
- Refrain from engaging in activities or investments that could lead to a conflict of interest.
- Do not accept gifts or hospitality that may influence business decisions.

4.4 Fair Competition

Electrification Construction Serves Ltd is committed to free and fair competition. Employees must not engage in any illegal or unethical practices to gain an unfair advantage, including:

- Fixing prices, bid-rigging, or market manipulation.
- Engaging in unfair trade practices.
- Misusing competitor or market-sensitive information.

4.5 Health and Safety

Employees are responsible for maintaining a safe and healthy working environment by adhering to workplace health and safety laws and internal safety protocols. Any unsafe conditions or incidents must be reported immediately to the relevant authorities within the company.

4.6 Non-Discrimination and Anti-Harassment

Discrimination, harassment, or any form of inappropriate behaviour based on race, gender, religion, sexual orientation, disability, or any other protected characteristic will not be tolerated. The company is committed to fostering an inclusive workplace where all employees are treated with dignity and respect.

4.7 Substance Abuse

The use of illegal drugs, alcohol abuse, or the misuse of prescription drugs in the workplace is strictly prohibited. Employees must not report to work under the influence of substances that impair their ability to perform their duties safely and effectively.

5. Corporate Social Responsibility (CSR)

Electrification Construction Serves Ltd is committed to acting as a responsible corporate citizen by:

- Minimizing environmental impact through sustainable practices.
- Supporting the communities in which we operate through charitable initiatives and community engagement.
- Promoting diversity and inclusion within the workplace and the broader society.

6. Anti-Bribery and Corruption

6.1 Prohibition on Bribery

Electrification Construction Serves Ltd has a zero-tolerance policy toward bribery and corruption. Employees and anyone acting on behalf of the company must not offer, solicit, or accept bribes, gifts, or any form of improper inducement to gain a business advantage.

6.2 Gifts and Hospitality

Gifts and hospitality are permitted only if they are of modest value, appropriate to the business relationship, and do not create a sense of obligation or the perception of improper influence. Any gifts or hospitality above a certain value (as set by internal company guidelines) must be reported and approved by management.

7. Whistleblowing

7.1 Reporting Unethical Behaviour

Employees are encouraged to report any unethical behaviour or violations of this policy without fear of retaliation. This includes concerns related to illegal activities, fraud, corruption, health and safety risks, or any other conduct that may damage the company's reputation or financial well-being.

7.2 Whistleblower Protection

Electrification Construction Serves Ltd will protect whistleblowers from retaliation, including demotion, dismissal, or any other form of discrimination for reporting concerns in good faith. All reports will be treated confidentially and investigated thoroughly.

8. Use of Company Resources

Employees must use company assets, including technology, equipment, and funds, responsibly and only for legitimate business purposes. Employees must not:

- Use company resources for personal gain or illegal activities.
- Engage in excessive personal use of company technology, including internet and email.
- Misappropriate company funds or property.

9. Disciplinary Action

Violations of this Ethics Policy may result in disciplinary action, up to and including termination of employment. Electrification Construction Serves Ltd reserves the right to take legal action where appropriate.

10. Training and Awareness

Electrification Construction Serves Ltd is committed to ensuring that all employees understand and adhere to this policy. Training programs will be provided to employees, and regular communications will reinforce the importance of ethical behaviour. It is the responsibility of every employee to stay informed about the ethical standards expected of them.

11. Policy Review

This Ethics Policy will be reviewed annually, or as required, to ensure it remains current and relevant in light of legal, regulatory, and business developments.

This comprehensive ethics policy ensures a strong ethical culture within the company, promoting responsible behaviour, legal compliance, and respect for all stakeholders.



Shane Williams

Managing Director

Electrification Construction Services Ltd

Date: 3rd January 2025

Introduction

The health and well-being of staff is a core value of ECS Ltd and the provision of occupational health is a key aspect of this. Occupational health is concerned with the inter-relationship between work and health i.e. how work and the working environment can affect a member of staff's health and how a member of staff's health can affect their ability to do their work.

The principal aim of occupational health is therefore the prevention of ill-health in the workplace through:

- Assisting with the identification and management of health risks
- Supporting staff who are ill to remain at or return to work, as appropriate
- Supporting staff who are experiencing Mental Health Issues
- Improving work opportunities for those with disabilities
- Managing work-related aspects of illness

The promotion of good health to better equip staff to do their work well and also to make informed lifestyle choices

This document describes the Company's Occupational Health Policy and the arrangements in place for Occupational Health Service provision.

Policy Statement

The Company:

Is committed to ensuring that the potential for ill-health or injury arising from Company activities or premises is minimised so as far as is reasonably practicable.

Will ensure the identification of health risks arising from Company activities so as to enable the implementation of the necessary control measures and as necessary appropriate occupational health interventions, e.g. health surveillance.

Will provide all managers and staff with health education training to ensure they are aware of the nature, causes, effects and appropriate management of ill-health in the workplace.

Will encourage a culture where managers take an active interest in the health and well-being of their staff.

Will ensure the early identification and management of work-related ill-health.

Will enable staff to raise, discuss and resolve individual work-related ill-health issues, through the involvement of and consultation with the Occupational Health Service.

Will ensure that staff who are identified as particularly at risk of ill-health from their work or whose health affects their work, are provided with appropriate advice and support.

Responsibilities

Managers

Will ensure that the health of their staff is not adversely affected by their work through: –

Proactively considering the affect of work activities on health, so enabling the introduction of appropriate measures to eliminate/minimise any adverse impact

Ensuring risk assessments are undertaken that consider work-related health hazards

Providing appropriate information, instruction and training to staff with regards health risks

Ensuring the early intervention and management of work-related ill-health issues

Implementing the appropriate working arrangements, reasonable adjustments and support for staff who are identified at particular risk.

Working with the HR Department, Occupational Health Service and Company's Health & Safety Unit, as appropriate

Ensuring that staff are aware of the Occupational Health arrangements at the Company.

Staff

Are responsible for: –

The care of their own health and well-being

Making informed life choices with regards their health

Informing their manager of any health condition that might affect or be affected by their work activities, the workplace or other persons

Co-operating with their managers and others with regards the implementation of appropriate measures to control health risks in the workplace and elsewhere

Human Resources

Are responsible for: –

Managing, monitoring and reviewing the Occupational Health Service

Ensuring that managers and staff are aware of the Occupational Health Service

Working in partnership with the Company's Health & Safety Unit and Occupational Health Service in the development and implementation of appropriate occupational health policies and associated arrangements

Advising and supporting managers and staff with regards occupational health i.e. referral arrangements, ill-health management and rehabilitation

Monitoring sickness absence trends so as to inform early intervention and management of ill-health conditions that might arise from or may be exacerbated by work

Health & Safety Unit

Are responsible for:-

Advising managers as regards the assessment of health risks and the identification of the appropriate control measures

Providing and assisting with information and training to managers and staff with regards the identification and management of health risks

Working in partnership with the Company's Human Resources Department and Occupational Health Service in the development and implementation of appropriate occupational health policies and associated arrangements

When asked, guiding managers as regards the implementation of appropriate working arrangements, reasonable adjustments and support for staff who are identified at particular risk

Monitoring near-miss and accident statistics, so as to inform early intervention and management of ill-health conditions that might arise from or may be exacerbated by work

Occupational Health Service

Are responsible for: –

Ensuring the delivery of an occupational health service that provides the Company with advice, guidance, and support relating to work and health

Providing managers and their staff with advice and support on work-related health matters

Working in partnership with the Company's Human Resources Department and Health & Safety Unit in the development and implementation of appropriate occupational health policies and associated arrangements

Promoting health and well-being so as to protect all staff whilst at work, taking account of the working environment and associated activities

Encourage staff to live healthier lifestyles in an effort to prevent health problems occurring

Arrangements

The Company's Occupational Health Service is provided by UK Screening Solutions Ltd, the main, core services provided include:

Health Assessment, including:

Ill-health referrals, from the Human Resources Department, which might include staff who:

have suffered an accident/injury at work

have suffered illness and absence from work which may be attributable to the working environment/arrangements

have suffered illness and absence from work which whilst not attributable to the working environment/arrangements requires

support and management to facilitate a safe return to work to maintain the employee's wellbeing

Attendance management, guidance and advice, as appropriate, in respect of:

The development of appropriate strategies for minimising absence and achieving the earliest possible return to work

the support that can reasonably be provided, in cases of long-term health problems, to proactively manage and rehabilitate staff back into work

consequences of a health condition upon work and attendance

Adjustments under the Disability Discrimination Act, advice on the impact of a disability on work and attendance record together with the adjustments that the Company should reasonably be expected

to make to accommodate a medical condition in compliance with the Disability Discrimination Act

Workstation and workplace ergonomics, advice on work Organisation and layout

Ill-health retirement , advice on eligibility for ill-health early retirement

Health Surveillance, implementing appropriate programmes to include statutory health surveillance programmes required under COSHH and other health and safety legislation

Immunisation

Advice and provision of vaccinations relevant to work-related health risks.

Information, Instruction & Training

Health promotion activities, focusing, as appropriate, upon single health issues or targeted at specific staff groups or national/international campaigns.

Advice and Guidance

The Occupational Health Service will provide advice on a range of work-related issues. Significantly the Service will bring to the attention of the Company relevant work-related health requirements, topics and themes so as to inform the review, development and implementation of appropriate occupational health interventions.

For example such topics might include: –

- Mental Health Issues
- Disease transmission and infection control
- Driver safety
- Musculoskeletal disorders
- Travel advice.

Confidentiality

The Occupational Health Service will have information about the health of staff. Information and records will not be divulged to any non- medical staff, without the written consent of the members of staff.



Shane Williams
Managing Director
Electrification Construction Services Ltd

3rd January 2025

Electrification Construction Services Ltd (ECS) seeks to provide a work environment that is safe and enjoyable for all.

Workplace bullying has a detrimental effect on the Company and its people. It can create an unsafe working environment, result in a loss of trained and talented workers, cause the breakdown of teams and individual relationships, increase absenteeism, and reduce efficiency and productivity. People who are bullied can become distressed, anxious, withdrawn and can lose self-esteem and self-confidence. Workplace bullying is also in some circumstances against the law. For these reasons, bullying will not be tolerated by the Company.

The Company recognises that workplace bullying may involve comments and behaviours that offend some people and not others. The Company accepts that individuals may react differently to certain comments and behaviour. That is why a minimum standard of behaviour is required of workers. This standard aims to be respectful of all workers.

The Company recognises that workplace bullying can take place through several different methods of communication including face to face, email, text messaging and social media platforms. As such, this Policy applies to all methods of communication through which workplace bullying can take place

This Policy applies to behaviours that occur:

- In connection with work, even if it occurs outside normal working hours;
- During work activities, for example, when dealing with clients;
- At work related events and functions, for example, at Christmas parties; and
- On social media platforms where workers interact.

This Policy applies to all workers including employees, contractors and volunteers. In so far as this policy imposes any obligations on the Company (ie those additional to those set out under legislation), those obligations are not contractual and do not give rise to any contractual rights.

To the extent that this policy describes benefits and entitlements for employees (ie those additional to those set out under legislation), they are discretionary in nature and are also not intended to be contractual. The terms and conditions of employment that are intended to be contractual are set out in an employee's written employment contract.

The Company may unilaterally introduce, vary, remove, or replace this policy at any time.

WHAT IS WORKPLACE BULLYING?

Workplace bullying occurs when an individual, or a group of individuals, repeatedly behaves unreasonably towards a worker, or a group of workers, and the behaviour creates a risk to health and safety. It includes both physical and psychological abuse.

Bullying behaviours can take many different forms, from the obvious (direct) to the more subtle (indirect). The following are some examples of direct bullying:

- Abusive, insulting or offensive language or comments; Violent, aggressive or intimidating conduct;
- Belittling or humiliating comments; Victimisation; and
- Practical jokes or initiation.

The following are some examples of indirect bullying:

- Unjustified criticism or complaints;
- Deliberately excluding someone from work-related activities; Withholding information that is vital for effective work performance; Setting unreasonable timelines or constantly changing deadlines;
- Setting tasks that are unreasonably below or beyond a person's skill level;
- Denying access to information, supervision, consultation or resources to the detriment of the worker; Spreading misinformation or malicious rumours; and
- Changing work arrangements such as rosters and leave to deliberately inconvenience a particular worker or workers.

The above examples are not an exhaustive list of bullying behaviours. They are indicative of the type of behaviours that may constitute bullying and are therefore unacceptable to the Company. If you are unsure whether behaviour not provided on this list constitutes bullying you should contact your direct supervisor in the first instance.

WHAT IS NOT WORKPLACE BULLYING?

Reasonable management action taken by managers or supervisors to direct and control the way work is carried out is not considered to be workplace bullying, if the action is taken in a reasonable and lawful way.

The following are some examples of reasonable management action:

- Realistic and achievable performance goals, standards and deadlines;
- Fair and appropriate rostering and allocation of working hours;

- Transferring a worker to another area or role for operational reasons;
Deciding not to select a worker for a promotion where a fair and transparent process is followed;
- Informing a worker about unsatisfactory work performance in an honest, fair and constructive way;
- Informing a worker about unreasonable behaviour in an objective and confidential way; Implementing organisational changes or restructuring; and Taking disciplinary action, including suspension or terminating employment where appropriate or justified in the circumstances.

OTHER UNACCEPTABLE CONDUCT

Single incidents of unreasonable behaviour (such as harassment, violence or threatening behaviour) can also present a risk to health and safety and will not be tolerated.

Harassment is considered to be any form of behaviour that is:

- Unwanted;
- Offends, humiliates or intimidates;
- or Creates a hostile environment.

Where such conduct occurs towards a person due to a particular characteristic of that person (such as when based on sex, sexual orientation, pregnancy, marital status, age, disability, ethnicity or race,) this may be unlawful under discrimination and equal opportunity law, even if it is limited to a single incident.

For example, sexual harassment is unlawful even where it is not repeated conduct. All workers are required to comply with the Company's Equal Opportunity and Anti-Discrimination Policy which provides further guidance in this area.

The Company will also not tolerate any form of workplace violence. Workplace violence is considered to be any incident where a person is physically attacked or threatened in the workplace, whether this is directed to a co-worker, subcontractor, client, customer or visitor.

It includes (but is not limited to):

- Any type of direct physical contact such as punching, pushing, tripping, spitting or blocking of someone's way;

- Any form of unwanted physical contact.

MANAGERS' AND SUPERVISORS' ROLES

Managers and supervisors have an important role to play in terms of fostering a culture that does not tolerate or encourage harassment, bullying or workplace violence and should ensure that they do not engage in any conduct of this nature themselves.

Managers and supervisors should also ensure that workers understand this Policy and consequences of non-compliance. When managers and supervisors observe harassment, bullying or workplace violence occurring, they should take steps to prevent this conduct from continuing and warn the person or people involved of the consequences if the behaviour continues (including disciplinary measures up to and including termination of employment).

Managers and supervisors must also treat all grievances raised by workers in accordance with the Company's Grievance Handling Policy.

WORKERS' ROLE

The Company expects workers:

- Not to engage in harassment, bullying or workplace violence;
- Not to aid, abet or encourage others to engage in harassment, bullying or workplace violence; To behave in a responsible and professional manner;
- Treat others in the workplace with courtesy and respect;
- Listen and respond appropriately to the views and concerns of others; and To be fair and honest in their dealings with others.

ARE YOU EXPERIENCING BULLYING, HARASSMENT OR BEING SUBJECT TO VIOLENCE?

Complaints of bullying, harassment and workplace violence will be taken seriously and will be handled in accordance with the Company's Grievance Handling Policy.

If you make a complaint of workplace bullying, harassment, or violence it will be taken seriously and will be dealt with sympathetically and in a confidential manner (except where the Company deems it is necessary to disclose information in order to properly deal with the complaint).

You will not be victimised or treated unfairly for making a complaint.

If the claim is found to be substantiated, the Company will act in accordance with its Disciplinary & Termination Policy.

Please note that any worker found to have fabricated a complaint may be subject to disciplinary action under the Disciplinary & Termination Policy, up to and including termination of employment.

OTHER MEASURES

The Company also recognises the need for open communication in the workplace. The Company may implement what training it considers necessary in relation to behavioural standards and where appropriate will hold meetings to address standards, expectations and any issues. The frequency, dates and form of this training and meetings will be determined by management of the Company.

MORE INFORMATION

If you need any more information about workplace bullying, harassment, or violence please see your manager.



Shane Williams
Managing Director
Electrification Construction Services Ltd

Dated: 3rd January 2025

Lone Working Policy

1. Purpose

The purpose of this Lone Working Policy is to ensure the safety, health, and welfare of employees who work alone at Electrification Construction Services Ltd. The policy outlines the procedures and guidelines that must be followed to minimize risks and protect lone workers from harm, in compliance with the Health and Safety at Work Act 1974 and other relevant legislation.

2. Scope

This policy applies to all employees, contractors, and consultants who work alone, whether on company premises, at off-site locations, or in remote areas. It includes situations where workers operate in isolation without direct supervision or close contact with others.

3. Definition of Lone Working

Lone working refers to situations where an individual works by themselves without close or direct supervision. Examples of lone working include, but are not limited to:

- Employees working outside of normal business hours (e.g., evenings or weekends).
- Remote workers operating from home or other off-site locations.
- Field workers, including sales personnel, maintenance staff, or engineers working in remote or isolated environments.
- Employees working in areas where there is no immediate assistance available, such as warehouses, workshops, or customer sites.

4. Legal Requirements

Electrification Construction Services Ltd has a legal duty to protect the health and safety of lone workers under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999. This includes:

- Identifying hazards associated with lone working.
- Assessing the risks and implementing appropriate control measures.
- Providing information, training, and supervision to ensure lone workers can perform their tasks safely.

5. Responsibilities

5.1 Employer Responsibilities

Electrification Construction Services Ltd will:

- Identify tasks or roles that involve lone working and assess the associated risks.
- Implement measures to eliminate or reduce risks to an acceptable level.
- Provide lone workers with the necessary tools, equipment, and training to work safely.
- Ensure there are effective communication systems in place for monitoring the well-being of lone workers.
- Review and update risk assessments regularly or after any incident involving lone working.

5.2 Manager Responsibilities

Managers are responsible for:

- Conducting risk assessments for lone workers within their teams.
- Ensuring that lone workers are aware of the procedures in place to protect their safety.
- Monitoring lone workers regularly to ensure they are following safe working practices.
- Responding promptly to any safety concerns or incidents reported by lone workers.
- Making decisions about whether specific tasks can be performed safely by lone workers.

5.3 Employee Responsibilities

Employees who work alone must:

- Comply with this policy and any specific procedures related to lone working.
- Take reasonable care of their own health and safety and that of others who may be affected by their actions.
- Follow the safety measures outlined in their risk assessment.
- Ensure they have access to a means of communication (e.g., mobile phone or personal alarm) and use it to stay in contact with their supervisor or colleagues.
- Report any incidents, accidents, or concerns related to lone working to their manager immediately.

6. Risk Assessment

Lone working should only take place after a thorough risk assessment has been carried out. The risk assessment will consider:

- The nature of the work being carried out.
- The environment in which the work takes place (e.g., isolated locations, hazardous areas).
- Potential hazards such as exposure to chemicals, machinery, or physical risks.
- The individual's experience, training, and suitability for working alone.
- The adequacy of communication systems and emergency procedures.

The results of the risk assessment will determine what control measures are required, such as:

- Enhanced communication methods (e.g., regular check-ins).
- Training and information specific to the lone working task.
- Personal protective equipment (PPE) or personal alarms.
- Adjustments to working hours or tasks if lone working is deemed too hazardous.

7. Control Measures

To manage the risks associated with lone working, Electrification Construction Services Ltd will implement the following control measures:

7.1 Communication

Effective communication is vital for the safety of lone workers. The following methods should be used to ensure regular contact with lone workers:

- **Scheduled check-ins:** Lone workers should check in with their supervisor or colleague at pre-agreed intervals.
- **Mobile phones or radios:** Lone workers must carry a mobile phone or radio at all times during their working hours.
- **Personal alarm devices:** Where appropriate, lone workers may be issued with personal alarms to signal for help in the event of an emergency.
- **Tracking systems:** GPS or other monitoring systems may be used to track the location of lone workers in remote areas.

7.2 Training

All lone workers will receive appropriate training before commencing their tasks. This training will cover:

- The specific risks associated with their role.
- Safe working practices and how to reduce potential hazards.
- Emergency procedures, including how to summon help if needed.
- First aid training, particularly if working in isolated locations.

7.3 Emergency Procedures

Lone workers must be aware of and follow the company's emergency procedures, including:

- How to report accidents, incidents, or hazards.
- What to do in the event of an emergency, such as an injury, fire, or equipment failure.
- Who to contact for help and how to access emergency services.
- Safe evacuation procedures from the work location.

8. Monitoring and Supervision

Regular supervision of lone workers is essential to ensure their safety. This may include:

- Regular telephone or radio communication between the lone worker and their supervisor.
- Periodic site visits by supervisors to check on the lone worker's safety.
- The use of technology such as GPS tracking or remote monitoring systems.
- Ensuring that the lone worker has not exceeded expected timeframes for tasks or failed to make a scheduled check-in.

9. Incident Reporting

Any incidents or near misses involving lone workers must be reported immediately using the company's incident reporting procedures. All incidents will be investigated to identify the root cause and prevent recurrence. The results of the investigation will be used to update risk assessments and safety procedures if necessary.

10. Review and Audit

This Lone Working Policy will be reviewed annually or following any significant changes in working practices, legislation, or after any serious incidents involving lone workers. Audits may also be conducted periodically to ensure compliance with the policy and to identify areas for improvement.

Signed:

Shane Williams



Managing Director

Date: 3rd January 2025

This Lone Working Policy ensures that the health, safety, and welfare of lone workers are protected and that all necessary measures are in place to minimize risks associated with working alone.

Prevention of Illegal Workers Policy (UK)

1. Purpose

This policy outlines the approach and procedures of Electrification Construction Services Ltd in preventing the employment of illegal workers in compliance with UK immigration laws. The company is committed to ensuring that it only employs individuals who are lawfully permitted to work in the UK and is dedicated to adhering to all relevant employment and immigration legislation, including the Immigration, Asylum, and Nationality Act 2006.

2. Scope

This policy applies to all employees, including temporary, contract, and freelance workers, as well as all job applicants and recruitment activities conducted by Electrification Construction Services Ltd.

3. Legal Obligations

The Immigration, Asylum and Nationality Act 2006 requires employers in the UK to ensure that all employees have the legal right to work. Employers must conduct appropriate right-to-work checks before employing an individual to avoid civil or criminal penalties.

4. Responsibilities

- **Managers and Supervisors** are responsible for ensuring that this policy is implemented and followed consistently across all recruitment and employment practices.
- **Human Resources (HR)** is responsible for carrying out right-to-work checks and maintaining the appropriate documentation for all employees.
- **Employees** must provide genuine documentation to prove their right to work in the UK and notify the company of any changes in their immigration status.

5. Right-to-Work Checks

Before employing an individual, Electrification Construction Services Ltd will carry out the following checks to verify their right to work in the UK:

1. **Obtain original documents:** The candidate must provide one or more acceptable original documents as specified by the Home Office.
2. **Check the validity of the documents:** Verify that the documents are genuine, have not been tampered with, and belong to the person providing them. This includes:
 - Ensuring that the photograph matches the individual's appearance.
 - Confirming the date of birth is consistent across documents.
 - Checking that the expiry dates for permission to work in the UK have not passed.
3. **Make and retain copies:** Keep clear copies of the documents, ensuring that all relevant information is captured (e.g., personal details, document expiry dates, etc.). Copies will be stored in the employee's personnel file in accordance with the Data Protection Act 2018 and the General Data Protection Regulation (GDPR).
4. **Follow-up checks:** For employees with limited right to work in the UK, follow-up checks will be conducted before their work permission expires to ensure continued compliance.

6. Acceptable Documentation

Employees and job applicants are required to provide one of the following types of documentation:

- A passport showing that the holder is a British citizen, or a citizen of the UK and Colonies with the right of abode.
- A passport or national identity card showing that the holder is a citizen of the European Economic Area (EEA) or Switzerland.
- A valid Biometric Residence Permit (BRP) issued by the Home Office indicating that the holder has the right to stay and work in the UK.
- Other specified documents listed by the Home Office in guidance materials (e.g., a combination of certain documents, such as a birth certificate and an official letter confirming National Insurance number).

For a complete list of acceptable documents, Electrification Construction Services Ltd refers to the Home Office's guidance on right-to-work checks.

7. Penalties for Non-Compliance

Failure to adhere to the requirements of the Immigration, Asylum and Nationality Act 2006 may result in significant penalties for the company, including:

- Civil penalties of up to £20,000 per illegal worker.
- Criminal liability for knowingly employing an illegal worker, which could result in an unlimited fine and/or imprisonment for up to 5 years.

8. Reporting

If any employee or manager suspects that an individual working for Electrification Construction Services Ltd does not have the right to work in the UK, they must report this immediately to the HR department. The HR department will investigate and, if necessary, report the situation to the Home Office.

9. Recruitment Agencies and Contractors

Electrification Construction Services Ltd will ensure that any external recruitment agencies or contractors used by the company also comply with this policy and the relevant legal requirements. Contracts with agencies will include provisions that require agencies to carry out right-to-work checks on all individuals they provide.

10. Training

All staff involved in recruitment and HR activities will receive training on how to carry out right-to-work checks and the legal obligations of the company in preventing illegal working.

11. Policy Review

This policy will be reviewed annually or in response to changes in immigration legislation, ensuring it remains in line with the latest legal requirements and best practices.

Signed:

Shane Williams
Managing Director
Date: 3rd January 2025

Right to Work Policy for UK Employment

1. Purpose

The purpose of this Right to Work Policy is to ensure that the organisation complies fully with UK immigration laws and Home Office regulations, specifically regarding the employment of individuals with the legal right to work in the United Kingdom. This policy outlines the procedures for verifying, documenting, and retaining records of all employees' right to work, and it ensures compliance with the Immigration, Asylum & Nationality Act 2006, as well as the Home Office's Comprehensive Guidance for Employers on Preventing Illegal Working.

2. Scope

This policy applies to all potential and current employees of the organisation, including permanent staff, temporary workers, agency personnel, self-employed contractors, freelancers, interns, and subcontractors. All individuals employed or engaged in any capacity by the organisation must have valid documentation proving their right to work in the UK.

3. Legal Framework

This policy is designed in accordance with the following UK legislation and guidance:

- Immigration, Asylum & Nationality Act 2006 (Sections 15 to 25)
- Home Office Comprehensive Guidance for Employers on Preventing Illegal Working
- Immigration Act 2016
- Equality Act 2010

4. Responsibilities

4.1 The Employer The organisation is responsible for ensuring that all individuals it employs have the legal right to work in the UK. This responsibility includes:

- Conducting appropriate right-to-work checks before employment begins.
- Retaining copies of right-to-work documentation for the legally required period.
- Monitoring visa expiry dates and conducting follow-up checks where necessary.
- Providing training to HR and hiring managers on right-to-work requirements.
- Conducting periodic reviews of right-to-work statuses for employees with time-limited work rights.

4.2 The Employee It is the responsibility of all potential and current employees to provide valid, original documentation proving their right to work in the UK. Employees are also responsible for informing the organisation of any changes to their immigration status during the course of their employment.

5. Right-to-Work Checks

5.1 Compliance with Sections 15 to 25 of the Immigration, Asylum & Nationality Act 2006

To comply with Sections 15 to 25 of the Immigration, Asylum & Nationality Act 2006, the organisation follows a robust procedure to prevent illegal working. This includes conducting thorough right-to-work checks before employment begins and ensuring these checks are carried out at the required intervals. The process involves:

- Verifying the worker's original documents in the presence of the employee or through Home Office online checks.
- Retaining copies of these documents as evidence of compliance.
- Ensuring ongoing monitoring of visa expiry dates, work permit restrictions, and any changes to the individual's right to work status. Any failure to comply with these measures can lead to penalties or sanctions as outlined in the Act, and the organisation takes these obligations seriously by having a dedicated compliance team or officer.

5.2 Initial Checks Before any individual starts working for the organisation, the following checks will be carried out:

- The individual must provide original documentation that proves their right to work in the UK. Accepted documents include:
 - UK passport
 - Biometric Residence Permit (BRP)
 - Certificate of registration or naturalization as a British citizen
 - A valid visa or work permit allowing the individual to work in the UK
 - Other documents as listed in the Home Office's right-to-work checklist.
- The organisation will check that the documents are valid, belong to the individual, and confirm their right to work.
- The organisation will retain copies of these documents, including recording the date of the check, and keep them for at least two years after the employee leaves the company.

5.3 Follow-Up Checks For employees with a time-limited right to work (e.g., visa holders), follow-up checks will be conducted before the expiry of their documentation. Continued employment will be contingent upon the employee providing evidence of their ongoing right to work.

5.4 Online Right-to-Work Checks Where applicable, the organisation may use the Home Office's online right-to-work checking service to verify an individual's work eligibility. If using this service, the employer will keep a record of the check reference number and verification results.

6. Employment of Agency, Self-Employed, and Subcontracted Workers

6.1 Agency Workers For agency workers, the organisation will require the employment agency to provide evidence that all workers supplied to the organisation have a valid

right to work in the UK. The organisation will include clauses in contracts with agencies to ensure compliance with right-to-work laws.

6.2 Self-Employed and Subcontractors Self-employed individuals and subcontractors engaged by the organisation must also provide proof of their right to work. The same verification process used for direct employees will be applied, and documentation will be retained for audit purposes.

7. Document Retention

The organisation will securely retain copies of right-to-work documentation for all employees in accordance with Home Office guidelines. Documentation will be stored for the duration of employment and for at least two years after the individual has left the organisation. These records will be stored securely to protect personal data in compliance with data protection regulations.

8. Compliance with the Equality Act 2010

The organisation is committed to ensuring that right-to-work checks are carried out fairly and consistently for all individuals, regardless of their nationality or ethnicity. The checks will be applied uniformly to all potential and current employees, ensuring no discrimination based on race, national origin, or immigration status. All individuals must prove their right to work before commencing employment.

9. Penalties for Non-Compliance

Failure to comply with UK immigration laws, specifically in relation to right-to-work checks, can result in significant penalties, including:

- Fines of up to £20,000 per illegal worker.
- Criminal sanctions including imprisonment for knowingly employing an illegal worker.
- Reputational damage and the possibility of being added to the Home Office's list of non-compliant employers. The organisation will take any breaches of this policy seriously and will take immediate corrective action if a worker is found to be employed without a valid right to work.

10. Training and Review

The organisation will provide regular training to HR personnel, managers, and those responsible for hiring to ensure they understand the legal requirements and the importance of conducting right-to-work checks. The policy will be reviewed annually or in response to any changes in legislation or Home Office guidance to ensure ongoing compliance.

11. Periodic Reviews and Monitoring

The organisation will conduct periodic reviews of the right-to-work statuses of all employees, including agency, temporary, and seasonal workers. These reviews will be scheduled in line with visa expiry dates or any other relevant changes in the employee's work authorization. This ensures that the organisation remains compliant with immigration regulations throughout the duration of employment.

12. Reporting and Audits

The organisation will conduct internal audits of its right-to-work records at regular intervals to ensure compliance. In the event of a Home Office audit or investigation, the organisation will cooperate fully and provide all required documentation to demonstrate adherence to right-to-work legislation.

This policy ensures that the organisation complies with all UK legal requirements regarding the right to work and prevents the employment of individuals without legal authorization to work in the UK. It also provides a framework for consistent, non-discriminatory application of right-to-work checks across the organisation.

Shane Williams



Managing Director

3rd January 2025

1. Policy Statement

Electrification Construction Services Ltd is committed to promoting equality, diversity, and inclusion within our workforce and ensuring a culture where all individuals feel respected, valued, and able to fully contribute. We believe that a diverse and inclusive environment enhances the company's performance and creativity, and promotes social responsibility.

This policy is designed to ensure compliance with the UK Equality Act 2010 and other relevant legislation, and to promote practices that create an environment free from discrimination, harassment, and victimisation for all employees, stakeholders, and customers.

2. Scope

This policy applies to:

- All employees, contractors, temporary staff, consultants, and interns.
 - Applicants for employment.
 - Volunteers, customers, clients, and third-party suppliers with whom we engage.
 - All aspects of employment, including recruitment, training, promotion, and terms of employment.
-

3. Key Principles

We are committed to ensuring equality of opportunity in every area of our business and providing a working environment where everyone is treated with respect and dignity. Specifically, we will:

- Ensure no individual or group is treated less favourably on the grounds of **age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation**.
 - Promote equal treatment regardless of other characteristics, such as socio-economic background, part-time or full-time status, or trade union membership.
 - Proactively develop and promote diversity within our organisation by recognising the positive contribution different perspectives and backgrounds can bring.
-

4. Legal Framework

This policy is underpinned by the following legislation:

- **Equality Act 2010**

- **Human Rights Act 1998**
- **Rehabilitation of Offenders Act 1974**
- **Employment Rights Act 1996**

We recognise that the UK Equality Act 2010 provides protection against direct and indirect discrimination, harassment, and victimisation. We will comply with and go beyond these legal requirements to promote an inclusive working environment.

5. Responsibilities

5.1 Senior Management

- Ensure the implementation and monitoring of the policy.
- Take responsibility for promoting equality and diversity in all decision-making processes.
- Foster a culture of inclusion and respect across the organisation.

5.2 Line Managers

- Ensure that recruitment, promotion, training, and development processes are fair, inclusive, and free from bias.
- Monitor their teams to ensure that all staff are treated equitably and in line with this policy.
- Provide reasonable adjustments to support employees with disabilities or other needs where applicable.

5.3 Employees

- Take responsibility for treating colleagues, clients, and customers with dignity and respect.
 - Promote an inclusive workplace and report any incidents of discrimination, harassment, or victimisation to management or Human Resources.
 - Engage in relevant equality, diversity, and inclusion training when provided.
-

6. Recruitment and Selection

We will:

- Use fair and objective criteria to recruit and select staff, ensuring that all stages of the recruitment process comply with equality and diversity principles.
- Make reasonable adjustments at all stages of the recruitment process to accommodate candidates with disabilities or other needs.
- Ensure that all job advertisements are free from discriminatory language and encourage applications from underrepresented groups.

7. Training and Development

- We will provide training on equality, diversity, and inclusion to all employees as part of their induction and at regular intervals.
 - Training will be designed to raise awareness of equality issues, reduce unconscious bias, and encourage behaviours that support an inclusive workplace.
 - All employees will have equal access to opportunities for training, development, and career progression.
-

8. Bullying and Harassment

We are committed to providing a workplace free from harassment and bullying. Any complaints of bullying, harassment, or victimisation on grounds of protected characteristics will be taken seriously and thoroughly investigated in accordance with our **Grievance and Disciplinary Procedures**.

9. Reasonable Adjustments

We will take reasonable steps to accommodate the needs of employees with disabilities or health conditions, in line with the requirements of the Equality Act 2010. Reasonable adjustments may include changes to working hours, provision of specialist equipment, or adjustments to duties.

10. Monitoring and Reporting

We will monitor the diversity of our workforce regularly to assess how well we are promoting equality and achieving a diverse and inclusive environment. This data will be used for statistical purposes only and will be treated in strict confidence in accordance with the **Data Protection Act 2018**.

Annual reports will be produced to assess progress on diversity goals and identify areas for improvement.

11. Complaints and Grievances

All employees have the right to raise concerns about discrimination, harassment, or victimisation through the **Grievance Procedure**. Any complaints will be dealt with

fairly, promptly, and confidentially. Retaliation against individuals who raise complaints under this policy will not be tolerated and will result in disciplinary action.

12. Review and Updates

This policy will be reviewed annually or in response to changes in legislation or organisational needs. Employees will be informed of any updates or changes to the policy.

Approved by:



Shane Williams
Managing Director
Date: 3rd January 2025

This Equality and Diversity Policy reinforces our commitment to fostering an inclusive, fair, and supportive work environment for all. By embracing diversity, we aim to create an organisation that is stronger, more innovative, and better equipped to meet the needs of our customers and communities.

1. Policy Statement

Electrification Construction Services Ltd is committed to conducting all business operations with integrity, honesty, and transparency. We have a zero-tolerance approach to bribery and corruption, and we are dedicated to preventing, detecting, and addressing any instances of bribery or corruption within our organisation.

This policy is designed to comply with the UK Bribery Act 2010 and other relevant anti-corruption laws. It applies to all employees, contractors, consultants, and business partners working on behalf of Electrification Construction Services Ltd.

2. Scope

This policy applies to:

- All employees (full-time, part-time, and temporary), contractors, consultants, and any other individuals working on behalf of Electrification Construction Services Ltd.
 - All transactions, activities, and relationships with third parties, including customers, suppliers, and government bodies.
 - All countries in which Electrification Construction Services Ltd operates.
-

3. Key Principles

The following practices are strictly prohibited:

- Offering, giving, soliciting, or receiving bribes in any form, whether in the UK or abroad.
- Any form of facilitation payment, kickback, or “grease payment” made to expedite or secure a routine service.
- Engaging in corrupt practices in relation to public officials, business partners, customers, or suppliers.
- Concealing or misrepresenting business activities to facilitate bribery or corruption.

We are committed to ensuring compliance with the UK Bribery Act 2010, which prohibits:

- **Bribing another person:** Offering, promising, or giving an advantage with the intent to induce or reward improper conduct.
- **Being bribed:** Receiving or agreeing to receive an advantage for performing improper conduct.
- **Bribery of foreign public officials:** Offering or giving an advantage to a foreign public official to influence their actions in official duties.

- **Failure to prevent bribery:** An organisation's failure to prevent bribery by employees or associated persons.
-

4. Legal Framework

This policy is informed by:

- **UK Bribery Act 2010:** One of the strictest anti-bribery laws globally, imposing criminal liability on companies and individuals for bribery-related offences.
- **The Proceeds of Crime Act 2002:** Concerning money laundering and handling the proceeds of bribery or corruption.
- **International Anti-Corruption Frameworks:** Such as the OECD Convention on Combating Bribery and the UN Convention Against Corruption (UNCAC).

We acknowledge that bribery and corruption are criminal offences and may result in severe penalties for both individuals and the organisation, including imprisonment, fines, and reputational damage.

5. Responsibilities

5.1 Board of Directors and Senior Management

- Ensure that this policy is effectively implemented and upheld across the organisation.
- Take responsibility for the company's compliance with anti-bribery and corruption laws.
- Promote a culture of ethical business conduct and zero tolerance for bribery and corruption.

5.2 Managers

- Ensure all employees under their supervision understand and comply with this policy.
- Monitor compliance with anti-bribery procedures and ensure any concerns are promptly reported.
- Ensure that proper due diligence is conducted when engaging with third parties.

5.3 Employees and Associated Persons

- Read, understand, and comply with this policy at all times.
- Refrain from engaging in any activity that could lead to, or suggest, a breach of this policy.

- Report any suspected instances of bribery or corruption immediately.

5.4 Third Parties

- This policy applies to all third-party agents, representatives, contractors, and partners working with or on behalf of Electrification Construction Services Ltd.
 - Contracts with third parties will include anti-bribery and corruption clauses, ensuring they are bound by our standards.
-

6. Bribes and Facilitation Payments

6.1 Bribes

- Electrification Construction Services Ltd prohibits offering, giving, soliciting, or accepting bribes, whether cash or any other form of inducement, to secure improper business advantages.

6.2 Facilitation Payments

- Facilitation payments (small, unofficial payments made to secure or expedite routine services) are strictly prohibited under this policy, regardless of local custom or practice.
-

7. Gifts, Hospitality, and Expenses

7.1 Gifts and Hospitality

- Reasonable and proportionate gifts and hospitality aimed at fostering good business relationships are permitted, provided they are offered openly and are not intended to influence business decisions.
- Any gifts or hospitality that could be perceived as bribes are prohibited.

7.2 Expenses

- Legitimate and documented expenses related to business activities are permitted. However, all expenses must be accurately recorded and not used to disguise improper payments.

Employees must obtain prior approval from their line manager for any significant gifts, hospitality, or expenses exceeding pre-approved limits outlined in Electrification Construction Services Ltd's gifts and hospitality policy.

8. Charitable Donations and Sponsorships

- Electrification Construction Services Ltd may support charitable causes or sponsorships. However, all donations must be transparent and not used as a cover for bribery or to secure business advantages.
 - Employees must ensure that charitable contributions are not made to improperly influence a decision or gain business advantages.
-

9. Political Contributions

- Electrification Construction Services Ltd does not make contributions to political parties, political campaigns, or political candidates.
 - Any employee wishing to engage in political activity does so in a personal capacity and must ensure that this does not conflict with the company's values or anti-bribery and corruption policies.
-

10. Due Diligence

- Electrification Construction Services Ltd will conduct due diligence on all third parties, including agents, consultants, and suppliers, to assess the risk of bribery and corruption before engaging in business with them.
 - Ongoing monitoring will be conducted to ensure continued compliance with this policy.
-

11. Record-Keeping

- All business transactions must be accurately documented and recorded in a transparent manner.
 - Records must be maintained for all gifts, hospitality, donations, sponsorships, and any other expenditure involving third parties, to demonstrate compliance with this policy.
-

12. Reporting and Whistleblowing

- Employees are encouraged to report any concerns about bribery or corruption at the earliest opportunity. Concerns can be reported through the company's **Whistleblowing Procedure**, ensuring confidentiality and protection against retaliation.

- Employees who refuse to accept or offer bribes or who report bribery concerns will not suffer any detrimental treatment or retaliation.
-

13. Training and Communication

- Electrification Construction Services Ltd will provide regular training on anti-bribery and corruption to all employees and relevant third parties.
 - This policy will be communicated to all employees, contractors, suppliers, and other business partners to ensure understanding and compliance.
-

14. Breaches and Disciplinary Action

- Any breach of this policy will result in disciplinary action, which may include dismissal, termination of contracts, or legal action.
 - Electrification Construction Services Ltd reserves the right to terminate relationships with third parties who breach this policy.
-

15. Monitoring and Review

- This policy will be reviewed annually or in response to changes in the law or business environment.
 - Regular audits will be conducted to ensure the effectiveness of the company's anti-bribery and corruption procedures.
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Approved by:



Shane Williams

Managing Director

Date: 3rd January 2025

By following this Anti-Bribery and Corruption Policy, Electrification Construction Services Ltd aims to uphold the highest standards of business integrity, ensure compliance with legal requirements, and safeguard its reputation in the global marketplace.

1. Policy Statement

Electrification Construction Services Ltd is committed to providing a safe and healthy working environment for all employees, contractors, visitors, and others affected by our operations. This WorkSafe Policy outlines the responsibilities, standards, and procedures necessary to maintain a workplace that promotes safety, health, and wellbeing.

We adhere to the **Health and Safety at Work Act 1974** and other relevant UK legislation to prevent accidents, injuries, and occupational health risks. All employees are encouraged and empowered to report unsafe conditions or practices and stop work if they feel it is unsafe to continue.

2. Scope

This policy applies to:

- All employees, contractors, consultants, temporary workers, and interns.
 - All visitors and stakeholders on our premises.
 - All work activities carried out by Electrification Construction Services Ltd at our premises or on client or third-party sites.
-

3. Key Principles

Our key principles include:

- A zero-tolerance approach to unsafe working practices.
 - Promoting a positive health and safety culture where everyone takes responsibility for safety.
 - Ensuring that any work, process, or task that presents a risk to health or safety is halted until safe procedures are in place.
 - Compliance with all relevant health and safety legislation, industry best practices, and company procedures.
 - Regular review of health and safety practices, risk assessments, and incident investigations to ensure continuous improvement.
-

4. Legal Framework

This policy complies with the following UK legislation:

- **Health and Safety at Work Act 1974:** Establishes the employer's duty to protect the health, safety, and welfare of employees and others affected by their operations.
 - **Management of Health and Safety at Work Regulations 1999:** Requires employers to conduct risk assessments and implement preventive and protective measures.
 - **Workplace (Health, Safety and Welfare) Regulations 1992:** Governs the health, safety, and welfare of employees in the workplace.
 - **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013:** Requires the reporting of work-related accidents, diseases, and dangerous occurrences.
 - **The Personal Protective Equipment at Work Regulations 1992:** Requires appropriate personal protective equipment (PPE) to be provided where risks cannot be controlled by other means.
-

5. Responsibilities

5.1 Senior Management

- Ensure that sufficient resources are allocated to meet health and safety requirements.
- Lead by example by promoting a strong health and safety culture.
- Oversee the implementation of risk assessments, safe work procedures, and training.
- Ensure that health and safety policies and procedures are regularly reviewed and updated.

5.2 Health and Safety Officer/Team

- Develop, implement, and monitor health and safety policies and procedures.
- Conduct regular risk assessments, audits, and inspections of the workplace.
- Investigate accidents, near misses, and unsafe conditions, and recommend improvements.
- Provide training and support to ensure employees are aware of safety procedures and can fulfil their responsibilities.

5.3 Line Managers and Supervisors

- Ensure all employees are trained on safe work procedures and the proper use of equipment and PPE.
- Enforce health and safety protocols in day-to-day activities and report any concerns to senior management.
- Investigate and respond to health and safety concerns raised by employees.
- Carry out regular risk assessments and ensure corrective actions are implemented.

5.4 Employees

- Take reasonable care of their own health and safety and that of others who may be affected by their actions.
- Follow safety protocols and procedures, use PPE correctly, and report any unsafe conditions or incidents immediately.
- Stop work if they believe there is a serious risk to health or safety and inform a supervisor or manager.
- Participate in health and safety training and cooperate with management to ensure a safe working environment.

5.5 Contractors and Visitors

- Comply with Electrification Construction Services Ltd's health and safety procedures while on company premises.
- Report any hazards or unsafe conditions to their host or a company representative.
- Follow site-specific safety instructions, including the use of PPE where necessary.

6. WorkSafe Rights

At Electrification Construction Services Ltd, all employees have the right to:

- **Refuse to work** in conditions they believe to be unsafe or where proper safety measures are not in place.
- **Report safety concerns** without fear of retaliation or disciplinary action.
- **Participate** in safety discussions and provide input into workplace safety improvements.
- **Receive adequate safety training** to perform their work safely.

If an employee feels that a task is unsafe, they must:

- Immediately stop the work.
- Notify their supervisor or manager of the situation.
- Ensure that any unsafe area or condition is marked or communicated to prevent others from being harmed.
- Wait for further instruction or until the issue is resolved before resuming work.

7. Risk Management

Risk management is central to our WorkSafe approach. Electrification Construction Services Ltd will:

- Conduct **regular risk assessments** to identify potential hazards and implement measures to eliminate or control them.
 - Ensure that all employees are aware of hazards in the workplace and the appropriate control measures.
 - Provide **adequate training**, instruction, and supervision to ensure tasks are carried out safely.
 - Regularly review risk assessments, especially when new equipment, processes, or materials are introduced.
-

8. Incident Reporting and Investigation

- All work-related accidents, injuries, near misses, and dangerous occurrences must be reported immediately to a manager or the Health and Safety Officer.
 - Investigations will be conducted for all incidents to determine root causes and implement corrective measures.
 - **Reporting of Injuries, Diseases, and Dangerous Occurrences (RIDDOR)** will be carried out in accordance with legal requirements.
-

9. Personal Protective Equipment (PPE)

- PPE will be provided to employees where necessary to control risks that cannot be adequately managed by other means.
 - Employees are responsible for wearing PPE as instructed and ensuring it is properly maintained.
 - Managers will ensure that PPE is available, in good condition, and used correctly.
-

10. Training and Competence

- Employees will receive comprehensive training on health and safety procedures relevant to their roles, including how to operate machinery safely, use PPE, and respond to emergencies.
 - Regular refresher training will be provided to ensure ongoing competence.
 - Managers are responsible for ensuring that training is up to date and that employees understand their responsibilities under this policy.
-

11. Health and Wellbeing

Electrification Construction Services Ltd recognises the importance of employee wellbeing and is committed to promoting mental and physical health in the workplace by:

- Encouraging work-life balance and minimising work-related stress.
 - Providing access to health and wellbeing resources, including employee assistance programmes (EAP).
 - Supporting employees with medical conditions or disabilities by making reasonable adjustments to the workplace or job role.
-

12. Monitoring, Audits, and Reviews

- Regular workplace audits, safety inspections, and performance reviews will be conducted to ensure compliance with this policy and relevant health and safety regulations.
 - This policy will be reviewed annually, or in response to changes in legislation, incidents, or changes in business activities, to ensure it remains relevant and effective.
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13. Disciplinary Action

Failure to comply with this WorkSafe Policy may result in disciplinary action, which could include suspension or termination of employment, depending on the severity of the breach. Gross negligence or wilful disregard for health and safety may lead to immediate dismissal.

14. Review and Updates

This policy will be reviewed annually or as required to reflect changes in legislation, company practices, or following a serious incident. Employees will be informed of any significant changes to this policy.

Approved by:



Shane Williams

Managing Director

Date: 3rd January 2025

By following this WorkSafe Policy, Electrification Construction Services Ltd commits to creating and maintaining a safe, healthy, and supportive working environment for all employees, visitors, and contractors, ensuring compliance with all relevant UK health and safety laws and regulations.

1. Introduction

Electrification Construction Services Ltd is committed to ensuring that the personal data of its employees, customers, suppliers, and other stakeholders is processed in compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. This policy outlines how we collect, store, use, and protect personal data to ensure compliance with these regulations.

2. Purpose

The purpose of this policy is to ensure that Electrification Construction Services Ltd:

- Complies with UK GDPR and data protection law.
 - Protects the rights and privacy of individuals whose data is held by the company.
 - Demonstrates a commitment to protecting personal data and processing it in a lawful, fair, and transparent manner.
-

3. Scope

This policy applies to all employees, contractors, consultants, and any other third parties processing personal data on behalf of Electrification Construction Services Ltd. It covers:

- Personal data relating to employees, customers, suppliers, and any other individuals whose data is collected and processed by the company.
 - All personal data, whether it is held electronically, on paper, or by other means.
-

4. Definitions

- **Personal Data:** Any information relating to an identified or identifiable person (data subject), such as names, addresses, identification numbers, and IP addresses.
 - **Special Category Data:** Personal data revealing racial or ethnic origin, political opinions, religious beliefs, trade union membership, genetic data, biometric data, health data, or sexual orientation.
 - **Processing:** Any operation or set of operations performed on personal data, such as collection, storage, use, or destruction.
 - **Data Controller:** The organisation that determines the purposes and means of processing personal data.
 - **Data Processor:** A third party that processes personal data on behalf of the Data Controller.
 - **Data Subject:** The individual to whom the personal data relates.
-

5. Data Protection Principles

Electrification Construction Services Ltd is committed to processing personal data in accordance with the following data protection principles:

5.1 Lawfulness, Fairness, and Transparency

Personal data shall be processed lawfully, fairly, and in a transparent manner in relation to the data subject. We will provide individuals with clear information about how we collect, use, and share their personal data.

5.2 Purpose Limitation

Personal data will be collected for specified, explicit, and legitimate purposes and not further processed in a manner incompatible with those purposes.

5.3 Data Minimisation

Personal data shall be adequate, relevant, and limited to what is necessary in relation to the purposes for which it is processed.

5.4 Accuracy

Personal data shall be accurate and, where necessary, kept up to date. Inaccurate data will be corrected or deleted without undue delay.

5.5 Storage Limitation

Personal data shall be kept in a form that permits identification of data subjects for no longer than is necessary for the purposes for which the data is processed.

5.6 Integrity and Confidentiality

Personal data will be processed in a manner that ensures appropriate security, including protection against unauthorised or unlawful processing, accidental loss, destruction, or damage, using appropriate technical and organisational measures.

5.7 Accountability

Electrification Construction Services Ltd will be responsible for, and able to demonstrate, compliance with the data protection principles.

6. Rights of Data Subjects

Data subjects have the following rights under the UK GDPR:

6.1 Right to be Informed

Data subjects have the right to be informed about how their personal data is collected, used, and processed. Electrification Construction Services Ltd will provide privacy notices at the point of data collection.

6.2 Right of Access

Data subjects have the right to access their personal data held by the company. We will respond to subject access requests within one month.

6.3 Right to Rectification

Data subjects have the right to request the rectification of inaccurate or incomplete personal data.

6.4 Right to Erasure (Right to be Forgotten)

Data subjects have the right to request the deletion of their personal data when it is no longer necessary for the purposes for which it was collected, or when they withdraw consent (if consent was the basis for processing).

6.5 Right to Restrict Processing

Data subjects can request that the processing of their data is restricted if there are concerns about accuracy or lawfulness, or if they object to processing.

6.6 Right to Data Portability

Data subjects have the right to receive their personal data in a structured, commonly used, and machine-readable format and transfer it to another data controller.

6.7 Right to Object

Data subjects have the right to object to the processing of their personal data for certain purposes, such as direct marketing or profiling.

6.8 Rights Related to Automated Decision-Making and Profiling

Data subjects have the right not to be subject to decisions based solely on automated processing, including profiling, which produces legal effects or similarly significant consequences.

7. Lawful Basis for Processing

Electrification Construction Services Ltd will ensure that all personal data is processed lawfully, with at least one of the following legal bases:

- **Consent:** The data subject has given clear and informed consent to process their data for a specific purpose.
- **Contract:** The processing is necessary to fulfil a contract with the data subject, or to take steps at their request before entering a contract.
- **Legal Obligation:** The processing is necessary to comply with the law (e.g., tax or employment law).
- **Vital Interests:** The processing is necessary to protect someone's life.
-
- **Public Task:** The processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority.
- **Legitimate Interests:** The processing is necessary for the legitimate interests of the company or a third party, unless these are overridden by the rights and freedoms of the data subject.

8. Data Security

Electrification Construction Services Ltd is committed to ensuring the security of personal data by implementing appropriate technical and organisational measures. These measures include:

- **Access Controls:** Limiting access to personal data to authorised personnel only.
- **Encryption:** Using encryption where appropriate to protect sensitive or special category data.
- **Data Backups:** Regularly backing up personal data to prevent loss.
- **Secure Disposal:** Ensuring that personal data is securely deleted or destroyed when no longer needed.
- **Employee Training:** Regularly training staff on data protection responsibilities and security practices.

9. Data Breach Reporting

In the event of a personal data breach, Electrification Construction Services Ltd will follow the following procedures:

- **Immediate Reporting:** Any employee who becomes aware of a data breach must report it immediately to the Data Protection Officer (DPO) or relevant authority.
- **Containment and Recovery:** The company will take immediate action to contain the breach, assess the extent, and recover any compromised data where possible.
- **Breach Notification:** If the breach poses a risk to the rights and freedoms of individuals, Electrification Construction Services Ltd will notify the Information

Commissioner's Office (ICO) within 72 hours and inform affected data subjects without undue delay.

- **Investigation and Improvement:** A full investigation will be conducted to understand the cause of the breach and implement measures to prevent a recurrence.
-

10. Third-Party Data Processing

When Electrification Construction Services Ltd uses third parties (data processors) to process personal data on its behalf, we will ensure that:

- **Data Processing Agreements:** A formal data processing agreement is in place to ensure that the third party complies with UK GDPR and data protection laws.
 - **Due Diligence:** We conduct due diligence to ensure that third-party processors implement appropriate security measures.
 - **Monitoring:** We regularly monitor third-party compliance with data protection policies.
-

11. International Data Transfers

Electrification Construction Services Ltd will ensure that personal data transferred outside the UK is adequately protected by:

- Ensuring transfers are made to countries with adequate data protection laws (as recognised by the UK government), or
 - Using legally approved mechanisms such as Standard Contractual Clauses (SCCs) or Binding Corporate Rules (BCRs) to safeguard international transfers.
-

12. Data Retention

Electrification Construction Services Ltd will retain personal data only for as long as necessary for the purposes for which it was collected, or as required by law. Once personal data is no longer needed, it will be securely deleted or anonymised.

13. Accountability and Governance

Electrification Construction Services Ltd will maintain detailed records of its data processing activities and regularly review its practices to ensure compliance with data protection laws. This includes:

- **Data Protection Officer (DPO):** The appointment of a DPO (if required) or a designated individual responsible for overseeing GDPR compliance.
 - **Data Protection Impact Assessments (DPIAs):** Conducting DPIAs for high-risk data processing activities.
 - **Internal Audits:** Regular audits of data processing activities to ensure compliance with this policy and the law.
-

14. Complaints and Concerns

If any data subject has concerns or complaints about how their personal data is being handled by Electrification Construction Services Ltd, they should contact the DPO or data protection lead. If their concerns are not addressed, they may escalate the matter to the **Information Commissioner's Office (ICO)**, the UK's data protection authority.

15. Review and Updates

This policy will be reviewed annually or when significant changes in data protection laws occur to ensure it remains up-to-date and compliant with legal requirements.

Policy Owner: Shane Williams



Approval Date: January 2025

Review Date: January 2026

Contact Information for the Data Protection Officer (DPO):

Shane Williams – 01270 382327

1. Introduction

Electrification Construction Services Ltd is committed to preventing slavery, human trafficking, and forced labour within our organisation and supply chains. This policy outlines the steps we take to identify, prevent, and address the risks of modern slavery in line with the UK Modern Slavery Act 2015.

2. Purpose

The purpose of this policy is to:

- Ensure compliance with the UK Modern Slavery Act 2015.
 - Reaffirm our commitment to ethical business practices and protecting human rights.
 - Outline procedures for preventing, detecting, and addressing instances of modern slavery and human trafficking within our business and supply chains.
-

3. Scope

This policy applies to all employees, workers, contractors, suppliers, and business partners of Electrification Construction Services Ltd. It applies to all activities, operations, and supply chains, both in the UK and internationally.

4. Definition of Modern Slavery

Modern slavery encompasses slavery, servitude, forced or compulsory labour, and human trafficking. It includes:

- **Slavery:** Exercising ownership over an individual.
 - **Servitude:** Coercion to provide services without the option to leave freely.
 - **Forced Labour:** Work done under the threat of penalty or without voluntary consent.
 - **Human Trafficking:** The recruitment, transportation, transfer, harbouring, or receipt of persons by means of force, threat, or deception for exploitation.
-

5. Our Commitment

Electrification Construction Services Ltd is committed to:

- **Zero Tolerance:** Adopting a zero-tolerance approach to modern slavery and human trafficking.

- **Compliance:** Complying with the UK Modern Slavery Act and other relevant human rights laws.
 - **Transparency:** Ensuring transparency in our business operations and supply chains to prevent modern slavery.
 - **Continuous Improvement:** Continuously improving practices to identify and mitigate the risks of modern slavery.
-

6. Responsibilities

The prevention, detection, and reporting of modern slavery are the responsibility of everyone within the company, as well as those within our supply chains.

6.1 Board of Directors

The Board of Directors is responsible for:

- Ensuring the company's modern slavery strategy is effectively implemented.
- Reviewing and approving the company's annual Modern Slavery Statement.

6.2 Managers and Supervisors

Managers and supervisors are responsible for:

- Ensuring compliance with this policy in their areas of responsibility.
- Training staff on modern slavery risks and prevention strategies.
- Reporting any suspected modern slavery cases within their teams or supply chains.

6.3 Employees and Workers

All employees and workers are expected to:

- Read and comply with this policy.
 - Report any concerns or suspicions related to modern slavery.
 - Cooperate with investigations and audits related to modern slavery.
-

7. Supply Chain Due Diligence

Electrification Construction Services Ltd recognises that the risk of modern slavery can be present in supply chains, especially in high-risk industries and regions. To mitigate these risks, we are committed to:

- **Supplier Code of Conduct:** All suppliers and contractors are required to adhere to our Supplier Code of Conduct, which outlines our expectations regarding modern slavery and human rights.

- **Risk Assessment:** Conducting regular risk assessments to identify parts of the business and supply chain that may be at higher risk of modern slavery.
 - **Supplier Audits:** Periodically auditing suppliers to ensure compliance with our policies and the UK Modern Slavery Act.
 - **Contractual Clauses:** Including specific clauses in contracts with suppliers to require them to comply with modern slavery laws and allow us to audit their practices.
 - **Supplier Collaboration:** Working closely with suppliers to address any concerns or weaknesses related to modern slavery.
-

8. Training and Awareness

To ensure that all employees understand the risks of modern slavery and how to address them, Electrification Construction Services Ltd provides training on:

- **Recognising signs of modern slavery:** Identifying individuals who may be vulnerable to exploitation.
 - **Company policies and reporting mechanisms:** Educating employees on how to report suspicions or concerns.
 - **Supply chain risks:** Informing procurement teams about high-risk industries and regions and ensuring they engage in ethical sourcing.
-

9. Reporting Modern Slavery

Employees, suppliers, or any third parties who have concerns or suspicions regarding modern slavery are encouraged to report them immediately. Electrification Construction Services Ltd offers several confidential reporting mechanisms, including:

- **Whistleblowing Policy:** Employees can report concerns anonymously under the company's Whistleblowing Policy without fear of retaliation.
 - **Direct Reporting:** Reports can be made directly to the Modern Slavery Officer ([Insert Contact Details]).
 - **External Reporting:** Where necessary, concerns can also be reported to external authorities such as the UK National Referral Mechanism (NRM) or the police.
-

10. Investigation and Remediation

If Electrification Construction Services Ltd becomes aware of a potential modern slavery issue, we will:

- **Investigate the Allegation:** Promptly and thoroughly investigate any reported incidents of modern slavery within our business or supply chains.

- **Take Corrective Action:** If modern slavery is found, we will take immediate corrective action, including terminating contracts, cooperating with law enforcement, and providing remediation to affected individuals where possible.
 - **Continuous Monitoring:** We will monitor high-risk suppliers and contractors more closely to prevent future instances of modern slavery.
-

11. Modern Slavery Statement

Each financial year, Electrification Construction Services Ltd will produce a **Modern Slavery Statement** in line with Section 54 of the UK Modern Slavery Act 2015. This statement will:

- Outline the steps taken to prevent modern slavery during the financial year.
 - Detail actions taken to assess and manage modern slavery risks in our supply chains and operations.
 - Be approved by the Board of Directors and signed by [CEO or equivalent], before being published on our website.
-

12. Review and Updates

This policy will be reviewed annually or whenever there are significant changes to modern slavery regulations or our business practices. Electrification Construction Services Ltd will update the policy to ensure its effectiveness and compliance with the law.

Policy Owner: Shane Williams



Approval Date: January 2025

Review Date: January 2025

Contact for Modern Slavery Concerns: Shane Williams – 01270 382327

This policy demonstrates Electrification Construction Services Ltd's commitment to ethical business practices and human rights, ensuring that no form of modern slavery or human trafficking is tolerated in our organisation or supply chain.

1. Introduction

Electrification Construction Services Ltd (ECS) is committed to maintaining the highest standards of ethical conduct in all our operations, and we expect our suppliers, subcontractors, and business partners to share these values. This Supplier Code of Conduct outlines the expectations and standards for suppliers providing goods and services to ECS. By adhering to this Code, suppliers contribute to responsible business practices and long-term sustainability.

2. Scope

This Code of Conduct applies to all suppliers, subcontractors, and business partners who provide goods or services to ECS, including their subsidiaries and supply chains. Compliance with this Code is a prerequisite for all current and prospective suppliers.

3. Ethical Business Practices

ECS expects suppliers to adhere to high ethical standards in all aspects of their business practices, including:

3.1 Compliance with Laws

- Suppliers must comply with all applicable local, national, and international laws and regulations, including those related to trade, employment, environment, health, and safety.
- This includes, but is not limited to, adherence to laws prohibiting bribery, corruption, fraud, and other forms of unethical conduct.

3.2 Anti-Bribery and Corruption

- Suppliers must not engage in, condone, or be complicit in any form of bribery, corruption, or unethical influence, either directly or indirectly.
- Suppliers must comply with all relevant anti-bribery and anti-corruption laws, including the UK Bribery Act 2010.
- Any conflicts of interest that could potentially influence business decisions must be disclosed to ECS immediately.

3.3 Fair Competition

- Suppliers must compete fairly and ethically, refraining from anti-competitive practices such as price-fixing, bid rigging, or abuse of market dominance.

3.4 Confidentiality and Data Protection

- Suppliers must respect the confidentiality of ECS's proprietary information and comply with data protection laws, including the UK GDPR, ensuring that all data is securely managed and used only for its intended purpose.

4. Human Rights and Labour Practices

ECS is committed to upholding human rights and expects its suppliers to do the same. Suppliers must:

4.1 No Forced or Child Labour

- Suppliers must not engage in or support any form of forced, bonded, involuntary labour, or human trafficking.
- Suppliers must not employ individuals under the minimum legal working age as per local laws and international standards (e.g., International Labour Organization conventions).

4.2 Working Conditions

- Suppliers must ensure that all workers are provided with safe and healthy working conditions, adhering to all relevant health and safety laws and regulations.
- Suppliers must take proactive steps to prevent workplace accidents and injuries, provide safety training, and ensure the use of proper protective equipment.

4.3 Fair Wages and Working Hours

- Suppliers must comply with applicable laws regarding wages, benefits, and working hours. This includes paying employees at least the minimum wage required by law and ensuring that working hours do not exceed legal limits.

4.4 No Discrimination or Harassment

- Suppliers must provide a workplace free from harassment, discrimination, or any form of abuse. Workers must be treated fairly and equally, regardless of race, gender, age, nationality, religion, sexual orientation, or any other protected characteristic.

4.5 Freedom of Association

- Suppliers must respect workers' rights to form and join trade unions and engage in collective bargaining, in accordance with local laws and regulations.
-

5. Health, Safety, and Environmental Standards

ECS is dedicated to minimising the environmental impact of its operations, and we expect our suppliers to share this commitment. Suppliers must:

5.1 Health and Safety

- Maintain a safe working environment that complies with all relevant health and safety laws and regulations.

- Implement measures to identify and mitigate potential safety risks and ensure workers are trained to handle hazardous materials and situations safely.

5.2 Environmental Protection

- Suppliers must comply with all applicable environmental laws and regulations.
- Suppliers should strive to minimise waste, reduce emissions, conserve resources, and adopt environmentally responsible practices in their operations, such as reducing their carbon footprint and energy consumption.

5.3 Sustainable Sourcing

- Suppliers are encouraged to source materials responsibly and use resources in a sustainable way, ensuring they do not contribute to deforestation, environmental degradation, or the depletion of natural resources.
 - Suppliers should work toward reducing their overall environmental impact, including the use of renewable energy sources and minimising waste.
-

6. Modern Slavery and Human Trafficking

ECS strictly prohibits all forms of modern slavery, including forced labour, bonded labour, and human trafficking. Suppliers must:

- **Compliance with the UK Modern Slavery Act 2015:** Ensure their operations and supply chains are free from modern slavery.
 - **Due Diligence:** Conduct regular assessments of their own operations and supply chains to ensure that modern slavery and human trafficking risks are identified and mitigated.
 - **Remediation:** If any form of modern slavery is identified, suppliers must take immediate corrective action and notify ECS.
-

7. Quality and Product Safety

ECS expects suppliers to deliver high-quality products and services that meet agreed-upon specifications and comply with all applicable safety and regulatory standards. Suppliers must:

- **Quality Control:** Implement rigorous quality control processes to ensure that goods and services meet ECS's standards.
 - **Product Safety:** Ensure that all products supplied to ECS comply with legal safety standards and are free from defects.
-

8. Reporting and Auditing

ECS reserves the right to audit suppliers to ensure compliance with this Code of Conduct. Suppliers must:

- **Documentation:** Maintain complete and accurate records to demonstrate compliance with this Code of Conduct.
 - **Audits and Inspections:** Allow ECS or a designated third party to conduct audits and site inspections to verify compliance.
 - **Reporting Violations:** Report any suspected or actual violations of this Code of Conduct immediately to ECS. Suppliers should also encourage their employees to report violations without fear of retaliation.
-

9. Non-Compliance

Failure to comply with this Supplier Code of Conduct may result in termination of the supplier relationship with ECS. ECS reserves the right to:

- **Corrective Action:** Require suppliers to take immediate corrective actions to address non-compliance issues.
 - **Termination:** Terminate contracts with suppliers that fail to demonstrate a commitment to compliance or fail to take adequate corrective actions.
-

10. Commitment to Continuous Improvement

ECS encourages suppliers to continuously improve their practices in areas such as labour standards, environmental management, and ethical business practices. Suppliers are expected to work collaboratively with ECS to drive positive change and uphold the highest standards of business integrity.

11. Acknowledgement

All suppliers must acknowledge and agree to comply with this Supplier Code of Conduct by signing below:

Supplier Name: _____

Representative Name and Title: _____

Signature: _____

Date: _____

Contact Information:

If you have any questions about this Supplier Code of Conduct or need to report a violation, please contact:

Electrification Construction Services Ltd
Steve Cresswell (HSQE / Compliance Manager)
s.cresswell2@ecs-ltd.uk
07425 880003

This Supplier Code of Conduct sets out Electrification Construction Services Ltd's expectations for ethical, social, and environmental responsibility and is a critical part of our commitment to sustainable and ethical business practices.

Policy Title: Supplier Code of Conduct
Policy Owner: Shane Williams



Date of Approval: January 2025
Review Date: January 2026

1. Introduction

Electrification Construction Services Ltd (ECS) is committed to ensuring that the employment of young persons under the age of 18 complies with all relevant UK government regulations and standards, including the **Children and Young Persons Act 1933**, the **Health and Safety (Young Persons) Regulations 1997**, and the **Working Time Regulations 1998**. This policy outlines the specific measures we take to protect the rights, safety, and welfare of young workers.

2. Definitions

- **Young Person:** Any individual who is over compulsory school age but under the age of 18.
- **Child:** Any individual who is under compulsory school age (up to 16 years old).

3. General Principles

ECS recognizes the need to provide special protections for young persons in employment to safeguard their health, safety, and welfare. This policy ensures that:

- Employment is appropriate to their age, development, and experience.
- Health and safety risks are minimized and fully addressed through assessments.
- Compliance with working time restrictions is upheld.

4. Permitted Work

- Young persons under 18 may be employed in non-hazardous roles that do not pose risks to their health, safety, or development.
- They may participate in apprenticeships, traineeships, or other structured work-based learning programs as long as these comply with UK employment laws for young workers.
- Employment of persons under the age of 16 is restricted to light work that does not interfere with their education or harm their health.

5. Prohibited Work

ECS will not employ young persons under 18 in work that is:

- **Hazardous:** Involving exposure to dangerous machinery, electrical hazards, toxic substances, or heavy physical labour.
- **Night Work:** Young persons will not work between the hours of 10 pm and 6 am.
- **High-Risk Activities:** Involving work at heights, in confined spaces, or environments where the risk to health and safety is higher than can be adequately controlled.

6. Risk Assessments

In compliance with the **Health and Safety (Young Persons) Regulations 1997**, ECS will carry out a specific risk assessment for any role that involves employing a young person under 18. This risk assessment will:

- Identify hazards that may be particular to young workers.
- Consider the physical and psychological capacity of young persons for the work they will undertake.
- Ensure appropriate supervision, training, and protective measures are in place.

These risk assessments will be regularly reviewed and updated as necessary.

7. Working Hours and Rest Breaks

ECS will ensure that young workers' hours comply with the **Working Time Regulations 1998**:

- Young persons under 18 will not work more than **8 hours per day** or **40 hours per week**.
- They will not be required to work overtime.
- They will receive a **30-minute rest break** for every **4.5 hours of work**.
- They will have at least **12 consecutive hours of rest** between working days.
- They will have at least **two consecutive days off** each week.

8. Pay and Conditions

- Young persons employed by ECS will be paid at least the **National Minimum Wage** applicable to their age group.
- They will be entitled to the same terms and conditions of employment as other workers in terms of rest periods, holidays, and protection from discrimination.

9. Training and Supervision

ECS will ensure that young persons receive appropriate training and supervision to carry out their duties safely and effectively. This includes:

- A thorough induction program covering health and safety, company policies, and job-specific requirements.
- Ongoing supervision and support from experienced staff.
- Opportunities for professional development and skills training, particularly for apprenticeships or traineeships.

10. Safeguarding and Welfare

The welfare of young workers is of paramount importance. ECS will:

- Ensure that supervisors and managers working with young persons have undergone appropriate safeguarding training.
- Establish a reporting system for any concerns about the welfare, safety, or treatment of young workers.
- Provide young workers with a designated point of contact for any concerns they may have regarding their employment.

11. Parental Consent

For workers under the age of 16 or those engaged in work experience programs, ECS will require written consent from a parent or guardian prior to employment. This consent will outline the nature of the work, working hours, and any associated risks.

12. Compliance and Review

This policy will be reviewed on an annual basis to ensure compliance with any updates to UK legislation regarding the employment of young persons. Any breaches of this policy or legal requirements will be investigated and addressed promptly.

13. Monitoring and Enforcement

- ECS management is responsible for ensuring compliance with this policy.
- Regular audits will be conducted to ensure young workers' hours, pay, and conditions are in line with statutory requirements.
- Any concerns raised by young workers, supervisors, or parents will be investigated and addressed without delay.

Signed:



Shane Williams

Managing Director

Electrification Construction Services LTD

Dated: 3rd January 2025

1. Introduction

Electrification Construction Services Ltd (ECS Ltd) is committed to providing and maintaining appropriate welfare facilities on all work sites, ensuring that all employees, contractors, and visitors have access to a safe, comfortable, and hygienic environment. This policy aligns with Network Rail and Health, Safety, Quality, and Environmental (HSQE) standards, reinforcing ECS Ltd.'s dedication to welfare and safety compliance on all projects.

2. Purpose

The purpose of this policy is to:

- Define ECS Ltd.'s commitment to welfare facilities.
- Ensure compliance with Network Rail standards and HSQE requirements.
- Establish minimum welfare provisions required on-site, including hygiene, rest, and changing facilities.

3. Scope

This policy applies to all ECS Ltd employees, contractors, and subcontractors operating on any site managed by ECS Ltd, especially sites in compliance with Network Rail projects and HSQE guidelines.

4. Commitment and Compliance Requirements

ECS Ltd is committed to the following welfare facility provisions:

4.1 Toilets and Washing Facilities

- Adequate, accessible, and clean toilets will be provided, separated by gender where necessary.
- Washing facilities with hot and cold running water, soap, and hand-drying options must be provided in sufficient quantity.
- Where required by the nature of the work, facilities for showers and changing rooms with lockers will also be provided.

4.2 Drinking Water

- Potable drinking water will be readily available on-site.
- Drinking water sources will be clearly marked and located conveniently for all site personnel.

4.3 Rest Areas

- Designated rest areas will be provided where employees can take breaks in a clean, comfortable, and temperature-controlled environment.

- Where appropriate, facilities for heating food and making hot drinks will be available in rest areas.

4.4 Personal Protective Equipment (PPE) Storage and Changing Facilities

- Secure and dry storage facilities for PPE and work attire will be available.
- Separate changing facilities will be provided when necessary.

4.5 Waste Management

- Waste disposal facilities will be provided to ensure the site remains hygienic and orderly.
- Regular waste collection and disposal practices will be implemented to maintain a clean working environment.

5. Responsibilities

- **Site Managers:** Responsible for ensuring welfare facilities meet ECS Ltd.'s standards and legal requirements. They must regularly inspect and maintain these facilities, ensuring their availability and cleanliness.
- **Employees and Contractors:** Responsible for maintaining the cleanliness of shared welfare facilities and promptly reporting any issues or deficiencies to Site Managers.

6. Continuous Improvement and Compliance Monitoring

ECS Ltd commits to regular reviews and audits of welfare facilities on all sites, ensuring compliance with evolving Network Rail and HSQE standards. Regular feedback from employees and contractors will also be solicited to identify areas for improvement.

7. Review of Policy

This policy will be reviewed annually or upon any significant change in Network Rail or HSQE requirements, to ensure it continues to meet the highest standards of welfare provision on all ECS Ltd work sites.

Approved by:

Signed:



Shane Williams

Managing Director

Electrification Construction Services LTD

Dated: 3rd January 2025

Emergency Action Plan (EAP) for Electrification Construction Services Ltd.

Policy Statement: Electrification Construction Services Ltd. (ECS) is committed to ensuring the health, safety, and well-being of all employees, contractors, and visitors on our premises. This Emergency Action Plan (EAP) provides the necessary steps to prepare for and respond to emergency situations. Compliance with all jurisdictional regulations and safety standards is paramount, and all employees will receive comprehensive training on emergency procedures.

1. Purpose

The purpose of this Emergency Action Plan is to:

- Outline the procedures to follow during emergencies.
 - Define roles and responsibilities for designated personnel.
 - Ensure timely and appropriate responses to safeguard lives and property.
 - Fulfill legal and regulatory obligations.
-

2. Scope

This EAP applies to all employees, contractors, and visitors at all ECS locations, including offices, construction sites, and warehouses.

3. Potential Emergencies and Responses

ECS recognizes the following types of emergencies and the appropriate responses:

3.1. Fire

- **Evacuate** immediately upon alarm activation.
- **Do not use elevators**; use stairwells only.
- Employees should move to the designated evacuation area.
- Only trained personnel (Fire Wardens) should attempt to use fire extinguishers, if safe.

3.2. Medical Emergency

- Call **Emergency Medical Services (EMS)** and report the nature of the injury.
- Designated First Aid Responders will assist until EMS arrives.
- Avoid moving the injured person unless they are in immediate danger.

3.3. Severe Weather (e.g., tornado, hurricane, severe storms)

- Follow **Shelter-in-Place** procedures:
 - Move to interior, windowless rooms.

- Stay low to the ground and cover your head.
- Employees will stay informed of updates through emergency notifications.

3.4. Hazardous Material Spill

- Evacuate the immediate area and inform the supervisor.
- Do not attempt to clean the spill unless trained and equipped.
- Follow the site's **Hazardous Material Response Protocol**.

3.5. Electrical Emergency

- Turn off power sources, if safe, to prevent injury.
- Evacuate the area and contact the designated Electrical Supervisor.
- Only qualified personnel should address electrical issues.

3.6. Violence or Active Shooter

- **Run** if there is a clear path to safety.
- **Hide** if escape is not possible.
- **Fight** as a last resort.
- Contact local law enforcement immediately.

3.7. Earthquake

- **Drop, Cover, and Hold On** under sturdy furniture.
- Remain in place until the shaking stops.
- After the earthquake, evacuate the building cautiously.

4. Roles and Responsibilities

To ensure coordinated and efficient responses, ECS has designated roles and responsibilities:

4.1. Fire Wardens

- Ensure safe evacuation of employees.
- Confirm all areas are clear and assist anyone needing special help.
- Report the status of evacuation to the Supervisor.

4.2. Supervisors

- Coordinate and oversee all emergency actions within their area.
- Verify attendance of team members after evacuation.
- Serve as a liaison with emergency responders.

4.3. First Aid Responders

- Provide basic medical aid until EMS arrives.
- Maintain up-to-date certification in first aid and CPR.

- Report incidents to the Supervisor for record-keeping and follow-up.

4.4. Safety Officers

- Conduct routine inspections to ensure compliance with EAP protocols.
- Ensure that fire extinguishers, alarms, and emergency exits are accessible and operational.
- Conduct regular fire drills and emergency response simulations.

4.5. Emergency Response Coordinator

- Responsible for the overall execution and maintenance of the EAP.
- Review and update the EAP annually.
- Coordinate all emergency response drills and training sessions.

5. Training Requirements

ECS is committed to training all employees in emergency response. Training includes:

1. **EAP Orientation:** All new employees will receive an orientation to familiarize them with emergency procedures.
2. **Annual Training:** All employees will attend annual EAP refresher courses.
3. **Role-Specific Training:** Fire Wardens, First Aid Responders, and Supervisors will undergo additional training, including fire extinguisher use, evacuation procedures, and first-aid certification.
4. **Drills and Simulations:** ECS will conduct fire and emergency drills semi-annually. Training drills for specific emergencies (e.g., active shooter, earthquake) will be conducted as per jurisdictional requirements.

6. Communication Protocols

- **Emergency Notifications:** All emergency information will be communicated via alarms, PA systems, or direct supervisor contact.
- **Emergency Contacts:** All supervisors will maintain up-to-date emergency contact information for their team members.

7. Plan Review and Revisions

This EAP will be reviewed and updated annually or as needed to comply with jurisdictional requirements or in response to lessons learned from emergency events and drills.

Approved by:



Shane Williams
Managing Director
Date: 3rd January 2025

Fall Protection Policy for Electrification Construction Services Ltd.

Policy Statement: Electrification Construction Services Ltd. (ECS) is dedicated to ensuring a safe work environment for all employees, contractors, and visitors. This Fall Protection Policy outlines ECS's commitment to preventing fall-related incidents and ensuring compliance with all applicable health and safety regulations. All employees working at height or exposed to fall hazards will receive comprehensive training and be provided with the necessary fall protection equipment.

1. Purpose

This Fall Protection Policy aims to:

- Outline situations requiring fall protection to prevent falls.
 - Establish the training and responsibilities of all employees exposed to fall hazards.
 - Ensure that fall protection equipment is available, maintained, and used in accordance with safety standards.
-

2. Scope

This policy applies to all employees, contractors, and visitors performing tasks at ECS facilities or worksites involving work at height or exposure to fall hazards, including work on scaffolding, ladders, rooftops, and Mobile Elevated Platforms (MEPs).

3. Definitions

- **Work at Height:** Any work activity that involves working at an elevated level where a fall could result in injury.
 - **Fall Protection Equipment:** Includes harnesses, lanyards, guardrails, safety nets, and other devices designed to protect workers from fall hazards.
 - **Mobile Elevated Platforms (MEPs):** Equipment used to access high areas safely, where harnesses and lanyards are required to secure workers.
-

4. Instances Requiring Fall Protection

Fall protection must be provided in the following situations:

- **Work on MEPs:** All employees working on Mobile Elevated Platforms must wear harnesses and lanyards. They must attach their lanyard to a designated anchorage point at all times while on the platform.
 - **Ladders and Scaffolding:** When working on ladders over 6 feet or scaffolding above 10 feet, appropriate fall protection (e.g., harnesses, guardrails) must be used.
 - **Rooftop Access:** Employees working on rooftops or other elevated structures must use harnesses and anchor points if guardrails or parapets are not available.
 - **Unprotected Edges:** Work within 6 feet of any unprotected edge requires guardrails or personal fall arrest systems.
 - **Excavation Sites:** When working near excavation edges deeper than 6 feet, guardrails or a fall protection system must be in place.
 - **Other Hazardous Situations:** Any task identified as a fall hazard by the site supervisor or safety officer, where a fall of 6 feet or greater could occur.
-

5. Fall Protection Equipment and Systems

- **Harnesses and Lanyards:** All employees working on MEPs, rooftops, or any other elevated surfaces must wear a full-body harness connected to an appropriate lanyard.
 - **Guardrails:** Temporary or permanent guardrails will be installed where possible to protect against falls.
 - **Personal Fall Arrest Systems:** These systems, including harnesses, lanyards, and shock absorbers, will be provided where guardrails are impractical.
 - **Safety Nets:** Safety nets may be used in high-risk areas or as additional fall protection.
-

6. Roles and Responsibilities

To ensure effective implementation of fall protection, ECS assigns the following roles and responsibilities:

6.1. Supervisors

- Identify and assess fall hazards for each project.
- Ensure employees have access to, and are trained in, the use of appropriate fall protection equipment.
- Confirm that all required fall protection equipment is in good condition and replaced when necessary.

6.2. Safety Officers

- Conduct regular inspections of work areas and equipment to ensure compliance with this policy.
- Review fall protection plans and procedures for each project and verify that they meet safety standards.
- Lead investigations of any fall-related incidents to identify causes and prevent recurrence.

6.3. Employees

- Follow all fall protection policies and procedures.
- Use and maintain fall protection equipment as trained.
- Report any damaged equipment, potential hazards, or safety concerns to their supervisor.

7. Fall Protection Training

ECS is committed to providing training to all employees exposed to fall hazards. Training requirements include:

- 1. Initial Fall Protection Training:** All employees whose tasks involve working at height will receive initial fall protection training before beginning work. Training includes:
 - Identification of fall hazards.
 - Proper use, inspection, and maintenance of fall protection equipment, including harnesses, lanyards, and anchor points.
 - Procedures for safely working on MEPs.
 - Emergency rescue procedures in case of a fall incident.
- 2. Refresher Training:** Employees will participate in annual refresher training. Additional training is required when:
 - There is a change in job assignments or fall protection equipment.
 - New fall hazards are identified.
 - Employees demonstrate insufficient knowledge of fall protection procedures.
- 3. Hands-On Training for MEP Work:** Employees required to work on MEPs will receive specific hands-on training, including:
 - Proper donning and inspection of harnesses and lanyards.
 - Correct methods for anchoring lanyards to the MEP.
 - Procedures for safely ascending, descending, and working on MEPs.
- 4. Competent Person Training:** Supervisors and Safety Officers responsible for overseeing fall protection will receive specialized training to recognize hazards, assess risks, and manage fall protection plans.

8. Inspections and Maintenance

- **Pre-Use Inspections:** All employees must inspect fall protection equipment (harnesses, lanyards, etc.) before each use.
 - **Periodic Inspections:** Supervisors and Safety Officers will conduct scheduled inspections of fall protection equipment and systems every six months.
 - **Maintenance and Repairs:** Equipment found to be defective or damaged must be immediately tagged out and removed from service. Only trained personnel may repair fall protection equipment following manufacturer guidelines.
-

9. Incident Reporting and Investigation

Any incident involving a fall or near-miss must be reported to the Safety Officer immediately. The Safety Officer will conduct a thorough investigation to determine the cause, document findings, and recommend corrective actions to prevent future incidents.

10. Plan Review and Updates

This Fall Protection Policy will be reviewed annually or as necessary to reflect changes in safety regulations, fall protection technology, or workplace practices.

Approved by:



Shane Williams
Managing Director
Date: 3rd January 2025

General Motor Vehicle Safety Policy for Electrification Construction Services Ltd.

Policy Statement: Electrification Construction Services Ltd. (ECS) is committed to ensuring safe and responsible vehicle operation in alignment with the Fleet Operator Recognition Scheme (FORS) Standard v7 and applicable jurisdictional requirements. This policy outlines ECS's dedication to safety for employees operating motor vehicles, aiming to prevent accidents and ensure compliance with all safety protocols.

1. Purpose

The purpose of this Motor Vehicle Safety Policy is to:

- Establish safe driving standards to reduce the risk of accidents and injuries.
 - Outline training requirements and responsibilities for employees who operate motor vehicles.
 - Set guidelines for securement of cargo, incident reporting, and distracted driving prevention.
-

2. Scope

This policy applies to all ECS employees, contractors, and drivers operating company-owned, leased, rented, or personal vehicles for work purposes.

3. Training Requirements

To ensure safe and compliant vehicle operation, ECS provides the following training for all employees who operate motor vehicles:

1. **Driver Induction Training:** All new drivers must complete an induction program that includes safe driving practices, cargo securement, and incident reporting protocols.
2. **FORS Standard v7 Compliance Training:** Employees operating vehicles that fall under the FORS scheme must complete specific training on FORS requirements, including safe driving practices, vehicle checks, and environmental considerations.
3. **Annual Refresher Training:** All drivers will attend annual refresher training on updated motor vehicle safety practices, jurisdictional regulations, and ECS's incident reporting procedures.

4. **Additional Training for High-Risk Drivers:** Drivers identified as high-risk (e.g., those with recent violations or accidents) may be required to attend additional defensive driving courses or other remedial training.
-

4. Safe Operation of Vehicles

ECS requires all employees to comply with safe vehicle operation standards, which include the following prohibitions and procedures:

4.1. Prohibition Against Impaired Driving

- **Impairment:** Employees are strictly prohibited from operating any motor vehicle while under the influence of drugs, alcohol, or any substance that could impair their abilities.
- **Prescription Medication:** Employees taking medication that may impair their driving must report this to their supervisor and obtain clearance before operating a vehicle.

4.2. Prevention of Distracted Driving

- **Mobile Device Use:** The use of mobile phones or electronic devices is prohibited while driving, unless with hands-free technology and only when it does not interfere with safe driving.
 - **Other Distractions:** Eating, drinking, adjusting controls, and other activities that could divert attention from driving are discouraged while the vehicle is in motion.
-

5. Incident Reporting

ECS enforces strict requirements for the timely reporting of all motor vehicle incidents, as follows:

- **Immediate Reporting:** Any incident, no matter the severity, must be reported to the supervisor immediately or as soon as safe to do so.
 - **Documentation:** Drivers must complete and submit an incident report form within 24 hours of the incident, following jurisdictional reporting requirements.
 - **Cooperation with Investigations:** Employees must fully cooperate with incident investigations conducted by ECS or external authorities.
-

6. Safe Securement and Storage of Cargo

ECS requires safe handling and securement of all cargo to prevent injuries, damage, and hazards during transit:

- **Pre-Transport Checks:** All cargo must be checked for proper securement before departure. This includes confirming that all items are stabilized, strapped, and placed to prevent shifting.
 - **Load Weight Limits:** Drivers must ensure that cargo does not exceed the vehicle's load capacity.
 - **Regular Cargo Checks:** Drivers must periodically check the securement of cargo during transit, particularly for long-distance hauls.
-

7. Driver Responsibilities and Pre-Trip Inspections

All drivers are responsible for the following safety practices and vehicle checks before starting each trip:

7.1. Pre-Trip Walk-Around Inspections

Drivers must perform a thorough walk-around inspection before operating the vehicle to ensure it is in safe condition. This inspection should include, but is not limited to, the following:

- **Exterior:** Check tires for inflation and damage, confirm no loose parts, ensure lights and signals are functional.
- **Interior:** Verify that mirrors, seatbelts, and dashboard controls are in good working order.
- **Fluids and Fuel:** Confirm that oil, coolant, and fuel levels are adequate.
- **Brakes and Steering:** Ensure brakes and steering function properly, and no unusual noises are present.
- **Cargo Securement:** Confirm all cargo is properly secured.

7.2. Driver Conduct and Safe Operation

- **Compliance with Traffic Laws:** All drivers must adhere to traffic laws and posted speed limits, and drive defensively at all times.
 - **Seatbelt Use:** Drivers and passengers must wear seatbelts at all times when the vehicle is in operation.
 - **Environmental Responsibility:** Drivers must minimize engine idling, comply with low-emission zones, and follow FORS guidelines for fuel efficiency.
-

8. Vehicle Maintenance

ECS ensures all company-owned vehicles are maintained to prevent mechanical failures and ensure safety:

- **Scheduled Maintenance:** All ECS vehicles will follow a maintenance schedule, with regular servicing for brakes, tires, lights, and other essential components.

- **Vehicle Inspections:** Vehicles will be subject to periodic inspections to ensure ongoing compliance with safety standards.
 - **Reporting Mechanical Issues:** Drivers are responsible for reporting any mechanical issues immediately to the maintenance department.
-

9. Compliance and Enforcement

ECS is committed to enforcing this Motor Vehicle Safety Policy through regular audits, training, and adherence to FORS standards. Any violations of this policy may result in disciplinary actions, including retraining, suspension of driving privileges, or further action as warranted.

10. Policy Review and Updates

This General Motor Vehicle Safety Policy will be reviewed annually to ensure alignment with FORS Standard v7 and any relevant jurisdictional updates. Adjustments will be made as necessary to maintain ECS's commitment to safety and compliance.

Approved by:



Shane Williams
Managing Director
Date: 3rd January 2025

General Safety Program Policy for Electrification Construction Services Ltd.

Policy Statement: Electrification Construction Services Ltd. (ECS) is dedicated to creating a safe, healthy, and compliant work environment for all employees, contractors, and visitors. This General Safety Program Policy establishes ECS's commitment to workplace safety through proactive measures, clear role assignments, and adherence to best practices in safety standards.

1. Purpose

The purpose of this policy is to:

- Outline roles and responsibilities for personnel with safety-related duties.
 - Ensure new hires receive comprehensive safety orientation and mentoring.
 - Implement preventive measures and best practices for common construction hazards, including atmospheric testing, illumination, and working conditions.
 - Address housekeeping, sanitation, and disciplinary actions to maintain a safe workplace.
-

2. Scope

This policy applies to all ECS employees, contractors, and visitors at ECS worksites and facilities.

3. Roles and Responsibilities

To ensure effective implementation of safety procedures, ECS assigns the following roles and responsibilities:

- **Supervisors:** Oversee daily safety practices, conduct pre-shift safety briefings, and ensure compliance with all safety standards.
- **Safety Officers:** Conduct regular site audits, monitor atmospheric testing equipment, and verify safety training completion for new hires.
- **Site Managers:** Develop and enforce site-specific safety protocols, ensure adequate illumination, and coordinate utility locating prior to excavation.
- **New Hire Mentors:** Experienced employees designated to mentor new or inexperienced workers, providing hands-on guidance and monitoring.
- **Employees:** Follow all safety protocols, report unsafe conditions, and participate in required training.

4. New Hire Safety Orientation

All new employees will complete a **Safety Orientation Program** prior to starting work. This includes:

- **Introduction to ECS's Safety Policies:** Overview of general safety policies, procedures, and expectations.
 - **Hazard Identification and Controls:** Basic training in identifying and controlling hazards specific to ECS's work environment.
 - **Site-Specific Safety Rules:** Training on site-specific hazards, emergency response procedures, and reporting protocols.
 - **Emergency and First Aid Procedures:** Introduction to first aid locations, emergency contacts, and fire safety procedures.
 - **Mentorship Program:** New hires will be paired with an experienced mentor for at least their first two weeks on the job, ensuring they receive guidance and support to perform tasks safely.
-

5. Monitoring and Mentoring of New and Inexperienced Employees

- **Mentorship Assignment:** New and inexperienced employees will be assigned mentors who will provide direct supervision and support.
 - **Regular Check-Ins:** Supervisors will conduct daily check-ins with new employees to assess their understanding of safety practices.
 - **Skill Evaluation:** Supervisors and mentors will assess and document the progress of new employees, ensuring they are adequately prepared for independent work.
-

6. Gas Indicators and Atmospheric Testing

ECS uses gas indicators and meters to monitor atmospheric conditions and prevent exposure to hazardous gases.

- **Equipment Use:** Gas indicators/meters will be used in confined spaces, excavation sites, and other areas where hazardous gases may be present.
 - **Calibration Logs:** All gas detection equipment will be calibrated according to the manufacturer's specifications. Calibration logs must be maintained and kept on site.
 - **Bump Tests:** Bump tests will be conducted before each use to verify functionality. Results will be recorded in the calibration log.
-

7. Illumination Provisions

- **Adequate Lighting:** ECS will provide suitable illumination in all work areas where poor visibility could pose a hazard.
 - **Portable Lighting:** In areas without natural light, portable lighting solutions (e.g., flashlights, LED work lights) will be provided.
 - **Maintenance:** Supervisors are responsible for ensuring that all lighting equipment is operational and regularly maintained.
-

8. Concrete and Masonry Construction Safety

ECS enforces strict protocols for concrete and masonry construction:

- **Shoring and Bracing:** Adequate shoring, bracing, and formwork will be used to prevent collapse during concrete pouring.
 - **Reinforcement Placement:** All rebar and reinforcing materials will be inspected for secure placement and integrity.
 - **Guarding of Machinery:** Employees operating or working around concrete mixers and other machinery must follow proper guarding procedures to prevent entanglement or crushing injuries.
-

9. Disciplinary or Remedial Actions for Safety Violations

ECS maintains a **zero-tolerance policy for violations** of safety and health requirements:

1. **First Violation:** Verbal warning and retraining in the specific safety practice.
 2. **Second Violation:** Written warning and mandatory participation in a safety improvement program.
 3. **Third Violation:** Possible suspension, reassignment, or termination, depending on the severity of the infraction.
-

10. Housekeeping and Sanitation

ECS requires all employees to follow strict housekeeping and sanitary practices:

- **Daily Cleanup:** Work areas must be cleaned and organized at the end of each shift, with debris and hazardous materials disposed of properly.
- **Sanitary Facilities:** Adequate sanitary facilities will be provided on all sites, including restrooms and handwashing stations.
- **Waste Disposal:** Waste materials, including chemical containers and construction debris, will be disposed of in designated bins.

11. Heat and Cold Stress Precautions

To protect employees from extreme temperatures, ECS enforces the following precautions:

11.1. Heat Stress

- **Hydration Stations:** Provide easy access to water to prevent dehydration.
- **Rest Breaks:** Schedule regular breaks in shaded or air-conditioned areas during hot weather.
- **Heat Stress Monitoring:** Supervisors will monitor employees for signs of heat stress and provide first aid as needed.

11.2. Cold Stress

- **Warming Stations:** Provide access to heated areas where employees can warm up.
 - **Protective Clothing:** Employees will be provided with, or required to wear, suitable cold-weather clothing.
 - **Buddy System:** Employees working in extreme cold must work in pairs to ensure safety.
-

12. Working Alone Provisions

ECS has specific guidelines to protect employees working alone:

- **Risk Assessment:** A risk assessment will be conducted for any job that requires employees to work alone.
 - **Check-In Procedure:** Employees working alone must check in with their supervisor at scheduled intervals.
 - **Emergency Communications:** Lone workers must have access to emergency communication devices (e.g., radio or mobile phone).
-

13. Locating and Protecting Buried Utilities

Before any excavation, augering, or ground-penetrating activities, ECS follows these procedures:

- **Utility Locating Services:** ECS will contact local utility locating services to mark underground utilities before starting any excavation.
- **Site Inspection:** Supervisors will conduct a pre-excavation inspection to confirm marked utility locations.

- **Hand-Digging Near Utilities:** In areas close to buried utilities, employees will use hand tools rather than machinery to reduce the risk of damage.
-

14. Program Monitoring and Compliance

ECS is committed to regular monitoring and compliance checks to ensure this safety program is effective and up-to-date:

- **Audits and Inspections:** Safety Officers will conduct regular site inspections and audits to verify compliance with safety protocols.
- **Program Updates:** This policy will be reviewed and updated annually to reflect changes in safety regulations and industry best practices.
- **Employee Feedback:** Employees are encouraged to report any safety concerns or suggestions for program improvement to their supervisor or Safety Officer.

Approved by:



Shane Williams
Managing Director
Date: 3rd January 2025

Policy Statement: Electrification Construction Services Ltd. (ECS) is committed to proactively identifying and managing hazards and risks to create a safe and compliant work environment for all employees, contractors, and visitors. This Hazard Identification, Risk Assessment, and Control (HIRAC) Policy establishes a structured approach to recognizing, evaluating, and controlling hazards across all ECS work activities and sites, in alignment with jurisdictional requirements and best practices.

1. Purpose

The purpose of this HIRAC Policy is to:

- Implement effective hazard identification, risk assessment, and control measures to minimize workplace incidents and injuries.
 - Assign roles and responsibilities for personnel involved in HIRAC processes.
 - Establish a consistent procedure for risk assessments before each task, internal safety inspections, and the management of hazards from unrelated activities within the work area.
-

2. Scope

This policy applies to all ECS employees, contractors, and visitors at ECS worksites and facilities. It covers all tasks, jobs, and projects, ensuring hazards are identified, assessed, and controlled before work begins.

3. Hazard Identification, Risk Assessment, and Control Process

ECS utilizes a systematic approach for hazard identification, risk assessment, and control, which includes:

1. **Hazard Identification:** Identify hazards associated with each task or job through formal and informal methods, including job safety analysis, observations, and incident reporting.
 2. **Risk Assessment:** Evaluate each identified hazard's likelihood and severity to determine the level of risk associated with it.
 3. **Risk Control:** Implement suitable controls using the hierarchy of controls (elimination, substitution, engineering controls, administrative controls, and personal protective equipment) to mitigate or eliminate risks.
-

4. Roles and Responsibilities

To ensure the effectiveness of the HIRAC process, specific roles and responsibilities are assigned to ECS personnel:

4.1. Supervisors

- Conduct risk assessments prior to the commencement of each task or job, reviewing and updating them if conditions or processes change.
- Participate actively in hazard identification and implement risk control measures as needed.
- Communicate identified hazards, control measures, and safe work practices to all personnel involved in the task.

4.2. Safety Officers

- Oversee the HIRAC process and ensure compliance with ECS's policies and jurisdictional requirements.
- Conduct regular internal safety inspections and audits to identify hazards, evaluate existing control measures, and verify compliance.
- Support the development of risk assessment documents, training materials, and guidelines.

4.3. Employees

- Report hazards and unsafe conditions immediately to their supervisor.
- Participate in risk assessments for tasks they are assigned to perform, including understanding identified hazards and control measures.
- Follow all risk control measures and safe work practices, using any required personal protective equipment (PPE).

4.4. Project Managers

- Ensure that risk assessments are performed for all stages of a project and that all necessary resources are allocated to manage identified risks.
- Confirm that risk assessments and control measures are communicated to contractors, subcontractors, and other third-party personnel involved in the project.

5. Risk Assessments Prior to Each Task or Job

Risk assessments are required to be conducted before the start of each task, job, or project, and include the following:

1. **Pre-Task Hazard Assessment:** Supervisors must complete a pre-task hazard assessment to identify potential hazards and develop control measures. This includes reviewing potential risks from tools, equipment, materials, environmental conditions, and other factors.

2. **Changes in Conditions:** Risk assessments will be revisited if there are any changes in the work environment, conditions, or procedures to ensure that new hazards are adequately addressed.
 3. **Special Projects and High-Risk Tasks:** For special or high-risk tasks, additional controls and more detailed risk assessments are required, potentially with the involvement of Safety Officers and other specialized personnel.
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6. Hazard Evaluation of Unrelated Activities Within the Same Work Area

ECS recognizes that unrelated activities conducted within the same general work area may introduce additional hazards. To manage this:

- **Cross-Activity Coordination:** Supervisors will coordinate with personnel from other ongoing projects to assess and control any overlapping risks.
 - **Area Inspections:** Safety Officers will conduct area inspections to identify potential hazards resulting from unrelated activities.
 - **Hazard Communication:** ECS will implement hazard communication practices such as warning signs, barriers, and pre-shift meetings to inform all personnel of the potential risks from concurrent activities in the area.
-

7. Internal Safety Inspections

ECS conducts regular internal safety inspections to ensure ongoing compliance with jurisdictional requirements and internal safety standards.

- **Scheduled Inspections:** Routine safety inspections are conducted monthly by Safety Officers, focusing on general site conditions, equipment, housekeeping, and adherence to control measures.
 - **Inspection Documentation:** Each inspection will be documented, including identified hazards, corrective actions taken, and verification of completion.
 - **Follow-Up Inspections:** Follow-up inspections will be conducted as needed to confirm the implementation of corrective actions and the effectiveness of control measures.
-

8. Documentation and Record-Keeping

ECS maintains thorough documentation for all HIRAC activities:

- **Risk Assessment Records:** Risk assessments for tasks and jobs are documented, with details on identified hazards, assessed risks, and implemented control measures.

- **Inspection Reports:** All internal safety inspection reports are maintained, including records of findings and actions taken.
 - **Incident and Near-Miss Reports:** Any incidents or near-misses related to hazards are documented, analyzed, and used to inform improvements in the HIRAC process.
-

9. Monitoring and Reviewing Controls

Control measures are regularly monitored and reviewed to ensure their ongoing effectiveness:

- **Daily Pre-Task Reviews:** Supervisors conduct a daily review of control measures prior to task start to confirm their relevance and effectiveness.
 - **Regular Audits:** Safety Officers conduct periodic audits of risk controls to assess compliance and recommend improvements where necessary.
 - **Annual Policy Review:** This HIRAC Policy is reviewed annually to incorporate regulatory updates and lessons learned from incidents and inspections.
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10. Disciplinary Actions for Non-Compliance

ECS enforces strict adherence to the HIRAC policy and procedures. Failure to comply may result in disciplinary actions, including:

- **First Offense:** Verbal warning and mandatory retraining in hazard identification and risk assessment.
 - **Second Offense:** Written warning and reassignment, with additional oversight for all future tasks.
 - **Third Offense:** Suspension or termination, depending on the severity and impact of the infraction.
-

11. Policy Review and Continuous Improvement

This Hazard Identification, Risk Assessment, and Control Policy will be reviewed and updated annually or as necessary based on changes in regulatory requirements, workplace incidents, and industry best practices. ECS is committed to continuous improvement in hazard management to ensure a safe and compliant work environment for all employees and stakeholders.

Approved by:



Shane Williams
Managing Director
Date: 3rd January 2025

1. Policy Overview

The purpose of this Hot Work Policy is to establish guidelines to minimize the risk of fire and exposure to hazardous substances during hot work activities. Hot work, which includes welding, cutting, grinding, brazing, and other activities that produce heat, flame, or sparks, must be conducted under controlled conditions to ensure safety and compliance with all relevant health and safety regulations.

2. Scope

This policy applies to all employees, contractors, and visitors involved in hot work at Electrification Construction Services Ltd, including welders, cutters, grinders, and fire watchers.

3. Definitions

- **Hot Work:** Any operation that involves flame, heat, or sparks, such as welding, grinding, cutting, and brazing.
 - **Fire Watch:** A designated person assigned to monitor a hot work area for signs of fire, both during the operation and for a specified period afterward.
-

4. Roles and Responsibilities

a. Welders and Hot Work Operators

- Must follow all safety protocols, including using personal protective equipment (PPE) and maintaining a clean work area free from flammable materials.
- Conduct hot work only in designated areas or with an approved Hot Work Permit when outside of designated areas.
- Be trained to recognize the hazards of cadmium and hexavalent chromium if these elements are present in the materials used.
- Ensure a functional fire extinguisher is nearby and understand the location of emergency exits.

b. Fire Watch Personnel

- Must be positioned close enough to immediately detect any signs of fire during hot work.
 - Are responsible for monitoring the hot work area for at least 30 minutes after the completion of hot work.
 - Must not leave the worksite until they are certain that there is no risk of fire.
 - Be trained in the proper use of fire extinguishers and other fire-safety equipment.
 - Communicate directly with hot work operators regarding potential hazards and maintain visibility with them at all times.
-

5. Training and Competency

Electrification Construction Services Ltd provides comprehensive training for both fire watchers and welders to ensure they understand the hazards, their specific duties, and safety protocols.

a. Fire Watch Training

- Instruction in identifying fire hazards, proper positioning, and emergency response.
- Practical training on the use and operation of portable fire extinguishers.
- Training on communication and reporting protocols in case of fire detection.

b. Welder and Hot Work Operator Training

- Guidance on safety precautions, including PPE usage and safe work practices.
- Instruction on recognizing hazards related to cadmium and hexavalent chromium, especially the risks associated with materials containing these elements.
- Training on emergency shutdown procedures and fire extinguisher use.

6. Conditions Requiring a Fire Watch and Fire Extinguishers

A fire watch and/or fire extinguisher must be maintained in the following situations:

- When hot work is conducted in a confined space or an area with limited ventilation.
- When combustible materials are within 35 feet of the hot work area and cannot be moved.
- When there is a risk of a hidden fire or an explosion due to nearby flammable materials, equipment, or gases.
- When hot work is conducted in any area where the facility's fire alarm system is impaired.
- In cases where a specific permit condition requires continuous fire watch support.

7. Hot Work Permits and Authorizations

All hot work conducted outside designated safe zones requires a Hot Work Permit, which must be authorized by a designated supervisor or safety officer. The Hot Work Permit must include:

- Location and description of the hot work.
- Required safety measures, such as the use of fire-resistant blankets or barriers.

- Assignment of a trained fire watcher if applicable.
- Duration and timing of the hot work, including necessary cooldown or fire watch period.

Permits must be visibly displayed at the worksite during the activity and removed only after final inspection and completion of the post-work fire watch period.

8. Cadmium Awareness

Welders, cutters, and other hot work operators must be aware of cadmium exposure risks. Cadmium is a toxic metal that can cause serious health effects, including lung and kidney damage, when inhaled or ingested. When working with materials known to contain cadmium, operators must:

- Wear appropriate respiratory protection and adhere to all exposure controls.
- Avoid inhalation of fumes and ensure proper ventilation.
- Report any signs of exposure, such as respiratory symptoms, to a supervisor immediately.

9. Hexavalent Chromium Awareness

Hexavalent chromium, often present in stainless steel and certain other metal alloys, can pose severe health risks, including lung cancer, skin irritation, and respiratory issues. When performing hot work on materials that contain hexavalent chromium, workers must:

- Use designated ventilation and fume extraction systems to reduce inhalation risks.
 - Wear proper PPE, including respiratory protection.
 - Limit direct skin contact and thoroughly clean hands and exposed skin after handling such materials.
-

10. Review and Compliance

This policy will be reviewed annually or as regulations change to ensure continued compliance with safety standards. Any employee found to be non-compliant with this Hot Work Policy may face disciplinary action.

This Hot Work Policy is a part of Electrification Construction Services Ltd's commitment to safety and adherence to health standards, and all personnel involved in hot work must strictly follow the guidelines outlined above.

Approved by:



Shane Williams
Managing Director
Date: 3rd January 2025

1. Policy Overview

The purpose of this Use of Ladders Policy is to ensure the safe and proper use of ladders in the workplace. This policy outlines requirements for ladder inspection, maintenance, safe usage, and documentation to reduce the risk of accidents and injuries. All employees must adhere to this policy when using ladders for work at Electrification Construction Services Ltd.

2. Scope

This policy applies to all employees, contractors, and subcontractors of Electrification Construction Services Ltd who are required to use ladders in the course of their work. It applies to all types of ladders, including portable, step ladders, extension ladders, and any other equipment classified as a ladder.

3. Definitions

- **Ladder Inspection:** The process of examining a ladder to ensure it is safe to use, checking for damage, wear, and any potential hazards.
 - **Safe Use of Ladders:** The practice of following guidelines that minimize the risk of falls or injuries while using a ladder.
-

4. General Guidelines for Safe Use of Ladders

- **Selection of Ladder:** Choose the appropriate ladder for the job. Ensure the ladder is the correct size and type for the height required and the weight load capacity.
 - **Stability:** Always position the ladder on a stable, level surface. Avoid using a ladder on slippery or uneven ground.
 - **Three-Point Contact:** Maintain three-point contact (two hands and one foot, or two feet and one hand) when ascending, descending, or working on a ladder.
 - **Climbing:** Always face the ladder when climbing or descending. Do not carry tools or materials in your hands while climbing; use a tool belt or hoist them up once you're positioned.
 - **Avoid Overreaching:** Never lean too far out of balance while working on a ladder. Keep your body centred between the side rails and maintain a firm grip.
 - **Do Not Use Damaged Ladders:** Ladders with visible damage should be immediately removed from service and tagged as unsafe.
-

5. Ladder Inspection Criteria

Ladders must be inspected prior to each use to ensure they are in safe working condition. The following criteria should be checked during an inspection:

- **Step Ladders:**
 - Check for cracked, broken, or loose steps.
 - Ensure the locking mechanisms are functioning properly and engage securely.
 - Ensure that the ladder feet are intact and in good condition to prevent slipping.
 - Verify that no rust or corrosion is compromising the ladder's integrity.
 - **Extension Ladders:**
 - Inspect the side rails for cracks, bends, or other structural damage.
 - Check for secure functioning of the locking mechanisms on extension ladders.
 - Verify that rungs are secure and not bent or cracked.
 - Ensure that the rope and pulley system (if applicable) is functioning properly.
 - **Material Condition:**
 - Wooden ladders should be free of cracks, splinters, or damage.
 - Metal ladders should not show signs of rust or corrosion that would weaken the structure.
 - Fiberglass ladders should be free from visible cracks, gouges, or other damage.
 - **Feet:** Ensure that the ladder feet are in good condition and provide proper grip for safety.
-

6. Ladder Inspections and Documentation

a. Pre-use Inspection

- Before each use, workers must inspect the ladder for any signs of damage or wear.
- The inspection should be documented on a **Ladder Inspection Log**. The log must include:
 - Date of inspection.
 - Ladder type and identification number (if applicable).
 - Inspector's name.
 - Any defects or issues found.
 - Actions taken (e.g., ladder removed from service, repaired, etc.).

b. Periodic Inspections

- In addition to pre-use inspections, ladders should undergo a formal inspection at regular intervals, not less than once per month or after any significant impact or damage (e.g., a ladder being dropped).
- A designated safety officer or supervisor must complete this formal inspection.

- A **Ladder Inspection Checklist** should be completed for each ladder during the formal inspection, and any issues should be documented and addressed immediately.

c. Documentation and Record Keeping

- The **Ladder Inspection Log** and **Ladder Inspection Checklist** must be retained for at least 12 months from the date of inspection.
 - A master file of ladders in use at Electrification Construction Services Ltd should be maintained, including serial numbers, inspection dates, and any maintenance or repairs made.
 - If a ladder is found to be defective, it should be tagged with "Do Not Use" and removed from service until repaired or replaced.
-

7. Maintenance of Ladders

- **Repairs:** Any ladder showing signs of significant damage must be tagged as "Out of Service" and removed from use. Only qualified personnel should make repairs. Minor repairs, such as tightening loose bolts or replacing rubber feet, can be done on-site by trained staff, provided the ladder remains safe to use.
 - **Replacement:** Ladders that cannot be repaired should be discarded or replaced. Ladders that are excessively old or damaged should not be used under any circumstances.
-

8. Enforcement and Compliance

Failure to comply with this policy may result in disciplinary action. Any worker found using a ladder without conducting the proper pre-use inspection, or using a ladder deemed unsafe, will be subject to review and potential corrective action.

Supervisors are responsible for ensuring that all employees are trained in the proper use of ladders and that ladder inspections are completed as required.

9. Review and Update

This policy will be reviewed annually or whenever there are changes in regulations or safety standards. Any updates will be communicated to all employees.

By following the above guidelines, Electrification Construction Services Ltd aims to maintain a safe working environment, reduce the risk of accidents, and ensure that ladder usage is compliant with health and safety regulations.

Approved by:



Shane Williams
Managing Director
Date: 3rd January 2025

1. Policy Overview

The purpose of this Mobile Elevating Work Platforms (MEWPs) Policy is to provide guidelines for the safe operation, maintenance, and use of MEWPs on Network Rail infrastructure. This policy ensures that employees operate MEWPs safely, with a focus on competency, risk management, and compliance with relevant regulations, including safety measures related to fall protection, equipment inspections, and safe operation near power lines.

2. Scope

This policy applies to all employees, contractors, and subcontractors of Electrification Construction Services Ltd involved in the use, operation, or maintenance of MEWPs on Network Rail infrastructure. It includes all types of MEWPs, such as boom lifts, scissor lifts, and other aerial platforms used for work at height.

3. Definitions

- **Mobile Elevating Work Platform (MEWP):** A mechanical device used to lift personnel to elevated work positions, typically equipped with a platform, controls, and a means of mobility. Types include scissor lifts, boom lifts, and other similar equipment.
- **Competent Person:** A person who has the necessary skills, knowledge, and experience to carry out a specific task safely and effectively.
- **Outriggers:** Support extensions that stabilize the MEWP during operation to ensure stability and prevent tipping.

4. Competency and Qualifications for MEWP Operators

To ensure the safe operation of MEWPs, all operators must meet the following competency requirements:

a. Certification and Training

- Operators must hold a valid **MEWP Operator's Certificate** from a recognized body (e.g., IPAF, or equivalent certification).
- Operators on Network Rail Infrastructure must hold a valid “**(OTP Op MEWP) Machine Operator - Self Propelled MEWP**” Certification as noted on their Sentinel Card.
- Training must include:
 - Basic MEWP operation and controls.
 - Understanding of stability and safe working limits.
 - Safe use of fall protection systems and emergency lowering procedures.
 - Knowledge of manufacturer guidelines and safety features specific to the equipment.

- Awareness of electrical hazards, especially when working near overhead power lines.
- **Refresher Training:** Operators must complete refresher training every 3 years or as required by regulatory bodies.

b. Pre-use Inspection

- Operators must conduct a pre-use inspection of the MEWP before each shift, ensuring the equipment is safe and functional. Any defects must be reported, and the equipment must be removed from service if necessary.

c. Supervision

- Inexperienced or newly qualified operators must be supervised by a competent person until they demonstrate sufficient skill and experience to work independently.
-

5. Fall Protection Requirements

Fall protection is critical when using MEWPs, as workers are elevated to significant heights. The following requirements apply:

- **Personal Fall Protection Equipment (PFPE):** Operators and workers on the platform must use suitable fall protection equipment, such as a **full-body harness** attached to a **fall arrest lanyard** or a **work positioning system**. The system should always be secured to a designated anchor point on the MEWP.
 - **Fall Prevention:** Ensure that MEWPs are fitted with appropriate guardrails and barriers to prevent falls from the platform. The MEWP should never be used without these safety features in place.
 - **Work Positioning:** Workers should remain within the confines of the platform, and avoid leaning over the edge or reaching beyond the guardrails.
-

6. Outrigger Placement and Stability

To ensure the safe operation of MEWPs, proper outrigger placement is critical:

- **Outrigger Use:** When operating a MEWP with outriggers, ensure that the outriggers are fully extended and placed on stable, level ground. Outriggers must be positioned as per the manufacturer's instructions.
- **Ground Conditions:** The ground must be firm, level, and capable of supporting the MEWP. The use of mats or other supportive measures may be necessary on soft ground or unstable surfaces.

- **Stability Checks:** Always check the stability of the MEWP before use. Do not operate the MEWP if it is not stable, and never extend the platform beyond the equipment's rated load or height limits.
-

7. Maintenance and Inspections

To ensure safe operation, MEWPs must undergo regular maintenance and inspections:

a. Pre-use Inspection

- Each time a MEWP is used, operators must complete a pre-use inspection checklist, which includes checking the following:
 - Hydraulic systems and controls.
 - Battery levels and charging system.
 - Platform controls, guardrails, and barriers.
 - Outriggers, wheels, and tires.
 - Structural components for any signs of damage.
 - Emergency lowering systems.
- If any issues are found during the inspection, the MEWP must be taken out of service until it is repaired.

b. Scheduled Inspections and Maintenance

- MEWPs must undergo periodic inspections and maintenance as per the manufacturer's recommendations, typically every 6-12 months.
 - A certified mechanic or technician should perform major inspections and maintenance tasks.
 - All inspection and maintenance records should be documented and retained for a minimum of 3 years.
-

8. Precautions Against Field Modifications

To maintain safety, it is crucial that MEWPs are used only as specified by the manufacturer:

- **No Unauthorized Modifications:** Do not modify any part of the MEWP unless explicitly allowed by the manufacturer. This includes modifications to the platform, controls, safety features, or outriggers.
- **Manufacturer Instructions:** Always adhere to the manufacturer's guidelines for safe operation and maintenance. Any modifications or adjustments not approved by the manufacturer may invalidate safety certifications and warranty coverage.
- **Equipment Alterations:** Any necessary alterations to the MEWP must be carried out by authorized personnel and approved by the manufacturer.

9. Precautions for Operating Equipment Near Overhead Power Lines

Operating MEWPs near overhead power lines requires extra precautions to avoid electrical hazards:

- **Risk Assessment:** Before using a MEWP near overhead power lines, conduct a detailed risk assessment to determine the safe working distance.
 - **Minimum Safe Distance:** Adhere to the minimum clearance distances specified by regulations (typically 10 feet or more, depending on the voltage of the power line). Always follow the National Electrical Safety Code (NESC) or local guidelines for specific requirements.
 - **Spotter/Observer:** A qualified spotter must be present when working near overhead power lines to maintain constant awareness of the distance from the power lines and alert the operator to any potential hazards.
 - **De-energizing Power Lines:** If possible, arrange for the power lines to be de-energized or insulated during operations.
 - **Use of Insulated MEWPs:** When working near power lines, ensure that the MEWP is either insulated or has been fitted with the necessary protection to prevent accidental contact with live power lines.
-

10. Enforcement and Compliance

Failure to comply with this policy can result in disciplinary action, including suspension from work, retraining, or termination, depending on the severity of the violation. Supervisors are responsible for ensuring that all operators are qualified and adhere to the safety guidelines outlined in this policy.

11. Review and Update

This policy will be reviewed annually or as new safety regulations or manufacturer guidelines become available. All employees will be notified of any updates or changes to the policy.

By adhering to the Mobile Elevating Work Platforms (MEWPs) Policy, Electrification Construction Services Ltd aims to ensure a safe working environment for all employees and contractors operating MEWPs on Network Rail infrastructure. The safety of workers is the primary concern, and all precautions should be taken to minimize risks and comply with the regulations.

Approved by:



Shane Williams
Managing Director
Date: 3rd January 2025

1. Policy Overview

The purpose of this Rigging/Material Handling Policy is to establish safe practices and guidelines for rigging, lifting, and handling materials and equipment at Electrification Construction Services Ltd. This policy aims to ensure that all rigging and material handling operations are conducted in a safe, efficient, and compliant manner to prevent accidents, injuries, and equipment damage.

2. Scope

This policy applies to all employees, contractors, and subcontractors of Electrification Construction Services Ltd involved in rigging, lifting, or material handling activities. This includes all tasks that involve hoisting, moving, securing, or placing materials and equipment, whether manually or using mechanical lifting devices.

3. Definitions

- **Rigging:** The process of setting up and using equipment (such as ropes, slings, shackles, hoists, and winches) to lift, move, or secure loads.
 - **Lifting Equipment:** Devices and machines used to lift, lower, or suspend loads, including cranes, hoists, forklifts, and lifting slings.
 - **Load Weight:** The total weight of a load to be lifted, including the lifting device, rigging gear, and the object being moved.
-

4. Training and Competency for Rigging and Lifting

a. General Training Requirements

- Employees involved in rigging and material handling tasks must undergo specific training to ensure they have the necessary skills and knowledge. Training must include:
 - The identification and use of different rigging gear (slings, shackles, hooks, etc.).
 - Safe lifting techniques, including understanding load capacity, center of gravity, and weight distribution.
 - Emergency procedures for rigging failures, accidents, or injuries.
 - Inspection and maintenance procedures for rigging and lifting equipment.
 - Hazard identification, including overhead hazards, ground conditions, and load stability.
 - Personal Protective Equipment (PPE) requirements for rigging and lifting operations.

b. Certifications and Qualifications

- **Riggers and Lifting Supervisors** must hold a valid **Certified Rigger** or **Lifting Operations Certificate** from an accredited body (e.g., CITB, or equivalent certification).
 - **Operators of lifting equipment** (e.g., cranes, forklifts, hoists) must hold relevant and current certifications as required by regulatory bodies (e.g., **CPCS** for cranes, **IPAF** for MEWPs).
 - **Refresher Training:** Operators and riggers must attend refresher training as required by the certification body (typically every 3 years), or after any incidents involving rigging or lifting operations.
-

5. Rigging and Lifting Equipment Inspection and Maintenance

a. Inspection of Rigging Equipment

- All rigging and lifting equipment must be inspected before each use to ensure it is in safe working condition. This includes:
 - **Slings:** Check for fraying, cuts, burns, or signs of wear that could compromise the strength of the sling.
 - **Shackles, Hooks, and Other Hardware:** Inspect for cracks, deformation, or corrosion that could weaken the lifting component.
 - **Cranes, Hoists, and Other Lifting Devices:** Perform visual inspections for obvious damage, leaks, or malfunctioning components.
 - **Wire Ropes and Chains:** Inspect for fraying, broken strands, kinks, or severe wear that could affect their load-bearing capacity.
- A **Rigging and Lifting Inspection Checklist** must be completed during each pre-use inspection, and any equipment that fails the inspection must be removed from service immediately.

b. Maintenance of Rigging Equipment

- Rigging and lifting equipment must be maintained according to the manufacturer's recommendations and at intervals determined by use frequency or environmental conditions.
- Routine maintenance tasks include:
 - Lubrication of moving parts (e.g., hoists, winches).
 - Replacement of worn or damaged components (e.g., slings, shackles, lifting hooks).
 - Testing of load-bearing capacity and safety features (e.g., load limiters on cranes).
- Equipment must be maintained by qualified personnel, and a record of maintenance activities must be documented in the **Maintenance Log**.

c. Periodic Inspections

- In addition to pre-use inspections, lifting equipment must undergo periodic formal inspections based on the frequency of use and the manufacturer's guidelines (typically annually).
 - A **Qualified Inspector** must carry out the inspection and document the findings. Any equipment found to be defective must be repaired or replaced before being used.
-

6. Rigging and Lifting Operations

a. Planning and Risk Assessment

- Before any rigging or lifting operation, a detailed **Risk Assessment** and **Lift Plan** must be prepared. This should include:
 - Load weight and center of gravity.
 - The lifting method to be used and the type of lifting equipment.
 - The route for the load to travel and any potential hazards (e.g., overhead structures, power lines, ground conditions).
 - Necessary communication methods between the lifting crew and operators.
 - Emergency procedures for any potential accidents or failures.

b. Control of Lifting Operations

- **Lifting Supervisor:** A qualified lifting supervisor must oversee all lifting operations, ensuring that all procedures are followed and that no one is put at risk.
- **Signalmen:** When visibility is limited, designated signalmen must be used to direct the lifting operation.
- **Exclusion Zones:** An exclusion zone must be established around the lifting area to prevent unauthorized personnel from entering while lifting operations are in progress.

c. Safe Lifting Practices

- **Load Positioning:** Ensure the load is properly secured, balanced, and positioned before lifting. Always lift from the designated lifting points.
 - **Personnel Safety:** Personnel should remain at a safe distance from the load path. No one should be positioned beneath a suspended load.
 - **Lifting Speed:** Operate lifting equipment at a steady, controlled speed. Avoid sudden starts or stops that may destabilize the load.
-

7. Field Modifications and Use of Equipment

a. Precautions Against Unauthorized Modifications

- No modifications to rigging or lifting equipment should be made unless authorized by the manufacturer or a qualified engineer.
 - Field modifications, such as altering lifting slings, adding unapproved attachments to lifting devices, or modifying safety systems, are strictly prohibited.
 - Any equipment that has been modified without authorization must be reported and removed from service until inspected and cleared by a qualified person.
-

8. Enforcement and Compliance

Failure to comply with this policy can result in disciplinary action, including suspension from work, retraining, or termination, depending on the severity of the violation. Supervisors are responsible for ensuring that all employees involved in rigging and lifting operations adhere to safety protocols and equipment maintenance requirements.

9. Review and Update

This policy will be reviewed annually or whenever new safety regulations, equipment, or procedures become applicable. Any updates or changes will be communicated to all employees.

By following the Rigging/Material Handling Policy, Electrification Construction Services Ltd ensures that all rigging and lifting operations are carried out safely, reducing the risk of injury and damage to equipment and materials. All personnel must adhere to these guidelines to maintain a safe working environment.

Approved by:



Shane Williams
Managing Director
Date: 3rd January 2025

1. Policy Overview

The purpose of this Subcontractor Safety Management Policy is to outline the requirements and processes for managing the safety and compliance of subcontractors working on behalf of Electrification Construction Services Ltd. The goal is to ensure that all subcontractors adhere to jurisdictional safety regulations, company policies, client-specific requirements, and maintain a high standard of safety performance during the execution of their tasks.

This policy provides a framework for ensuring that subcontractor personnel are trained, informed, and properly supervised, minimizing risk and ensuring that safety standards are met on all projects.

2. Scope

This policy applies to all subcontractors, including their employees, working on projects or worksites managed by Electrification Construction Services Ltd. It includes all subcontractors involved in construction, maintenance, and other work activities related to electrification services, both on Network Rail infrastructure and other client-specific works.

3. Definitions

- **Subcontractor:** A third-party company or individual contracted by Electrification Construction Services Ltd to perform specific tasks or services.
 - **Jurisdictional Requirements:** Legal and regulatory safety requirements mandated by local, state, or national authorities that apply to work performed at the site.
 - **Client-Specific Requirements:** Safety regulations, guidelines, or practices outlined by the client, in addition to or in excess of jurisdictional safety standards, which must be followed by subcontractors.
 - **Safety Performance Evaluation:** The ongoing assessment of subcontractor performance in terms of safety compliance, hazard identification, and risk mitigation.
-

4. Managing Subcontractor Compliance with Jurisdictional and Client-Specific Requirements

a. Compliance with Jurisdictional Safety Requirements

- **Pre-Qualification:** Subcontractors must provide proof of compliance with all relevant local, state, and national safety regulations before being engaged on a project. This includes up-to-date safety certifications, licenses, and permits required by law.
- **Ongoing Compliance Monitoring:** Supervisors must ensure that subcontractors are consistently adhering to jurisdictional safety requirements by performing periodic site audits and inspections.
- **Documentation:** Subcontractors are required to submit all relevant documentation (such as work permits, safety certifications, insurance, etc.) as part of the contract initiation process and throughout the duration of the project.

b. Compliance with Company- and Client-Specific Safety Requirements

- **Safety Policies and Procedures:** Subcontractors must be made aware of and adhere to Electrification Construction Services Ltd's safety policies, as well as any specific requirements set forth by the client, which may exceed jurisdictional laws. This includes specialized safety procedures, risk assessments, and environmental protocols.
- **Contractual Obligations:** All contracts with subcontractors should include clauses that require full compliance with both jurisdictional and company/client safety requirements.
- **Site-Specific Requirements:** Subcontractors must be briefed on site-specific safety requirements, including unique hazards associated with each job (e.g., working near rail tracks, electrical hazards).

5. Roles and Responsibilities of Supervisors Managing Subcontractors

Supervisors and site managers assigned to oversee subcontractors play a critical role in ensuring safety on the worksite. Their responsibilities include:

- **Oversight of Subcontractor Safety:** Supervisors are responsible for ensuring that subcontractors follow all safety procedures and work in compliance with jurisdictional, company, and client-specific requirements.
- **Risk Assessment Participation:** Supervisors should collaborate with subcontractors to complete comprehensive risk assessments and ensure that potential hazards are identified and mitigated.
- **Training and Orientation:** Supervisors must ensure subcontractors are fully oriented to the worksite and are aware of any hazards they may encounter. Supervisors must also provide direction on the correct use of safety equipment.
- **Monitoring and Reporting:** Supervisors are responsible for continuously monitoring subcontractor performance and ensuring any safety violations or hazards are promptly addressed and reported.
- **Incident Investigation:** Supervisors must take a lead role in investigating any safety incidents involving subcontractors, documenting findings, and implementing corrective actions as necessary.

6. Subcontractor Orientation, Meetings, Training, and Qualifications

a. Subcontractor Orientation

- **Pre-Work Orientation:** All subcontractors must undergo a mandatory orientation before commencing work on any site. This orientation will cover:
 - Site-specific safety requirements and hazards.
 - Emergency procedures, including evacuation routes and emergency contacts.
 - Personal Protective Equipment (PPE) requirements.
 - Specific client safety procedures (if applicable).
 - Reporting and documentation requirements.
- **Refresher Training:** Subcontractors must attend refresher safety training sessions throughout the project to ensure ongoing awareness of safety practices.

b. Safety Meetings and Toolbox Talks

- **Daily Safety Meetings:** Prior to commencing any work, subcontractors must participate in daily safety meetings or toolbox talks to discuss potential risks and the work plan for the day. Supervisors must ensure that subcontractors contribute to the discussion and are clear on any changes or updates to the safety plan.
- **Client-Specific Safety Meetings:** Subcontractors must attend any client-specific safety meetings or briefings as required.

c. Training and Qualifications

- Subcontractors' personnel must have the appropriate qualifications and certifications to perform the work safely, including relevant safety certifications, such as:
 - **Health and Safety Awareness Training**
 - **Machine/Equipment Operation Certifications** (e.g., MEWP, forklift)
 - **First Aid Training** (if required)
 - Supervisors must verify that subcontractor personnel hold the necessary qualifications before they begin working.
-

7. Risk Assessments and Inspections

a. Risk Assessments

- Before any work begins, subcontractors must conduct a **Risk Assessment** to identify potential hazards specific to their tasks. The assessment must be reviewed by the supervising manager and updated as necessary.
- Risk assessments must cover the following:
 - Task-specific risks (e.g., working at height, electrical hazards, manual handling).
 - Environmental factors (e.g., weather, noise, lighting).
 - Site-specific conditions (e.g., proximity to railway tracks, presence of hazardous materials).

b. Ongoing Inspections

- Supervisors must conduct regular inspections of subcontractor work activities to ensure compliance with safety standards and the identified risk controls.
 - Any hazardous conditions or unsafe practices identified during these inspections must be addressed immediately to prevent accidents.
-

8. Subcontractor Incident Management, Record-Keeping, and Reporting

a. Incident Reporting and Investigation

- All incidents involving subcontractors, including near misses, must be reported immediately to the supervisor or site manager.
- A **Root Cause Analysis** must be conducted for all incidents, and corrective actions must be taken to prevent recurrence.
- Incident reports should be documented and maintained in the **Incident Log**.

b. Record-Keeping

- Supervisors must maintain records of:
 - Subcontractor safety orientations, training, and certifications.
 - Risk assessments and site inspections.
 - Safety meetings and toolbox talks.
 - Incident reports and corrective actions.
- These records must be available for review by safety auditors or regulatory bodies.

c. Reporting to Clients

- In the event of a significant incident or safety violation, the subcontractor, along with Electrification Construction Services Ltd, must notify the client immediately as per the contractual obligations.
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9. Subcontractor Safety Performance Evaluations

a. Ongoing Performance Monitoring

- Subcontractor safety performance will be monitored through regular site inspections, incident reports, and safety audits. Supervisors will provide feedback to subcontractors regarding their safety performance.
- **Key Performance Indicators (KPIs)** related to safety, such as the number of incidents, safety violations, and compliance with risk assessments, will be tracked and evaluated.

b. Performance Reviews

- Subcontractor safety performance will be reviewed periodically, with formal evaluations provided at the conclusion of each project or phase of work. These reviews will assess the subcontractor's adherence to safety policies, incident rates, and overall safety culture.
- Poor safety performance may result in corrective action, retraining, or the termination of the subcontractor's contract if necessary.

10. Enforcement and Compliance

Failure to comply with this policy may result in disciplinary action, including termination of the subcontractor's contract or legal action if warranted. Supervisors are responsible for ensuring that subcontractors adhere to all safety requirements, and corrective action will be taken promptly when safety violations are identified.

11. Review and Update

This policy will be reviewed annually, or as necessary, to incorporate changes in safety regulations or company procedures. All updates will be communicated to subcontractors and supervisors to ensure compliance with the latest safety requirements.

By following this Subcontractor Safety Management Policy, Electrification Construction Services Ltd ensures that subcontractors operate in a safe and compliant manner, reducing the risk of accidents and ensuring high standards of safety on all worksites.

Approved by:



Shane Williams
Managing Director
Date: 3rd January 2025

Electrification Construction Services Ltd Fire Safety and Building Safety Policy

1. Purpose

This policy is established to ensure that Electrification Construction Services Ltd complies with The Building Safety Act and other relevant legislation regarding fire safety and building safety. It outlines the company's approach to identifying, assessing, and managing fire risks associated with construction and maintenance activities. The policy covers preventative measures, employee and subcontractor training, and site-specific protocols for ensuring fire safety on construction sites and other work locations.

2. Scope

This policy applies to all employees, subcontractors, and any personnel involved in construction activities or other on-site work on behalf of Electrification Construction Services Ltd. It applies to work on construction sites, client facilities, and any environment where our activities may impact fire safety or structural integrity.

3. Policy Statement

Electrification Construction Services Ltd is committed to ensuring a safe and compliant working environment for all staff, subcontractors, clients, and stakeholders. This includes proactive management of fire safety risks, such as potential hazards from flammable substances (e.g., solvents) or risks of fire spread due to structural vulnerabilities. The company will take all necessary steps to minimize fire hazards, preserve building safety, and provide thorough training to all relevant personnel.

4. Responsibilities

- **Management** is responsible for implementing fire safety procedures, conducting risk assessments, providing training, and ensuring compliance with The Building Safety Act and relevant fire safety regulations.
 - **Site Supervisors** must ensure that employees and subcontractors understand and adhere to site-specific fire safety rules, emergency procedures, and reporting protocols.
 - **Employees and Subcontractors** are required to follow fire safety procedures, attend training sessions, and report any hazards or safety concerns immediately.
-

5. Fire Safety Risk Assessment and Management

5.1 Risk Assessment Process

- Prior to commencing work on any site, Electrification Construction Services Ltd will conduct a comprehensive fire risk assessment, evaluating potential hazards such as the presence of flammable materials, risk of fire spread, and access to emergency exits.
- The assessment will focus on both primary structures (e.g., load-bearing walls, beams) and secondary structures (e.g., partitions, fixings), identifying any work activities that could increase fire risk or impact structural integrity.
- All assessments will be reviewed and documented, with action plans developed to mitigate identified risks.

5.2 Hazard Management

- **Control of Flammable Substances:** All solvents, chemicals, and flammable materials will be stored, handled, and used following fire safety regulations and manufacturer guidelines. Only trained personnel will be allowed to handle these substances on site.
- **Fire Spread Prevention:** When working on buildings with higher fire risks, such as those with combustible cladding or outdated fire safety measures, additional containment methods (e.g., fire-resistant barriers) will be employed.
- **Inspection and Maintenance:** Site supervisors will conduct regular inspections to ensure that fire safety measures remain effective throughout the project duration.

6. Preventative Fire Safety Training

Electrification Construction Services Ltd ensures that all employees and subcontractors receive comprehensive fire safety training relevant to their work activities and site-specific risks. Key components of this training include:

- **General Fire Safety Awareness:** Basics of fire hazards, emergency response protocols, and preventive measures.
- **Fire Extinguisher Use and Types:** Practical training on the types of fire extinguishers available on-site and their appropriate usage.
- **Hot Work Permit:** Training for personnel conducting activities that involve heat (e.g., welding), including the permit process and safety precautions.
- **Safe Storage and Handling of Solvents and Chemicals:** Guidance on the storage, handling, and disposal of flammable substances to prevent accidental ignition.
- **Structural Impact Awareness:** Instruction on how certain construction activities may impact primary and secondary structures, with emphasis on fire safety implications.

7. Site Rules and Fire Safety Awareness

Before commencing work, Electrification Construction Services Ltd ensures that all employees and subcontractors are fully aware of site rules and emergency procedures:

- **Site Induction:** All workers receive a site-specific induction covering fire and emergency evacuation routes, assembly points, and contact information for emergency coordinators.
 - **Fire and Emergency Procedure Briefing:** Each team member is briefed on emergency signals, fire alarm locations, and their roles in an evacuation.
 - **Documentation and Compliance:** Workers are required to review and sign acknowledgment forms confirming their understanding of fire safety and emergency procedures.
-

8. Review and Compliance

Electrification Construction Services Ltd will review and update this policy periodically to ensure compliance with The Building Safety Act and other relevant regulations. Updates may also reflect changes in fire safety best practices, new risk assessments, or improvements in training techniques.

9. Non-Compliance and Disciplinary Actions

Failure to comply with this policy, including safety protocols and training requirements, may result in disciplinary action, up to and including termination of employment or termination of a subcontractor's agreement. Non-compliance will be addressed according to the company's disciplinary procedures.

10. Acknowledgment

All employees and subcontractors are required to read, understand, and comply with this Fire Safety and Building Safety Policy. By signing below, they confirm their commitment to upholding the highest standards of fire safety while working on Electrification Construction Services Ltd projects.

This policy reflects Electrification Construction Services Ltd's commitment to ensuring the safety of all personnel and minimizing fire risks on every project and site.

Approved by:



Shane Williams
Managing Director
Date: 3rd January 2025

1. Purpose

The purpose of this Chemical Safety Policy is to protect all employees, contractors, and visitors at Electrification Construction Services Ltd from potential hazards associated with the use, handling, storage, and disposal of chemicals. This policy ensures that all hazardous chemicals are managed in compliance with legal regulations and best practices to safeguard health and safety.

2. Scope

This policy applies to all employees, contractors, and visitors who may come into contact with hazardous chemicals or substances at any Electrification Construction Services Ltd workplace. It includes all locations where chemicals are used, handled, stored, or disposed of as part of the construction services we provide.

3. Policy Elements

3.1 Risk Assessments

Electrification Construction Services Ltd will conduct thorough risk assessments for each process, job, or task involving hazardous chemicals. These assessments will:

- Identify potential chemical hazards associated with each activity or process.
- Evaluate the level of risk posed by exposure to these chemicals.
- Implement control measures to eliminate or mitigate the identified risks.
- Regularly review and update the assessments, particularly when new chemicals are introduced or when there are changes in processes.

3.2 Safety Data Sheets (SDS)

- **Maintenance:** The Safety Data Sheets for all hazardous chemicals will be maintained and made readily accessible to employees in the workplace.
- **Access:** SDSs will be stored in both digital and physical formats, with copies available at all relevant workstations and stored centrally for quick access in case of emergency.
- **Review:** SDSs will be regularly reviewed and updated to ensure accuracy and completeness, especially when new chemicals are introduced or when SDSs are revised by the manufacturer or supplier.

3.3 Employee Training and Access to Information

Employees who use, handle, or are otherwise exposed to hazardous chemicals will receive:

- Training on safe handling practices, proper storage, and emergency procedures.
- Information on the chemicals they work with, including access to SDSs and guidance on PPE.
- Initial Training during onboarding and refresher training sessions annually or as needed (e.g., when new chemicals are introduced).

Training records will be maintained and reviewed to ensure all employees remain informed and compliant with current practices.

3.4 Hazard Communication Program

Electrification Construction Services Ltd will develop, implement, and maintain a hazard communication program for each process and workplace where chemicals are used, handled, or stored. This program will include:

- **Labels and Warnings:** All containers of hazardous chemicals will be labeled with clear and accurate information, including the chemical name, appropriate hazard warnings, and manufacturer information.
- **Signage:** Warning signs and emergency procedures will be posted in areas where hazardous chemicals are used or stored.
- **Communication:** Employees will be informed of the hazards in their workplace, control measures, and emergency procedures, ensuring transparent communication regarding chemical safety.

3.5 Proper Storage and Labelling of Chemicals

All chemicals will be stored in compliance with the following standards:

- **Segregation:** Incompatible chemicals will be separated according to their hazard classifications.
- **Ventilation:** Storage areas will have proper ventilation to prevent the buildup of fumes or vapours.
- **Labelling:** Each chemical container will have a label clearly indicating the contents, handling instructions, hazard symbols, and expiration date.
- **Inspection:** Regular inspections will ensure that storage conditions are maintained that labels are legible, and that any damaged or expired chemicals are safely disposed of.

3.6 Use and Care of Labels

Employees will be trained in understanding and interpreting labels, including:

- Recognizing hazard symbols and understanding the associated risks.
- Following the instructions for proper handling, PPE use, and first-aid measures in case of exposure.
- Reporting any damaged, missing, or unreadable labels to their supervisor for replacement.

4. Monitoring and Compliance

Electrification Construction Services Ltd is committed to ensuring compliance with this Chemical Safety Policy. Regular audits, inspections, and reviews will be conducted to assess the effectiveness of chemical safety measures, and corrective actions will be implemented when necessary. Employees are encouraged to report any chemical safety concerns to their supervisor or the safety officer.

5. Responsibilities

- **Supervisors:** Ensure compliance with chemical safety measures within their teams and address any safety concerns.
 - **Employees:** Follow all safety procedures, attend training, use PPE as required, and report any safety issues related to chemicals.
 - **Safety Officer:** Oversee the implementation of this policy, conduct risk assessments, maintain SDSs, organize training, and ensure compliance with regulations.
-

6. Policy Review

This Chemical Safety Policy will be reviewed annually and updated as necessary to reflect changes in legal requirements, new chemical safety standards, or operational needs.

Approved by:



Shane Williams
Managing Director
Date: 3rd January 2025

1. Purpose

The purpose of this Electrical Safety Policy is to protect all employees, contractors, and visitors at Electrification Construction Services Ltd from electrical hazards, ensuring a safe working environment. This policy establishes guidelines for safe electrical practices, including the use, maintenance, and inspection of electrical equipment, tools, and infrastructure, and promotes safety awareness to reduce the risk of incidents.

2. Scope

This policy applies to all employees, contractors, and any individuals who may encounter electrical systems, equipment, or tools at any Electrification Construction Services Ltd worksite. It includes measures to prevent electrical hazards in all areas where electrical work is performed or where employees may be exposed to electrical risks.

3. Policy Elements

3.1 Electrical Safety Requirements

All employees, contractors, and visitors are required to adhere to safe electrical practices, including but not limited to:

- **Inspection:** Inspecting electrical tools and equipment for damage before use and reporting or repairing any defects immediately.
- **Maintenance:** Ensuring that electrical equipment is maintained in accordance with manufacturer guidelines.
- **Clearance:** Maintaining safe distances from electrical equipment, ensuring that only qualified personnel enter high-voltage areas.
- **PPE:** Using appropriate Personal Protective Equipment (PPE) when working with or around electrical equipment, such as gloves, helmets, and safety boots.
- **Lockout/Tagout (LOTO):** Following proper lockout/tagout procedures to prevent accidental energization during maintenance or repair.

3.2 Training for Qualified and Unqualified Employees

Qualified Employees

Qualified employees who work directly with electrical systems will receive training in:

- Safe work practices and procedures for handling energized and de-energized circuits.
- The use of specialized tools and PPE for electrical tasks.
- Electrical hazard identification and risk assessment techniques.

Unqualified Employees

Unqualified employees—those not trained to perform electrical tasks—are often at higher risk of electrical incidents due to limited familiarity with electrical hazards. To ensure their safety, Electrification Construction Services Ltd will provide tailored training, including:

- **Electrical Hazard Awareness:** Training on basic electrical safety principles, the risks of electrical equipment, and the importance of observing warning signs and labels.
- **Emergency Response:** Instruction on what to do in case of an electrical incident, including emergency shut-off procedures and first-aid response.

- **Restricted Areas:** Information on recognizing restricted areas and understanding the limitations of unqualified personnel near high-risk zones.
- **Hands-Off Policy:** Emphasis on a hands-off policy for unqualified employees, ensuring they understand that only qualified personnel may interact with electrical systems or enter high-risk electrical zones.

Training sessions will be conducted as part of initial onboarding, with regular refresher courses scheduled to maintain safety awareness.

3.3 Use and Maintenance of Electrical Equipment

- **Routine Inspections:** All electrical tools, machinery, and equipment will be inspected regularly by qualified personnel to ensure they are in good working condition.
- **Repairs:** Only qualified personnel are permitted to repair electrical equipment. Damaged or defective equipment must be tagged and removed from service until repaired.
- **Documentation:** Inspection and maintenance records for electrical equipment will be documented and stored for compliance and review.

3.4 Hazard Communication and Warning Systems

- **Labeling:** All electrical panels, circuits, and equipment will be clearly labeled, indicating voltage levels, hazards, and safety instructions.
- **Signage:** Warning signs will be posted in areas with high electrical risk, and access will be restricted to qualified personnel only.
- **Communication:** Employees will be informed of any electrical risks present in their work areas and provided with procedures to follow in case of an emergency.

3.5 Lockout/Tagout (LOTO) Procedures

Electrification Construction Services Ltd follows strict Lockout/Tagout (LOTO) protocols to ensure that any electrical systems are safely de-energized before work is performed. LOTO procedures include:

- **Identification of Energy Sources:** All electrical energy sources must be identified and isolated before maintenance or repairs.
- **Application of Locks and Tags:** Locks and tags must be applied by qualified personnel to indicate that equipment is under maintenance.
- **Verification of De-Energization:** Before work begins, all circuits and equipment will be tested to confirm they are de-energized.

LOTO training is mandatory for all employees who may need to engage in LOTO procedures as part of their role.

4. Proper Storage and Handling of Electrical Equipment

- **Storage:** Electrical tools and equipment must be stored in a safe, dry area to prevent damage and reduce risk.
- **Cords and Plugs:** All cords and plugs should be inspected regularly to prevent fraying, damage, or exposure to water.
- **Protection from Environmental Hazards:** When working in wet or damp conditions, additional precautions must be taken to ensure equipment safety.

5. Monitoring and Compliance

Electrification Construction Services Ltd is committed to ensuring compliance with this Electrical Safety Policy. Regular audits, inspections, and reviews will be conducted to assess the effectiveness of electrical safety measures, and corrective actions will be implemented when necessary. Employees are encouraged to report any electrical safety concerns to their supervisor or the safety officer.

6. Responsibilities

- **Supervisors:** Ensure compliance with electrical safety measures within their teams and address any safety concerns.
 - **Employees:** Follow all safety procedures, attend training, use PPE as required, and report any safety issues related to electrical equipment.
 - **Safety Officer:** Oversee the implementation of this policy, conduct risk assessments, organize training, and ensure compliance with regulations.
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7. Policy Review

This Electrical Safety Policy will be reviewed annually and updated as necessary to reflect changes in legal requirements, new electrical safety standards, or operational needs.

Approved by:



Shane Williams
Managing Director
Date: 3rd January 2025

Objective: The purpose of this policy is to establish safe practices for grounding and handling electrical equipment, reducing the risk of electrical shock, injuries, or fatalities due to malfunctioning or improperly grounded equipment. This policy applies to all employees, contractors, and any personnel involved in electrical work on Electrification Construction Services Ltd. projects throughout the UK.

1. Scope of Policy

This policy covers all electrical equipment used on Electrification Construction Services Ltd. worksites. This includes portable tools, extension cords, machinery, and any other electrical devices. The policy is structured to ensure all electrical equipment is properly grounded, regularly inspected, and immediately removed from service if found defective.

2. Grounding Assurance Guidelines

- **Proper Grounding:** All electrical equipment used on-site must be grounded in compliance with the current UK Wiring Regulations (BS 7671). Grounding must prevent unintentional electrical currents from contacting workers, equipment, or surfaces.
- **Inspection of Grounding:** Prior to first use, all equipment should be inspected to confirm adequate grounding. Subsequently, grounding inspections will be carried out monthly by qualified personnel, documented, and signed off in the equipment log.
- **Bonding:** In cases where multiple conductive structures and equipment are connected, bonding shall be used to equalize electrical potential, reducing the chance of electric shock.

3. Inspection and Maintenance

- **Frequency of Inspection:**
 - **Daily:** Visual inspection of all electrical equipment and cords to detect signs of wear, loose grounding prongs, or other damages.
 - **Monthly:** Comprehensive inspection and testing of grounding mechanisms and overall equipment condition by qualified personnel.
 - **Upon Receipt of New Equipment:** Inspection of grounding and overall function prior to initial use.
- **Inspection Checklist:**
 - **Condition of cords:** No fraying, cracks, or visible damage.
 - **Grounding prong:** Present and securely attached.
 - **Equipment housing:** No structural damage or rust.
 - **Grounding continuity test:** Verify grounding using a continuity tester or similar equipment.
- **Defective Equipment Disposition:**

- Items failing inspection must be tagged as “Out of Service” and immediately removed from the worksite.
- Defective equipment shall be repaired by a certified technician or replaced if repairs cannot meet jurisdictional safety standards.
- Documentation of repairs or replacements must be updated in the equipment maintenance log.

4. Restrictions on Equipment Use

- **Jurisdictional Compliance:** Only equipment meeting UK jurisdictional safety and grounding requirements, including CE markings, shall be permitted on the worksite. Equipment not meeting these standards is prohibited from use.
- **Uncertified Equipment:** If equipment does not meet the British Standard or fails grounding tests, it is prohibited from use on any Electrification Construction Services Ltd. project.

5. Training and Awareness

- All employees working with electrical equipment will undergo grounding and electrical safety training before starting work.
- Refresher training shall be conducted annually to reinforce best practices and ensure awareness of grounding assurance policy updates.

6. Responsibilities

- **Management:** Responsible for implementing this policy, ensuring compliance with regulatory requirements, and maintaining up-to-date records of all equipment and inspection logs.
- **Employees:** Responsible for performing daily inspections and immediately reporting defective equipment.
- **Qualified Electrical Personnel:** Authorized to conduct monthly inspections, perform grounding continuity tests, and assess repairs or replacements.

Policy Review: This policy will be reviewed annually or upon any updates to UK Wiring Regulations or health and safety guidelines.

Approved by:



Shane Williams
Managing Director
Date: 3rd January 2025

1. Introduction

Electrification Construction Services Ltd (ECS) is committed to fostering a culture of community engagement and social responsibility. We recognise the value of volunteering in building stronger communities and enhancing personal development. This policy outlines our approach to encouraging and supporting employees in volunteering activities, both within the local community and beyond.

2. Objectives

- To promote active participation in volunteering opportunities by employees.
 - To support local community projects through sponsorship and employee engagement.
 - To enhance the well-being, skills, and teamwork of our employees through meaningful volunteer experiences.
 - To contribute positively to the communities where we live and work.
-

3. Scope

This policy applies to all employees of Electrification Construction Services Ltd, regardless of their role or length of service.

4. Company Support for Volunteering

4.1. Sponsorship of Local Community Projects

The Company will sponsor and partner with voluntary projects that align with its values and goals, such as:

- Community infrastructure development.
- Educational programs related to construction, safety, or electrification.
- Environmental sustainability initiatives.

Employees will have the opportunity to contribute to these sponsored projects through organized volunteering events and activities.

4.2. Personal Volunteering Opportunities

Employees are encouraged to pursue individual volunteering interests, including projects outside of the Company's sponsored initiatives. The Company will:

- Allow up to 4 days of paid volunteering leave per year for employees to engage in community service activities.

- Provide flexibility in work schedules, where feasible, to accommodate volunteering commitments.
 - Offer matching contributions or small grants for employees undertaking fundraising activities for charitable causes.
-

5. Benefits of Volunteering

5.1. Benefits to the Community

- Strengthens local communities by addressing pressing needs.
- Builds infrastructure, resources, and opportunities for underserved populations.
- Enhances partnerships between businesses and local organizations.

5.2. Benefits to Employees

- Promotes personal fulfilment through giving back to society.
- Enhances skills such as teamwork, leadership, and problem-solving.
- Builds connections and strengthens relationships among colleagues.
- Boosts morale, engagement, and sense of purpose in the workplace.

5.3. Benefits to the Company

- Strengthens the Company's reputation as a socially responsible organization.
 - Improves employee satisfaction and retention.
 - Creates opportunities for team building and skill development.
-

6. Volunteering Guidelines

6.1. Eligibility

All employees are eligible to participate in volunteering activities supported by the Company. Volunteering leave must be requested in advance and approved by the employee's manager.

6.2. Conduct and Representation

Employees volunteering on behalf of the Company must adhere to its Code of Conduct and represent the Company in a positive manner.

6.3. Reporting and Feedback

Employees are encouraged to share their volunteering experiences and outcomes with the Company. This feedback will help shape future initiatives and measure the impact of our efforts.

7. Monitoring and Review

The Company will review this policy annually to ensure it meets the evolving needs of our employees and the community. We will evaluate the impact of our volunteering activities to ensure they align with our mission and deliver meaningful benefits.

8. Conclusion

Electrification Construction Services Ltd is proud to support and encourage volunteering as a vital part of our corporate and social responsibility. Together, we can make a tangible difference in the lives of others while fostering personal growth and community spirit among our employees.

Approved by:



Shane Williams
Managing Director

Date: 3rd January 2025

1. Purpose

Electrification Construction Services Ltd (the "Company") is committed to being a fair and responsible employer. This Living Wages Policy outlines our dedication to ensuring that all employees and contractors are paid at least a living wage, in line with the United Kingdom's guidelines. By implementing this policy, we aim to promote economic security and well-being among our workforce and contribute to reducing wage inequality.

2. Definition of Living Wage

The Living Wage is defined as the hourly wage rate calculated independently by the Living Wage Foundation. It is based on the real cost of living in the UK and is updated annually. As of the latest update, the rates are:

- UK Living Wage: £12.60 per hour.
- London Living Wage (for employees working in London): £13.85 per hour.

These rates are set by the Living Wage Foundation and are based on the actual cost of living, making them distinct from the government's **National Living Wage**.

3. Policy Statement

The Company commits to:

- Paying all employees at least the applicable Living Wage for their location, whether in London or other parts of the UK.
 - Ensuring that contracted and subcontracted workers providing regular on-site services are also paid the Living Wage.
-

4. Scope

This policy applies to:

- All permanent and temporary employees of the Company.
 - Apprentices and interns, who will receive fair compensation in line with this policy and their development programs.
 - Regular on-site contractors, such as cleaning, catering, and security staff, employed through third-party service providers.
-

5. Implementation

5.1. Direct Employees

All direct employees of Electrification Construction Services Ltd will receive wages at or above the Living Wage.

5.2. Contractors and Third-Party Service Providers

The Company will include Living Wage requirements in contracts with service providers and ensure compliance through regular audits and monitoring.

5.3. Wage Reviews

The Company will review wages annually to ensure alignment with the updated Living Wage rates set by the Living Wage Foundation.

6. Exceptions

This policy recognises that some exceptions may apply:

- Workers under the age of 18, who are not covered by the Living Wage Foundation rates, will receive fair and competitive compensation in line with industry standards.
 - Short-term or one-off contractors may not be subject to this policy but will be compensated at least at the statutory minimum wage rates.
-

7. Benefits of the Living Wage Policy

7.1. For Employees

- Provides financial stability and improved quality of life.
- Enhances employee motivation and retention.

7.2. For the Company

- Promotes a positive reputation as a responsible employer.
- Improves workforce productivity and engagement.
- Reduces absenteeism and turnover costs.

7.3. For Society

- Supports local economies by increasing purchasing power.
 - Contributes to reducing poverty and social inequality.
-

8. Responsibilities

- The HR Department will oversee the implementation and monitoring of this policy.
 - Managers will ensure compliance within their teams and liaise with contractors to uphold the policy standards.
 - The Finance Team will incorporate Living Wage rates into annual budget planning.
-

9. Monitoring and Reporting

The Company will conduct periodic reviews of wages to ensure compliance with this policy and the latest Living Wage guidelines. Reports on implementation progress may be shared with stakeholders to maintain transparency and accountability.

10. Review

This policy will be reviewed annually or as needed to ensure alignment with updated Living Wage Foundation guidelines and Company values.

11. Conclusion

Electrification Construction Services Ltd is committed to upholding the principles of fair pay and equality by ensuring that all employees and contractors receive a living wage. By doing so, we affirm our dedication to ethical practices and our role as a leader in responsible employment.

Approved by:



Shane Williams

Managing Director

Date: 3rd January 2025

1. Purpose and Scope

This policy outlines the procedures and responsibilities for the reporting, recording, and investigation of accidents, incidents, and near misses within Electrification Construction Services Ltd. It ensures compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) and promotes a safe working environment.

2. Definitions

- **Accident:** An unplanned event that results in injury, ill health, or damage to property.
 - **Incident:** An unplanned event that does not result in injury but could have done so under different circumstances.
 - **Near Miss:** An event that had the potential to cause harm but did not.
-

3. Reporting Responsibilities

3.1 General Reporting Requirements

- All employees, contractors, and visitors must report any accident, incident, or near miss to their line manager or supervisor as soon as possible.
- A written report must be completed using the company's *Incident Reporting Form* within 24 hours of the event.

3.2 RIDDOR Reporting

Under RIDDOR, certain types of incidents must be reported to the Health and Safety Executive (HSE). These include:

- **Work-related fatalities.**
- **Specified injuries to workers**, such as fractures, amputations, and serious burns.
- **Occupational diseases**, including carpal tunnel syndrome and work-related stress.
- **Dangerous occurrences**, such as the collapse of scaffolding or electrical overload causing fire.

The Health and Safety Manager is responsible for ensuring that all RIDDOR-reportable incidents are reported to the HSE within the required timeframe:

- **Online reporting:** Preferred method for most incidents.
- **Telephone reporting:** For fatalities and major incidents, available during normal office hours.

Failure to comply with RIDDOR can result in significant penalties for both the company and individuals.

4. Investigation Procedures

4.1 Initial Response

- Secure the area to prevent further harm.
- Provide first aid or medical attention as necessary.
- Gather initial information, including photographs and witness accounts.

4.2 Investigation Levels

- **Minor incidents and near misses:** Investigated by the line manager or supervisor.
- **Serious incidents or RIDDOR-reportable events:** Investigated by the Health and Safety Manager with assistance from relevant personnel.

4.3 Investigation Process

1. **Data Collection:** Gather evidence, including statements, CCTV footage, and maintenance records.
 2. **Root Cause Analysis:** Identify the underlying causes of the incident.
 3. **Recommendations:** Develop measures to prevent recurrence.
 4. **Report Preparation:** Document findings in an *Incident Investigation Report*.
-

5. Communication and Training

- The policy will be communicated to all employees during induction and refresher training sessions.
 - Updates to the policy will be disseminated promptly.
-

6. Monitoring and Review

- Accident, incident, and near-miss trends will be reviewed quarterly by the Health and Safety Committee.
 - This policy will be reviewed annually or following any significant incident.
-

7. Compliance and Disciplinary Actions

Failure to report an accident, incident, or near miss may result in disciplinary action. Non-compliance with RIDDOR may result in legal action against the company or individuals.

This policy is effective as of January 2024 and supersedes all previous versions.

Approved by:



Shane Williams

Managing Director

Date: 3rd January 2025

1. Purpose

This policy outlines Electrification Construction Services Ltd.'s commitment to managing asbestos risks to ensure the health and safety of employees, contractors, clients, and the public. It sets forth procedures for identifying, assessing, and controlling asbestos hazards in compliance with the Control of Asbestos Regulations 2012 and other applicable laws in the United Kingdom.

2. Scope

This policy applies to all Electrification Construction Services Ltd operations, including:

- Construction, maintenance, and refurbishment projects.
 - Work on or near premises that may contain asbestos.
 - All employees, contractors, and third-party workers engaged by the company.
-

3. Policy Statement

Electrification Construction Services Ltd is committed to:

- Preventing exposure to asbestos fibres wherever reasonably practicable.
 - Ensuring compliance with all legal and regulatory requirements.
 - Promoting awareness and understanding of asbestos hazards among employees and contractors.
 - Regularly reviewing and improving asbestos management practices.
-

4. Responsibilities

4.1 Management Responsibilities:

- Ensure the development, implementation, and regular review of this policy.
- Provide appropriate resources, including training, to manage asbestos risks effectively.
- Appoint competent personnel to oversee asbestos-related activities.
- Maintain an asbestos register and ensure its accessibility to relevant personnel.

4.2 Employee Responsibilities:

- Follow all asbestos management procedures and safety instructions.
- Immediately report suspected asbestos-containing materials (ACMs) to a supervisor.
- Participate in training and awareness programmes.

4.3 Contractor Responsibilities:

- Provide evidence of asbestos awareness training for relevant personnel.

- Comply with all applicable asbestos regulations and company procedures.
 - Notify Electrification Construction Services Ltd of any suspected ACMs encountered during work.
-

5. Identification and Assessment

- Conduct asbestos surveys for all properties or sites before commencing work, as required by the Control of Asbestos Regulations 2012.
 - Maintain an up-to-date asbestos register for all sites and share relevant information with employees and contractors.
 - Engage competent, accredited surveyors to carry out asbestos inspections.
-

6. Control Measures

- Avoid work involving ACMs unless strictly necessary.
 - Use licensed asbestos removal contractors for high-risk work.
 - Implement control measures such as enclosures, negative pressure units, and personal protective equipment (PPE) where exposure is unavoidable.
 - Monitor air quality during and after asbestos-related activities to ensure compliance with exposure limits.
-

7. Training and Awareness

- Provide asbestos awareness training to all employees whose work may involve exposure to ACMs.
 - Ensure training includes:
 - Health risks associated with asbestos.
 - Recognition of ACMs.
 - Safe work practices and emergency procedures.
-

8. Emergency Procedures

- Cease all work immediately if suspected ACMs are disturbed.
 - Isolate the affected area and restrict access.
 - Notify the appointed asbestos coordinator or supervisor.
 - Arrange for testing and, if necessary, safe removal by licensed professionals.
-

9. Monitoring and Review

- Conduct regular audits of asbestos management practices and update the policy as needed.

- Review the asbestos register and risk assessments annually or following significant changes to premises or work activities.
 - Consult employees and contractors on the effectiveness of asbestos control measures.
-

10. Compliance and Enforcement

Non-compliance with this policy may result in disciplinary action, contract termination, or other measures deemed appropriate. All incidents of non-compliance must be reported to senior management and addressed promptly.

11. Policy Review

This policy will be reviewed annually or more frequently if required by changes in legislation or company operations. The Managing Director is responsible for ensuring the review and approval of this policy.

Approved by:



Shane Williams
Managing Director

Date: 3rd January 2025

1. Purpose

Electrification Construction Services Ltd is committed to preventing hidden labour exploitation in all aspects of its business operations and supply chain. This policy outlines our approach to identifying, mitigating, and eliminating risks associated with forced labour, human trafficking, and other forms of labour exploitation.

2. Scope

This policy applies to all employees, subcontractors, suppliers, and business partners of Electrification Construction Services Ltd. It sets clear expectations for ethical labour practices and compliance with all relevant legislation, including the Modern Slavery Act 2015.

3. Definitions

Hidden labour exploitation includes, but is not limited to:

- Forced labour, where individuals work under threat or coercion.
- Human trafficking for the purpose of labour exploitation.
- Debt bondage, where workers are forced to work to pay off debts.
- Deceptive recruitment practices, such as withholding wages or confiscating personal documents.

4. Commitments

Electrification Construction Services Ltd is committed to:

- Ensuring fair recruitment and employment practices.
- Conducting due diligence on all suppliers and subcontractors.
- Providing training to employees and management on recognising and preventing hidden labour exploitation.
- Encouraging the reporting of any concerns related to labour exploitation.

5. Responsibilities

- **Senior Management:** Ensure this policy is implemented and reviewed regularly.
- **Employees:** Adhere to ethical employment practices and report any concerns.
- **Suppliers and Contractors:** Comply with our labour standards and provide transparency in their employment practices.

6. Prevention Measures

- Conduct regular audits and risk assessments of our workforce and supply chain.
- Maintain open communication channels for workers to report concerns without fear of retaliation.
- Ensure recruitment agencies adhere to ethical standards and are licensed.
- Prohibit the retention of identity documents or illegal deductions from wages.

7. Reporting and Whistleblowing

Any concerns regarding hidden labour exploitation should be reported through our confidential whistleblowing mechanism. Reports will be taken seriously and investigated promptly.

8. Compliance and Monitoring

Electrification Construction Services Ltd will:

- Monitor compliance with this policy through regular audits.
- Take disciplinary action against any breaches, including terminating contracts where necessary.
- Work with relevant authorities and organisations to combat labour exploitation.

9. Review

This policy will be reviewed annually and updated as necessary to reflect legislative changes and best practices.

Approved by:



Shane Williams

Managing Director

Date: 3rd January 2025

1. Purpose

ECS Ltd is committed to ensuring that climate control systems are managed effectively to maintain operational efficiency, regulatory compliance, and a safe working environment. This policy outlines the company's approach to climate control in accordance with the latest ISO requirements.

2. Scope

This policy applies to all ECS Ltd facilities, including offices, warehouses, production areas, and any other company-controlled environments. It covers heating, ventilation, air conditioning (HVAC) systems, temperature regulation, humidity control, and air quality management.

3. Policy Statement

ECS Ltd recognises the importance of climate control in maintaining product quality, employee well-being, and operational effectiveness. The company is committed to:

- Ensuring compliance with the latest ISO climate control requirements.
- Maintaining optimal temperature and humidity levels for operational efficiency.
- Implementing energy-efficient climate control solutions.
- Monitoring and assessing climate control systems regularly to mitigate risks.

4. Responsibilities

- **Management:** Ensure climate control policies align with ISO standards and are integrated into operational processes.
- **Facilities and Maintenance Teams:** Conduct routine maintenance, inspections, and necessary repairs of climate control systems.
- **Health & Safety Officers:** Monitor air quality and ensure climate control does not negatively impact employees' health and safety.
- **Employees:** Report any climate control issues that may affect operations, comfort, or safety.

5. Compliance with ISO Standards

ECS Ltd shall:

- Conduct regular assessments to identify risks related to climate control.
- Implement necessary adjustments to maintain compliance with evolving ISO regulations.
- Keep records of climate control inspections, maintenance, and corrective actions.
- Ensure energy-efficient practices to align with environmental and sustainability goals.

6. Monitoring and Review

This policy will be reviewed annually or as required to ensure continued compliance with ISO requirements and industry best practices. Any changes in regulatory requirements or company operations will be reflected in policy updates.

7. Continuous Improvement

ECS Ltd is committed to continuous improvement in climate control management. Feedback from employees and external audits will be used to refine processes and enhance climate control measures.

Approved by:

Shane Williams



Managing Director

26/02/2025