

## **2D Building Contractors Ltd**

### **Health and Safety at Work**

#### **Policy Statement**

##### **1. Introduction**

- 1.1 This Statement sets out the policy of 2D Building Contractors Ltd (The Company) in respect of any employee, self-employed person and contractor under our control whose health and safety may be affected by our work activities. Its intention is to assist in protecting all our personnel whilst at work and to assist the Company in fulfilling its legal and moral obligations.
- 1.2 In addition to the groups of persons mentioned above, this Policy is also intended to assist in ensuring that all Clients and other persons who may come into contact with this Company or its premises or its activities (whether or not work-related) are not adversely affected with regard to their health and safety.
- 1.3 Provided that persons referred to in 1.1 above adhere to the provisions and precautions contained within this policy, they will normally be able to work safely and without undue risk to their health. They will also be considered to have demonstrated compliance with their conditions of employment or contract insofar as they refer to health and safety at work.
- 1.4 All persons referred to in 1.1 above are to be made aware of the contents of this Policy and become familiar with the conditions and precautions laid down. A copy of the Policy will be available at each place of work or at head office. Personal copies of the Policy may be obtained on request from Head Office.

##### **2. Definitions**

- 2.1 In this Policy, the expression 'at work' means whenever and wherever work takes place and may include travel for work (for instance travel between premises, sites, to and from meetings etc.).
- 2.2 The term 'legal obligations' refers to the statutory duties laid down principally in The Health & Safety at Work etc. Act 1974, but also in supporting legislation brought under the Act from time to time.

##### **3. Policy**

- 3.1 The Company will take all reasonable measures to ensure that those persons referred to in 1.1 above are made aware of the contents of this Policy, the possible effects upon their personal health & safety and the possible consequences in the event of any breach of this Policy.
- 3.2 The Company recognises its obligations under Section 2(1) of The Health and Safety at Work etc. Act 1974 and the various duties and obligations under The Management of Health and Safety at Work Regulations 1999 and associated legislation and will take all reasonable measures to prevent, so far as is reasonably practicable, any breach of duty placed upon the Company by legislation and/or this Policy
- 3.3 All employees of the Company will at all times exercise diligence in ensuring that this policy is adhered to. Responsibilities of individuals are determined by their grade of employment as detailed elsewhere in this Policy.

- 3.4 The Company will undertake, so far as is reasonably practicable, the following:-
- a). The provision and maintenance of plant and systems of work that are safe and without risks to health.
  - b). Arrangements for ensuring safety and absence of risks to health in connection with the supply, use, handling, storage and transporting of articles and substances.
  - c). The maintenance of premises and places of work which are safe and without risks to health, and safe access to and egress from such places.
  - d). The provision and maintenance of a working environment for employees without risks to health and adequate as regards facilities and arrangements for their welfare at work.
  - e). The specific provision of welfare facilities to a standard no less than that set down in Regulations 20 - 25 of the Workplace (Health, Safety & Welfare) Regulations 1992 or, where relevant, The Construction (Design & Management) Regulations 2015.
  - f). The provision of such information, instruction, training and supervision as is necessary to ensure the health and safety at work of employees.
  - g). Adequate arrangements to ensure that employees or their representatives are given every facility for consulting with management in promoting and developing measures to ensure the health and safety at work of all employees.
  - h). Systems and procedures which will ensure that all operations and activities are executed at all times in such a manner that persons not in our employment who may be affected by such operations are not exposed to risks to their health and safety.

#### **4. Supporting Documentation**

4.1 Additional information has been prepared in order to assist in adhering to this Policy. Reference should therefore be made to the following groups of documents:-

- a). Documents Directly Associated With This Policy  
These comprise the allocation of health and safety responsibilities within the Company and the general arrangements for implementing the policy.
- b). Safe Systems of Work  
These comprise the rules and conditions for carrying out specified activities.
- c). Health and Safety Information  
Information about matters such as noise at work, manual handling techniques, risk assessment, first aid procedures etc.
- d). Other Policies  
In addition to this general policy on health and safety, the Company has prepared the following policies relating to specific health and safety related topics:
  - i i). Violence at Work
  - ii). Equal Opportunities
  - iii). Alcohol & Drugs

- iv). Environmental Management
- v). Worksafe (Refusal to Work)
- vi). Anti-Slavery & Human Trafficking

e) Forms and Miscellaneous Items.

Standard forms are used for various aspects of health and safety management. These include such items as risk assessments (both generic and specific), display screen equipment checklists, safety audit checklists, employee handbooks etc.

**5. Policy Review**

5.1 This Policy and its associated documentation will be reviewed after changes in legislation, changes in the structure of the Company, in the light of additional knowledge or information becoming available, and in any event annually.

5.2 When, due to the conditions described in 5.1 above, any part of the company policy and procedures manual requires alteration or modification, it shall be deemed to be sufficient and in compliance with this policy if such alterations or modifications are made to the master printed copy held at head office, and those changes are notified by a convenient and effective method, to all employees in possession of printed or electronic copies of the manual.

**6. Responsibility for Policy Implementation**

6.1 The overall responsibility for the implementation of this policy is vested in the undersigned, assisted as necessary by South Wales Safety Consultancy Limited, who will provide support and advice on strategy and day to day health and safety related matters, according to the contractual arrangements in place between this organisation and the consultancy.

6.2 Responsibilities for different management grades and individuals are detailed in accompanying documentation.

If any staff member has any thing they would like added or amended please send details to [info@2dcontractors.co.uk](mailto:info@2dcontractors.co.uk).

Signed.....

Date.....

On behalf of 2D Building Contractors Ltd

Name.....

**Please note:**

The original of this document, signed, dated and subject to regular review is held at our main office. This is an electronic copy (or printed electronic copy) and as such does not require to be signed and dated

## **2D Building Contractors Ltd**

### **Control of Violence at Work Policy Statement**

#### **1. Introduction**

- 1.1 This Statement sets out the policy of 2D Building Contractors Ltd (The Company) in respect of any employee, self-employed person and contractors under our control whose health and safety may be affected by violence in the workplace. Its intention is to assist in protecting all our personnel whilst at work and to assist the Company in fulfilling its legal and moral obligations.
- 1.2 Provided that persons referred to in 1.1 above adhere to the provisions and precautions contained within this policy and its supporting documentation, they will normally be able to work safely and without undue risk to their health and safety. They will also be considered to have demonstrated compliance with their conditions of employment or contract (written or implied) insofar as they refer to violence at work.
- 1.3 All persons referred to in 1.1 above are to be made aware of the contents of this Policy and its supporting documentation and must become familiar with the conditions and precautions laid down. A copy of the Policy will be available at each place of work. Personal copies of the Policy may be obtained on request from Section Managers.

#### **2. Definitions**

- 2.1 In this Policy, the expression 'at work' means whenever and wherever work takes place and may include travel for work (for instance travel between premises, sites, to and from meetings etc.). Travel from home to work and from work to home is not included in this definition.
- 2.2 The term 'legal obligations' refers to the statutory duties laid down principally in The Health & Safety at Work etc. Act 1974, but also in supporting legislation brought under the Act from time to time.
- 2.3 The HSE leaflet 'Violence to Staff' defines violence at work as 'any incident in which an employee is abused, threatened or assaulted in circumstances arising out of the course of his or her employment'.
- 2.4 Violence need not be only of the physical kind. Our definition of violence includes serious or persistent threats and verbal abuse. Injuries received as a result of suffering violence at work may also be more than physical; it may lead to emotional shock, stress, depression and other psychological difficulties.

#### **3. Policy**

- 3.1 The Company will take all reasonable measures to ensure that those persons referred to in 1.1 above are made aware of the contents of this Policy, the possible effects upon their personal health & safety and their continued employment by the Company in the event of any breach of this Policy.
- 3.2 The Company recognises its obligations under all relevant sections of The Health and Safety at Work etc. Act 1974 and the various duties and obligations under The Management of Health and Safety at Work Regulations 1999 and associated legislation and will take all reasonable measures to prevent, so far as is reasonably practicable, any breach of duty placed upon the Company by legislation and/or this Policy. All persons to whom

this Policy applies must understand that violence and harassment, in all its forms, will not be tolerated.

- 3.3 All employees of the Company will at all times exercise diligence in ensuring that this policy is adhered to. Responsibilities of individuals are determined by their grade of employment as detailed elsewhere in this Policy.
- 3.4 To assist in ensuring that employees understand what constitutes violence at work and the risks connected with it, this policy shall be made available at our Head Office. We will also provide any training we deem necessary to raise awareness to a sufficient level.
- 3.5 Should any employee believe that, in pursuance of their normal duties whilst at work, they have suffered or have reason to believe that they may suffer, violence at work, they may approach their Employer, who will at all times confidentially treat any information provided and take such measures and instigate such procedures as are deemed necessary to ensure that the matter is resolved with the minimum of distress to the person concerned and any others who may be affected. Notwithstanding this, it must be understood that deliberately false accusations will result in disciplinary action being taken against the accuser.
- 3.6 It is the policy of the Company that all incidents of violence at work will be investigated and the results of those investigations recorded. The purpose of the investigation will be to determine the circumstances which lead to the incidence of violence and what measures may be taken to prevent a recurrence of the incident.
- 3.7 Victims of workplace violence will be offered support and assistance by the Company in order to minimise the effects of the violence. The Directors will determine what support is necessary, after taking account of professional advice where appropriate.

#### **4. Supporting Documentation**

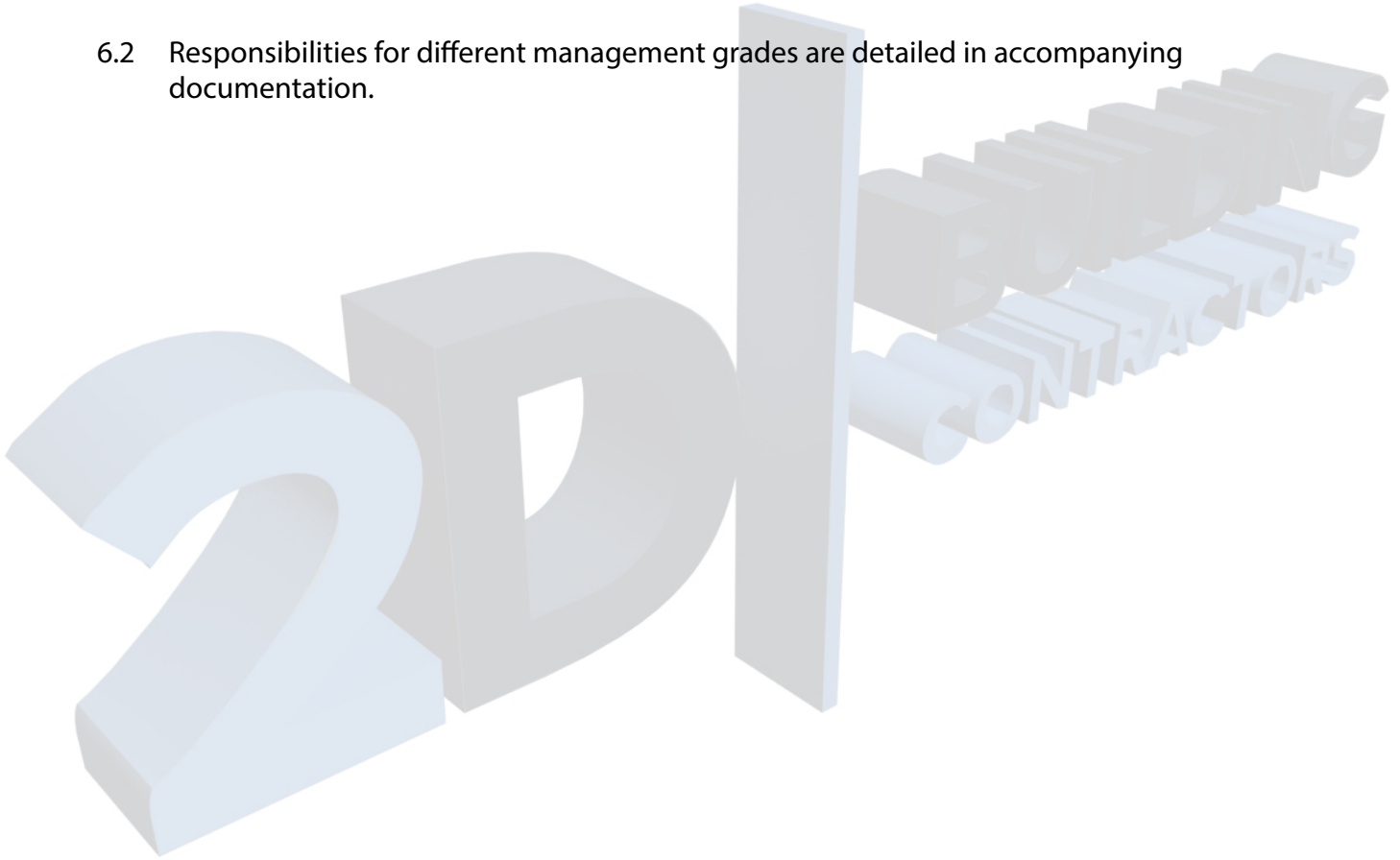
- 4.1 Additional information has been prepared in order to assist in adhering to this Policy. Reference should therefore be made to the following groups of documents:-
  - a). Documents Directly Associated With This Policy  
This document should be read in conjunction with the general policy statement for health and safety.
  - b). Health and Safety Information  
Information about violence at work and guidance on how to avoid or minimise risks to individuals from violence.
  - c). Forms and Miscellaneous Items  
Standard forms are used for various aspects of health and safety management, including the management of violence at work. These include such items as risk assessments (both generic and specific) and report forms.

#### **5. Policy Review**

- 5.1 This Policy and its associated documentation will be reviewed after changes in legislation, changes in the structure of the Company and in the light of additional knowledge or information becoming available.

## **6. Responsibility for Policy Implementation**

- 6.1 The overall responsibility for the implementation of this policy is vested in the Directors of 2D Building Contractors Ltd They will be assisted as necessary by South Wales Safety Consultancy Limited, who will provide support and advice on strategy and day to day health and safety related matters. According to the contractual arrangements in place between this organisation and the consultancy.
- 6.2 Responsibilities for different management grades are detailed in accompanying documentation.



## **2D Building Contractors Ltd**

### **Equal Opportunities Policy**

#### **1. Introduction**

- 1.1 This Statement sets out the policy of 2D Building Contractors Ltd (The Company) in respect of any employee, self-employed person and contractor under our control, as it relates to equal opportunities.
- 1.2 Provided that persons referred to in 1.1 above adhere to the provisions contained within this policy, they will normally be considered to have demonstrated compliance with their conditions of employment or contract insofar as they refer to equal opportunities.
- 1.3 All persons referred to in 1.1 above are to be made aware of the contents of this Policy and become familiar with the conditions laid down therein.
- 1.4 A copy of this policy statement will be held in the reception area of our offices and be made freely available for inspection by any person having reason to examine it.

#### **2. Policy**

- 2.1 The Company wholeheartedly supports the principle of equal opportunities and opposes all forms of unlawful or unfair discrimination on the grounds of:-
  - colour,
  - race,
  - nationality,
  - ethnic or national origin,
  - sex & sexual orientation (including gender reassignment),
  - being married or in a civil partnership,
  - disability,
  - age,
  - pregnancy and/or maternity,
  - religion.
- 2.2 We believe that it is in the Company's best interests, and those of all who work in it, to ensure that the human resources, talents and skills available throughout the community are considered when employment opportunities arise. To this end, and within the framework of the law, we are committed wherever practicable to achieving and maintaining a workforce which broadly reflects the local community in which we operate.
- 2.3 Every possible step will be taken to ensure that individuals are treated equally and fairly and that decisions on recruitment, selection, training, promotion and career management are based solely on objective and job related criteria.
- 2.4 In addition to our responsibilities as employers, the Company policy stated herein will also apply to all other aspects of our operations, particularly with regard to our treatment of, and level of services offered to, clients and customers, whether they be individuals, groups or corporate bodies. Anyone having dealings with 2D Building Contractors Ltd will thus be able to rely on consistent and equal treatment.

### **3. Statutory Provisions**

3.1 In implementing this policy the company will consider the requirements of the current edition of the following legislation :-

- \* Gender Recognition Act
- \* Employment Equality (Sexual Orientation) Regulations
- \* Employment Equality (Sexual Orientation)(Religion or Belief )(Amendment) Regulations
- \* Employment Equality (Age) Regulations
- \* Part Time Workers (Prevention of Less Favourable Treatment) Regulations
- \* Fixed-Term Workers (Prevention of Less Favourable Treatment) Regulations
- \* Work and Families Act
- \* Employment Act
- \* Equality Act
- \* Employment Relations Act
- \* Human Rights Act
- \* Civil Partnership Act

### **4. Implementing the Policy**

In order to put this policy of equal opportunities into practice in the day-to-day operation of the Company, we will as appropriate:-

- 4.1 Set explicit, measurable and achievable objectives and targets.
- 4.2 Provide training and guidance for key decision makers such as managers and supervisory staff and those involved in personnel and management practices.
- 4.3 Monitor the existing workforce in respect of the application and effects of the policy.
- 4.4 Examine and review existing procedures for recruitment, selection, promotion and training.
- 4.5 Develop mechanisms for resolving grievances about unfair discrimination and harassment.
- 4.6 Identify any scope for using lawful positive action training and encouragement and then put the necessary arrangements in hand.
- 4.7 Review this policy on a regular basis.
- 4.8 Should any employee suffer any problems or difficulties in respect of equal opportunities in their employment, or should they have reason to believe that a colleague may be experiencing such difficulties, they may approach the signatory of our Health & Safety Policy, who will at all times treat any information provided in complete confidence and take such measures as are deemed necessary to ensure that the matter may be resolved with the minimum of distress to the person concerned and any others who may be affected.

The Directors will be responsible for the implementation of our Equal Opportunities Policy.



## **2D Building Contractors Ltd**

### **Alcohol and Drugs Policy Statement**

#### **1. Introduction**

- 1.1 This Statement sets out the policy of 2D Building Contractors Ltd (The Company) in respect of any employee, self-employed person and contractor under our control whose proper performance of their duties is or may be impaired or otherwise affected as a result of the consumption of alcohol and/or illegal substances.
- 1.2 Provided that persons referred to in 1.1 above adhere to the provisions contained within this policy, they will normally be considered to have demonstrated compliance with the conditions of employment or contract insofar as they refer to the use of alcohol and drugs.
- 1.3 All persons referred to in 1.1 above are to be made aware of the contents of this Policy and become familiar with the conditions laid down.

#### **2. Policy**

- 2.1 The Company will take all reasonable measures to ensure that those persons referred to in 1.1 above are made aware of the contents of this Policy and the possible consequences of any breach of this Policy.
- 2.2 The Company will take all reasonable measures to prevent, so far as is reasonably practicable, any breach of duty placed on any person by this Policy.
- 2.3 Employees of the Company will at all times exercise diligence in monitoring their colleagues and others who from time to time may be under the control of the Company and noting any evidence of alcohol and/or drug abuse.
- 2.4 Should any employee suffer any problems or difficulties in respect of the misuse of drugs and/or alcohol, or should they have reason to believe that a colleague may be experiencing such difficulties, they may approach a Manager, who will at all times treat any information provided with complete confidence and take such measures as are deemed necessary to ensure that the matter may be resolved with the minimum of distress to the person concerned and any others who may be affected.

#### **3. Conditions**

- 3.1 It is a condition of employment by the Company that no person referred to in 1.1 above shall:-
  - i). Report, or endeavour to report, for duty whilst under the influence of alcohol or drugs.
  - ii). Report, or endeavour to report, whilst in an unfit state due to the previous consumption of alcohol or drugs.
  - iii). Be in possession of alcohol or non-prescribed drugs during working hours.
  - iv). Consume alcohol or non-prescribed drugs during working hours.
- 3.2 The Company will not accept any deviation from the above conditions.

3.3 Failure to maintain the standards set out by this Policy may be considered as gross misconduct; appropriate action will therefore be taken in all cases.

#### **4. Compliance**

4.1 In order to comply with this Policy and to maintain the stated and accepted standards of the Company, those persons referred to in 1.1 above should, at all times avoid :-

- i). Consuming alcohol or non-prescribed drugs in the eight hours immediately preceding attendance at work.
- ii). Consuming alcohol or non-prescribed drugs during meal or other break times.
- iii). Consuming alcohol or non-prescribed drugs during working hours.
- iv). Consuming alcohol or non-prescribed drugs whilst not in work but on call.
- v). Consuming alcohol or non-prescribed drugs at any time, if it could result in their performance or behaviour at work being affected or impaired at a future date.

In addition, those persons to which this Policy applies must ensure that a manager is made aware of any prescribed medication being taken which may in any way affect their performance at work and the nature of any such medication which it is necessary for them to carry with them during working hours.

4.2 As part of its management procedures for monitoring and ensuring the health and safety of employees, the Company reserves the right to carry out targeted and/or random alcohol and drug testing of any employee, in accordance with our standard procedures, which are available to view if required.

4.3 We reserve the right to apply the same standards to any contractors working under our control or in premises and sites under our control.

4.4 With regard to paragraphs 3.1.i, 3.1.ii and 4.1 above, it must be noted that evidence of illegal substances (e.g. cocaine/benzoylcegonine) can be detected in urine for up to five days after consumption. As responsible employers, we deem that any person providing a positive sample presents an increased risk of harm whilst at work, to themselves and others. Consequently, we will always take appropriate action in instances where positive tests are obtained.

The Directors will be responsible for the implementation of this Policy.

## **2D Building Contractors Ltd**

### **Environmental Policy Statement**

#### **1. Introduction**

- 1.1 This Statement sets out the policy of 2D Building Contractors Ltd (The Company) in respect of our general work activities in the construction and allied industries and those of any employee, self-employed person and contractor under our control whose acts or omissions may have an adverse effect on the environment. Its intention is to assist in protecting the environment as a whole, as well as our personnel whilst at work. In addition, if the Policy is adhered to, it will assist the Company in fulfilling its legal and moral obligations.
- 1.2 The prevention of pollution is an important part of our Policy and we recognise that such pollution can be created by:-
- Liquids
  - Solids
  - Gases, vapours and fumes
  - Dusts
  - Noise
  - Light
  - Hazardous & non-hazardous substances
- 1.3 In addition to the groups of persons mentioned above, this Policy is also intended to assist in ensuring that all Clients and other persons who may come into contact with this Company or its premises or its activities (whether or not work-related) are not adversely affected with regard to environmental matters.
- 1.4 Provided that persons referred to in 1.1 above adhere to the provisions and precautions contained within this policy, they will normally be able to work safely and without undue risk to the environment or their health. They will also be considered to have demonstrated compliance with their conditions of employment or contract insofar as they refer to environmental issues.
- 1.5 All persons referred to in 1.1 above are to be made aware of the contents of this Policy and become familiar with the conditions and precautions laid down. A copy of the Policy will be available at our offices during normal office hours and is available to all interested parties, whether or not directly connected with our activities.

#### **2. Definitions**

- 2.1 In this Policy, the expression 'at work' means whenever and wherever work takes place and may include travel for work (for instance travel between premises, to and from meetings etc.). It does not include journeys between home and work.
- 2.2 The term 'legal obligations' refers to the statutory duties laid down principally in the Acts of Parliament listed in 3.2 below, but also in supporting legislation brought under the Acts from time to time.

### **3. Policy**

3.1 The Company will take all reasonable measures to ensure that those persons referred to in 1.1 above are made aware of the contents of this Policy, the possible effects upon their personal health & safety and the possible environmental consequences in the event of any breach of this Policy. The nature of our business is such that any of our activities may, if not properly managed and controlled, cause detrimental environmental impact, as identified in 1.2 above.

3.2 The Company recognises its obligations under the following Acts of Parliament and all Regulations and Orders brought under those Acts:-

- Health and Safety at Work etc. Act
- Environmental Protection Act
- Environment Act
- Pollution Prevention & Control Act
- Clean Air Act
- Water Act

3.3 All employees of the Company will at all times be expected to exercise diligence in ensuring that this policy is adhered to. Responsibilities of individuals are determined by their grade of employment as detailed elsewhere in Company documentation.

3.4 The following specific steps will be taken by the Company to minimise the effect of their operations on the local, regional and global environment:-

- 3.4.1 We will ensure that all staff are trained in our environmental management policy and given guidance in its implementation.
- 3.4.2 We will endeavour to make continuous improvements in environmental performance and the prevention of pollution.
- 3.4.3 Current environmental regulations, laws and codes of practice will be regarded as setting the minimum standards of environmental performance to be achieved.
- 3.4.4 We will implement measures to reduce emissions into the atmosphere from our vehicles by minimising the use of vehicles for purposes for work where possible. We will also ensure that regular maintenance and repairs are carried to ensure that vehicles are able to operate at maximum efficiency.
- 3.4.5 We will encourage employees to be more environmentally aware, (including when outside of normal working hours), giving encouragement to the use of environmentally friendly modes of transport.
- 3.4.6 Waste and arisings will be disposed of in a responsible manner, ensuring that we always comply with the applicable and current Regulations and Codes of Practice. Any services used for the storage or disposal of waste will be checked to ensure that appropriate licences are held.

- 3.4.7 We will try, where possible, to use suppliers who are willing to take away packaging for re-use or recycling.
- 3.4.8 We will consider the environmental impact of any purchases made.
- 3.4.9 We will try to reduce the energy and water consumption of the business and minimise carbon dioxide emissions. We will invest in the improved energy efficiency of products we use and investigate environmentally safe and sustainable energy sources.
- 3.4.10 We will ensure that, so far as is reasonably practicable, dust, noise and fumes do not cause a nuisance to the community surrounding the place of business or site on which we are working.
- 3.4.11 We will try to reduce waste production and carry out recycling as much as possible.
- 3.4.12 Our office staff will use paper and other products sensibly and consider measures to re-use and recycle waste paper. The increased use of electronic communication will reduce the need for paper use.
- 3.4.13 We will, wherever practicable, only use sub-contractors and suppliers who comply with the requirements of our environmental management policy.
- 3.4.14 We will assist sub-contractors and suppliers to comply with their duties and responsibilities under environmental legislation, where it is possible and practicable.
- 3.5 It is our policy to reduce, year on year, the key environmental impact this organisation may have.

#### **4. Supporting Documentation**

- 4.1 Additional information has been prepared in order to assist in adhering to this Policy. Reference should therefore be made to the following groups of documents:-
- a). Documents Directly Associated With This Policy  
These comprise the allocation of responsibilities within the Company and the general arrangements for implementing the policy (as described within our safety manual where they are relevant to environmental matters).
  - b). Health, Safety & Environmental Information  
Information about matters such as noise at work, methods for containing spills, emission controls etc. This may be specifically prepared for the Company or consist of publications and advice from appropriate bodies (e.g. Environment Agency and/or Health & Safety Executive).
  - c). Forms and Miscellaneous Items.  
Standard forms are used for various aspects of environmental management.

#### **5. Policy Review**

- 5.1 This Policy and its associated documentation will be reviewed after changes in legislation, changes in the structure of the Company, in the light of additional knowledge or information becoming available, and in any event annually.

5.2 Records of reviews and amendments will be kept in the appropriate section at the front of the safety, health and environmental manual.

**6. Responsibility for Policy Implementation**

6.1 The overall responsibility for the implementation of this policy is vested in the undersigned, who will be assisted as necessary by South Wales Safety Consultancy Limited, who are available to provide support and advice on strategy and day to day environmental matters.

If any staff member has any thing they would like added or amended please send details to [info@2dcontractors.co.uk](mailto:info@2dcontractors.co.uk).

Signed.....

Date.....

On behalf of 2D Building Contractors Ltd

Name.....

**Please note:**

The original of this document, signed , dated and subject to regular review is held at our main office. This is an electronic copy (or printed electronic copy) and as such does not require to be signed and dated

## **2D Building Contractors Ltd**

### **Worksafe (Refusal to Work) Policy**

#### **1. Introduction**

- 1.1 This Statement sets out the policy of 2D Building Contractors Ltd (The Company) in respect of any employee, self-employed person and contractor under our control, as it relates to a refusal to work for health and safety reasons. We call this our "Worksafe Policy."
- 1.2 Provided that persons referred to in 1.1 above adhere to the provisions contained within this policy, they will normally be considered to have demonstrated compliance with their conditions of employment or contract.
- 1.3 All persons referred to in 1.1 above are to be made aware of the contents of this Policy and become familiar with the conditions laid down therein.
- 1.4 A copy of this policy statement will be held in the reception area of our offices and be made freely available for inspection by any person having reason to examine it.

#### **2. Policy**

- 2.1 The Company requires all persons under its control to work safely at all times.
- 2.2 If, in the honest opinion or judgement of an individual, he or she feels that undertaking a particular task or activity will result in an unacceptable degree of risk of harm to that person (or any other person who may be affected,) then the said individual has the right to refuse to undertake that task or activity until such time as the risks have been re-assessed and suitable control measures put into place as necessary. A similar right to refuse to work also applies if the perceived harm may be caused to any structure, plant or equipment.
- 2.3 Any situation which leads to the refusal to work by any individual must be reported to a line manager or any other supervisory personnel at the earliest opportunity, in order that the situation may be properly investigated and assessed.
- 2.4 Employees and others under our control who refuse to work on health and safety grounds will be fully supported and not subject to any discrimination or disciplinary procedures as a result of their refusal. No penalties (financial or otherwise) will be applied.

#### **3. Implementing the Policy**

In order to put this policy into practice in the day-to-day operation of the Company, we will (as appropriate):-

- 3.1 Make the policy available to all employees and others under our control.
- 3.2 Provide training and guidance for key decision makers such as managers and supervisory staff and those involved in personnel and management practices.
- 3.3 Monitor the existing workforce in respect of the application and effects of the policy.
- 3.4 Review this policy on a regular basis (at least annually).

3.5 Should any person suffer any problems or difficulties in respect of this policy, or should they have reason to believe that a colleague may be experiencing such difficulties, they may approach the signatory of our Health & Safety Policy, who will at all times treat any information provided in complete confidence and take such measures as are deemed necessary to ensure that the matter may be resolved with the minimum of distress to the person concerned and any others who may be affected.

The Directors will be responsible for the implementation of our Worksafe Policy.

Signed.....

Date.....

On behalf of 2D Building Contractors Ltd

Name.....

**Please note:**

The original of this document, signed , dated and subject to regular review is held at our main office. This is an electronic copy (or printed electronic copy) and as such does not require to be signed and dated



## **2D Building Contractors Ltd**

### **Anti-Slavery and Human Trafficking Policy**

#### **1. Introduction**

- 1.1 This Statement sets out the policy of the 2D Building Contractors Ltd (The company) in respect of any employee, self-employed person and contractor under our control, as it relates to slavery and human trafficking.
- 1.2 Provided that persons referred to in 1.1 above adhere to the provisions contained within this policy, they will normally be considered to have demonstrated compliance with their conditions of employment or contract.
- 1.3 All persons referred to in 1.1 above are to be made aware of the contents of this Policy and become familiar with the conditions laid down therein.
- 1.4 A copy of this policy statement will be held in the reception area of our offices and be made freely available for inspection by any person having reason to examine it.

#### **2. Policy**

- 2.1 Modern slavery and human trafficking is illegal under the Modern Slavery Act 2015 and is also a violation of human rights. It can take different forms but always involves the deprivation of a person's liberty by another in order to exploit them for personal or commercial gain.
- 2.2 Examples of slavery include forced servitude, forced or compulsory labour and the trafficking of individuals or groups.
- 2.3 We have adopted a zero-tolerance policy to all aspects of modern slavery and will conduct our undertaking in an ethical manner at all time.
- 2.4 We are committed to ensuring transparency in our undertakings and in our approach to tackling slavery and trafficking if it should manifest itself in any part of our business, supply chain and clients.
- 2.5 The policy applies to all persons working for us or on our behalf in any capacity.

#### **3. Implementing the Policy**

In order to put this policy into practice in the day-to-day operation of the Company, we will (as appropriate):-

- 3.1 Make the policy available to all employees and others under our control.
- 3.2 Provide training and guidance for key decision makers such as managers and supervisory staff and those involved in personnel and management practices.
- 3.3 Monitor the existing workforce in respect of the application and effects of the policy.
- 3.4 Review this policy on a regular basis (at least annually).

3.5 Should any person suffer any problems or difficulties in respect of this policy, or should they have reason to believe that a colleague may be experiencing such difficulties, they may approach the signatory of this policy statement, who will at all times treat any information provided in complete confidence and take such measures as are deemed necessary.

The Directors will be responsible for the implementation of this policy.

Signed.....

Date.....

On behalf of 2D Building Contractors Ltd

Name.....

**Please note:**

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## **2D Building Contractors Ltd**

### **Working Sustainably During a Pandemic**

#### **Policy Statement**

##### **1. Introduction**

- 1.1 In response to the Coronavirus (COVID-19) pandemic, 2D Building Contractors Ltd have been focussed on planning and implementing a safe working environment for employees in order that business can continue to function effectively and that service to our clients can be provided in a safe and responsible manner.
- 1.2 The following measures describe the Covid-19 continuity and sustainability policy for employees and clients. This policy will be reviewed on a regular basis, taking into account any and all updated guidance and laws implemented by the governing authority (e.g. Parliament, Welsh Assembly, Scottish Assembly)

##### **2. Communication**

- 2.1 Guidance and information regarding Coronavirus (COVID-19) will be provided to all employees, contractors and temporary workers.
- 2.2 The advice provided by the appropriate governing body and the NHS with regard to reducing unnecessary contact, hand cleanliness and methods of reducing the spread will be strictly followed and adhered to.
- 2.3 Continued monitoring of advice provided by the appropriate governing body, NHS and the HSE must be maintained. Best practices and safety measures will be amended promptly when necessary.
- 2.4 Regular updates will be provided to employees based on advice available at the time.

##### **3. Office Entry/Hygiene**

- 3.1 Employees will be asked to wear a mask on entry to the office and in areas where social distancing cannot be effectively managed
- 3.2 All persons will have their temperature taken on entry into the office. If a reading of 37.8c or above is observed, entry into the office will be refused and self-isolation will be advised.
- 3.3 Hand sanitisers and well stocked bathrooms will be made available to all employees.
- 3.4 Cleaning products and hand sanitisers will be provided for touch-based equipment (e.g. communal printers, shredders etc.) in all offices. Extensive instruction on its appropriate use will be provided.
- 3.5 Employees will be responsible for their own workplace and instructed to clean their own workstations with disinfectant wipes on at least a daily basis.
- 3.6 In the event of any employee becoming infected, closures of the affected office(s) will be necessary and immediate. A deep clean of the office will be required before the office is re-opened.

3.7 All employees able to work at home will do so and offices will be closed to non-essential staff.  
In exceptional circumstances some employees may require access to offices. In this instance, pre-planning will be necessary and social distancing and hygiene measures will be enforced.

3.8 Workstations will be provided with screens to provide an effective social distancing barrier and to protect employees in open plan areas.

#### **4. Health**

4.1 Employees will be made aware of where to find information about spotting the symptoms of Coronavirus and will be instructed to use NHS 111 if they feel unwell.

4.2 Employees will be asked to self-isolate if they, or a member of their family, shows signs of coronavirus, and to seek advice from NHS 111.

4.3 Employees will be asked to make senior management aware of any contact made with anyone who has recently visited countries not listed on the UK Government travel corridor list. This list changes frequently, so employees must ensure they keep up to date with the countries named.

4.4 Employees must make senior management aware if they feel at greater risk or within a vulnerable group. Specific Risk Assessments will be undertaken in this instance, to ensure enhanced protection is provided to these individuals.

4.5 Employees who may have come into contact with a confirmed case of Coronavirus must report this and self-isolate until further notice.

4.6 Employees will be asked to report in remotely if feeling unwell with cold/flu like symptoms, even if there are no other Coronavirus symptoms and where they are working from home. No persons feeling unwell will be permitted access to the office(s).

#### **5. Continuity of Service**

5.1 Remote working capability will be provided to all employees where possible. Additional hardware and/or software will be provided to meet individual needs.

5.2 All hardware (i.e. laptops etc.) will have anti-virus software and all precautions necessary will be taken to protect business systems and data.

5.3 MS Teams/ Zoom/ FaceTime communication software will be necessary tools across the business; managers will ensure that all employees are confident in its use and capability. Use of the platforms will be encouraged for external parties when remote working.

5.4 Offices will remain open for business for essential staff. All other employees will be required to work from home.

#### **6. Meeting Business & Travel**

6.1 International business travel will no longer be permitted.

6.2 Contact between employees in office settings will now be limited to phone calls and video conferencing or in socially distanced settings.

- 6.3 Business travel should be avoided unless absolutely necessary. Employees will be required to contact Clients remotely via video conferencing or telephone if possible.
- 6.4 Where travel for business is essential, and where travel through lockdown areas is necessary, all employees will be required to carry the appropriate P.P.E. and equipment. Employees will be afforded the right to use their own judgement on travel and if they are found to feel uncomfortable travelling to work in certain areas or circumstances, alternative arrangements will be sought to alleviate their concern.

**7. Personal Travel Abroad**

- 7.1 Employees must disclose ANY overseas travel to any destination prior to departing.
- 7.2 On return, staff must seek permission to return to work before attending any office or external meeting.
- 7.3 Staff returning from a trip abroad with any cold or flu like symptoms, will be required to disclose said symptoms with their supervisory personal or management and request permission to return to work activities.

**8. Review & Monitoring**

- 8.1 The policy will be reviewed frequently and in response to current guidelines and legislation. Reviews will be initiated by the Director(s). Where changes in employment legislation or regulatory requirements occur that directly affect this policy, these will be reflected with immediate effect.
- 8.2 The Directors are responsible for monitoring implementation of the policy and all incidents will be reported to the Directors under the arrangements for reporting irregularities. Directors are also responsible for approving the ongoing review.

**9. Responsibility for Policy Implementation**

- 9.1 The overall responsibility for the implementation of this policy is vested in the undersigned, assisted as necessary by South Wales Safety Consultancy Limited, who will provide support and advice on strategy and day to day health and safety related matters, according to the contractual arrangements in place between this organisation and the consultancy.

The Directors will be responsible for the implementation of this policy.

Signed.....

Date.....

On behalf of 2D Building Contractors Ltd

Name.....

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