

Ultim**8****construction ltd**

Building and Civil Engineering Contractors

COMPANY POLICY STATEMENTS

CONTENTS

Health, Safety and Welfare.....	3
Environmental.....	5
Equal Opportunities.....	7
Quality Assurance.....	10
Training & Development.....	11
Signed Declaration.....	13

HEALTH, SAFTY AND WELFARE

General Policy Statement

This statement recognises Ultim8 Construction Limited's obligations under the Health and Safety at Work etc. Act1974. Ultim8 Construction Limited (The Company) in the conduct of its activities will ensure that it:

- Protects the health, safety and welfare of its employees and others who may be affected by its activities.
- Limits adverse effects on and adjacent to the area in which those activities are carried out.
- Meets its responsibilities as an employer to do all that is reasonably practicable to prevent accidents, injuries and damage to health.

The Company will also, so far as is reasonably practicable:

- Provide and maintain safe working environments that are without risks to health, safety and welfare.
- Set standards that comply with the relevant statutory requirements relating to health, safety and welfare with regard to the effect on employees, contractors, visitors and the public.
- Safeguard employees and others from foreseeable hazards connected with work activities, processes and working systems.
- Ensure that when new substances, plant, machinery, equipment, processes or premises are introduced, adequate guidance, instruction, training and supervision are provided for safe methods of work to be developed.
- Train all employees to be aware of their own responsibilities in respect of relevant health and safety matters and ensure they participate in the prevention of accidents and co-operate with measures taken to prevent industrial disease.
- Ensure that contractors undertaking work for the Company are informed of the relevant standards required and are monitored to ensure compliance without detracting from the contractors' legal responsibilities to comply with statutory requirements.
- Promote good health amongst employees and be concerned with the prevention of occupational and non-occupational disorders and diseases.
- Co-operate with appropriate authorities and technical organisations to ensure policies are updated and Standards reviewed to reflect best practice.
- Undertake inspection, audit and review activities to ensure the Company's objectives for health, safety and welfare are being met.

Application

- This Policy, supported by Instructions, Procedures and Organisational Arrangements is to be applied to all activities carried out by the Company.
- The Policy must be enforced by all Directors, Managers, Supervisors and Foremen and be observed by all employees.

Responsibilities

- The responsibilities for determining the Company's policies on health, safety and welfare matters including revision of this Policy, lies with the Directors of Ultim8 Construction Limited.
- The Board of Directors has appointed the Managing Director, Mr Paul Coates, as having particular responsibility for health, safety and welfare. In the event of difficulties arising from the implementation of this Policy, reference must be made to Mr Paul Coates.
- The Board of Directors has appointed a Health and Safety Co-ordinator to assist with the implementation of Health & Safety Policies. The Health & Safety Co-ordinator is Mr Ben Carter
- Each employee shall recognise personal responsibility for observing the Company's Safety Policy, Instructions and Procedures, and should develop interest and enthusiasm in health, safety and welfare issues.
- The implementation of this Policy will be undertaken by the Managers of staff of the Company supported by an Appointed Safety Adviser who will monitor compliance with the requirements and give advice on health, safety and welfare matters generally.

The Appointed Safety Advisers for the Company is JNC Safety Services.

ENVIRONMENTAL POLICY

Introduction

In accordance with good environmental practice, care will be taken in all stages of operations to ensure that the least possible damage is done to the environment around the site by protecting trees, wildlife, and wild flowers and preventing pollution of the environment.

In additions, care will be taken to protect the interests of persons who occupy premises in the vicinity and construction operations will be carried out with the least possible disruption to the lives of the occupiers and other persons.

Environmental Protection

The following matters will be given consideration during the pre-planning stage to ensure that the development is carried out with the least damage to the environment and the maintenance of aspects of local natural beauty.

- Where necessary, protection will be erected around trees and areas where wild flowers are growing.
- Care will be taken to ensure that existing watercourses and ponds are not polluted, dirtied or obstructed during the construction period.
- The burning of rubbish on site will be kept to the absolute minimum and the burning of materials such as plastic and rubber will not be permitted on the site at any time.
- All existing footpaths and rights of way will be protected throughout the construction period.
- Diesel and fuel storage tanks will be adequately protected with bund walls.
- Noise pollution on site will be kept to the absolute minimum.

Planning Sites with Consideration to Members of the Public

It is sound policy to ensure that good relationships are maintained with prospective purchasers and near neighbours. To this end, the following matters will be taken into account when commencing and planning work on site.

- Check that site boundaries are clearly identified to avoid disputes with adjoining sites or property: film/video.
- Make contact with persons in the vicinity of who are likely to be affected by building operations.

- Make early contact with local authority representatives or other parties to agree means of protection over or against public roads, footpaths or right of way.
- Ensure that adequate lighting, adequate protection, warning signs and lighting are available at all times.
- Erect all warning signs in agreed positions and in accordance with company policy.
- Make arrangements to reduce noise and smoke pollution on site to the minimum possible.
- Ensure that all plant and equipment is safe at the end of each working day.
- Regularly check procedures for preventing pollution by chemicals and fumes.
- Ensure that emergency notices are displayed in the site compound so that they are readily visible to all whom may require them.
- Ensure that appropriate fire fighting equipment is supplied.
- Ensure that all materials are stacked in safe and secure positions and do not present a hazard to children, visitors and occupiers on site.
- Ensure that all the other requirements for the site health and safety plan have been implemented, especially where these affect the site's environment.

EQUAL OPPORTUNITIES POLICY

Statement

Ultim8 Construction is committed to the principle of equal opportunities in both the provision of services and as an employer. The purpose of this policy is to ensure that all employees, clients and others that come into contact with Ultim8 Construction are treated equally and with fairness and consistency at all times.

The Company is fully aware of its responsibilities as an employer and acts in accordance with the following: -

- Equality Act 2010
- Equal Pay Act 1970
- Employment Equality (Sexual Orientation) Regulations 2003
- Employment Equality (Religion or Belief) Regulations 2003
- Employment Equality (Age) Regulations 2006.

Policy

We strive to treat all people with dignity and respect. The Company is committed to ensuring that its work places are free from unlawful discrimination, harassment or victimisation, whether direct or indirect on grounds of: -

- Age
- Gender
- Colour
- Marital Status
- Disability
- Ethnic or national origin
- Religion and similar beliefs
- Sexual orientation

We strive to protect all employees and applicants for employment from unlawful discrimination.

Equal Opportunities in employment covers all aspects including the following:

- recruitment and selection

- Promotion
- Allocation of work
- Training and development
- Remuneration & benefits
- General facilities
- Performance management
- Termination of employment

The Company undertakes to review periodically its selection criteria and procedures to maintain a system where individuals are selected, promoted, and treated solely on the basis of merit and ability.

If an existing employee becomes disabled the Company will make every effort to retain him or her within the workforce whenever reasonably practicable.

The Company believes that all employees should immediately appreciate what would amount to discrimination. It is against the Company's policy for anyone to discriminate against or harass another employee/worker or to encourage or condone the actions of another person who is discriminating or harassing or to fail to report such action. The Company will not tolerate acts which breach this policy. Such offences are regarded seriously and will be dealt with under the Company's Disciplinary Procedure, which could result in the termination of employment of someone who acts in contravention of this policy.

All employees have a right to equality of opportunity and have a duty to implement this policy. Any employee has the right to invoke the Company's formal Grievance Procedure if they feel that they have been discriminated against or harassed during the course of their employment. Any complaint will be treated seriously and in a confidential manner. Issues should be raised with the Managing Director.

The Company undertakes to distribute and publicise this policy to all employees from time to time as appropriate.

Harassment

The Company believes that the dignity of every person must be respected. Harassment of colleagues, visitors or customers is unacceptable conduct and will be regarded as gross misconduct. The highest standards of conduct are required of everyone regardless of seniority.

The Company recognises that harassment may take many forms. It may be directed towards persons of either sex. It may relate to a person's ethnic origin, age, belief, sexual orientation, physical or mental attributes or some other personal characteristic.

Harassment may involve action or inaction, behaviour, exclusion, comment or physical contact that the recipient finds objectionable or offensive. It may result in the recipient feeling

threatened, humiliated, intimidated, patronised, demoralised or less confident in their ability. Condoning such conduct may be harassment in itself.

Examples of unacceptable conduct include:

- Verbal abuse, or insulting behaviour;
- Sexist or racist jokes, jokes about an individual's sexual orientation or jokes about an individual's physical or mental attributes
- The display or circulation of sexually suggestive or racially abusive material;
- Bullying, coercive or threatening behaviour;
- The ridicule or exclusion of an individual for cultural or religious differences, on the grounds of disability;
- Unsolicited or unwelcome sexual advances, including touching, staring or commenting;
- Comments of a sexual nature about a person's appearance or dress.

Harassment, and particularly sexual, racial or disability harassment, will be regarded as gross misconduct for disciplinary purposes. Accordingly, employees guilty of harassment run a serious risk of summary dismissal.

Equally, an allegation of harassment must not be made lightly. If it is found that an allegation of harassment has been made without foundation and maliciously then this will also be regarded as gross misconduct for disciplinary purposes.

Your Responsibility

It is your responsibility to ensure your own conduct conforms to the expected standards and reflects this policy.

The aim of these policies is to encourage harmony and respect amongst individuals so as to promote good working practices with a view to maximizing the performance and the return to the Group and its employees.

If equal opportunities are not applied then valuable talent and potential are wasted. Moreover when unfair discrimination, harassment or victimization takes place they bring about a climate of fear, insecurity and poor work performance. As well as being illegal it affects profitability and morale. It is therefore vital that you understand your responsibilities.

Equal opportunity is taken very seriously by the Company and willful failure to apply these policies or evidence of discrimination, harassment or victimization will result in disciplinary action which may include your dismissal.

Complaints

Any employee who feels that he or she has grounds for complaint in relation to bullying, discrimination, harassment or victimisation has the right to pursue the complaint through the Company's grievance procedure.

QUALITY ASSURANCE

Ulim8 Construction Ltd are not registered and do not hold an ISO9001 certificate. However, we are currently implementing full and detailed procedures, systems, checking and auditing procedures. Within our management systems we will evolve systems for Health and Safety reporting, purchasing and subcontract procurement, programming, surveying and estimating, pre and post-contract procedures and site and management reporting. All of the above are supported by a series of standard company forms. These forms also embrace accounting and administration and staff matters. Managers and site personnel have responsibilities for checking subcontractors' performance and are responsible that the finished product complies with all documentation with regard to quality.

As further and improved techniques are evolved, particularly related to computer-aided subjects, these will be added to our existing systems and will be incorporated into the whole range of our activities.

TRAINING & DEVELOPMENT POLICY

Developing Commitment and Understanding Outcomes

Staff that participating in training need to understand and be committed to training activities if the full benefit is to be gained.

Managers should ensure staff members are fully briefed before participating. Similarly, managers need to carry out debriefings after the event to make sure that the full benefit of the training investment is realised.

BRIEFING	DEBRIEFING
<ul style="list-style-type: none"> ■ Reasons for the training. ■ Objectives of the training. ■ When/where training will take place. ■ Format/content of training. ■ Standards to be attained/ assessment methods. ■ How training will be applied on-the-job. ■ How training will be applied off-the-job. ■ How success of training will be evaluated. ■ Next steps and individual queries. 	<ul style="list-style-type: none"> ■ Extent to which objectives were met. ■ Review of key learning points. ■ Further training required to meet competence standards. ■ Review of quality of training format, content, organisation, delivery. ■ Action planning to apply new skills and knowledge on-the-job. ■ Next review date to consider effectiveness of application.

Evaluating Training Effectiveness

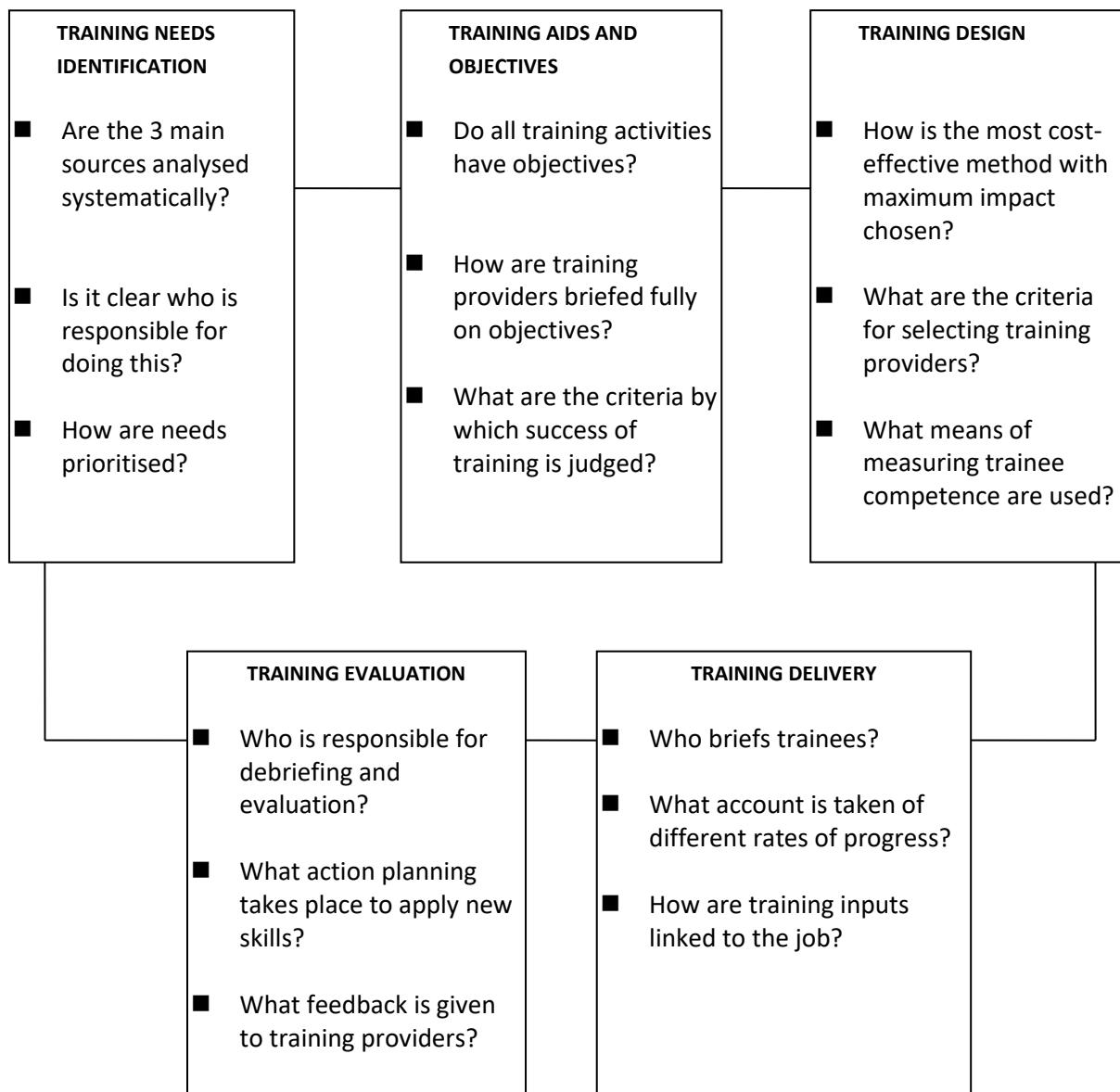
Managers should treat training investment in the same way as other resource commitments and appraise the benefits.

There are three key questions to be considered.

1.	What are people doing differently as a result?	-identify key performance indicators beforehand (may be quantitative or qualitative), (may be observable in the short term or medium term)
2.	Is training paying for itself in terms of improved performance?	- through facilitating improved job performance and cost reduction. - through equipping staff to increase the value of their outputs or to grasp new opportunities?
3.	Did participants believe that the training was useful?	- enjoyment does not necessarily equate to increased effectiveness. Feedback is needed to ensure continuous improvement of training activities.

Systematic Approach to Training and Development

This guide has set out a framework for managers to use training as a means of improving their safety performance. If it has succeeded in its aims it will have encouraged managers to think critically about how their training process operates. The diagram below may help to identify actions required to improve the training and development process by adopting a systematic approach and assessing and reviewing outcomes.



SIGNED DECLARATION

I confirm that all of the above are Ultim8 Construction Limited's Policy Statements and will be abided by at all times.

Signed:

Date:

10th October 2015

Name: Paul Coates

Designation:

Managing Director