

Health Safety & Welfare Policy Statement

The Health and Safety at Work etc., Act 1974 imposes statutory duties on employers and employees and to enable these statutory duties to be carried out, it is the policy of the Company, so far as it is reasonably practicable, to ensure that responsibilities for safety and health are properly assigned, accepted and fulfilled at all levels of the Company, and that all practicable steps are taken to safe guard the health, safety and welfare of all Company employees and visitors to the premises or operations under our control.

It is the intention of the Company, so far as is reasonably practicable in order to discharge its responsibilities that management will:

1. Provide an organisational structure that defines the responsibilities for health and safety
2. Ensure that the systems and procedures relating to this Policy Statement are adhered to
3. Provide adequate control of the health and safety risks arising from our work activities which will include inter alia the appointment of Health, Safety and Environmental Managers who will work in conjunction and following consultation with the Directors of the Company and their authorised representatives, which may include external consultants if required, and make such recommendations in writing as may be considered necessary for a safe working environment which are both reasonable and realistic.
4. Consult with our employees on matters affecting their health and safety as appropriate and relevant
5. The provision and maintenance of plant and systems of work that are safe and without risks to health
6. SYNETIQ recognises and acknowledges that successful health and safety management contributes to successful business performance and will allocated adequate finances and resources to meet these needs.
7. The provision of adequate instruction, training and supervision, as is considered necessary to ensure the health and safety of all our employees

8. Provide such training as is considered necessary to ensure that all employees are competent to do their tasks
9. Do everything within their power, that is reasonably practicable to prevent accidents etc.,
10. Provide a safe working environment that is without risks to safety and health as far as is practicable
11. In so far as is reasonably practicable ensure the conduct of our activities does not endanger persons not in our direct employment who may be affected by operations under our control e.g. employees of sub-contractors, members of the general public etc.,
12. Bring this Policy Statement to the attention of all employees and seek their co-operation in supporting the management in its efforts to establish and maintain a safe and healthy working environment.

General Statement of Intent

It has been, and will remain to be, Company policy to maintain the highest practicable level of health, safety and welfare for all employees within the Company, at the same time guarding the health and safety of other persons whose health and safety may be affected by the execution of operations undertaken by the company or its agents or sub-contractors.

However, it must be stressed that co-operation from all employees is essential and necessary if our record for health and safety is to be maintained and improved upon in the future. In this context, the word employee extends to every person employed by the Company, inclusive of staff, site staff, operatives and employees of sub-contractors. It has been and will remain to be, the Company policy to observe not only the provisions, but also the spirit of the Health and Safety at Work etc., Act 1974 at all times. The Company regards the health and safety of its employees and any other person who may be affected by its undertaking of greater importance than all other operational considerations.

The Company employs Health Safety and Environmental Managers as well as Health and Safety representatives to carry out inspections and offer advice for company activities. The Health Safety and Environmental Managers and Health and Safety representatives are directly accountable to the Director responsible

for administering this Policy. The following information details the organisation, arrangements and resources for the implementation of the policy statement.

Environmental Policy Statement

The SYNETIQ Group is committed to safeguarding and improving the environment of the locations in which it operates. Concern for the environment is a principal element and integral to our businesses. We will adopt policies and practices, which are environmentally responsible throughout our operations. We aim to reduce damage and waste to the environment. We recognise our obligations to inform our stakeholders of our policies, practices and performance. Our Environmental Policy also forms part of our Environmental Management Systems which operate on all sites. The SYNETIQ Group is pro environmental.

Built Environment

- Protect and enhance the built environment by encouraging good design and awareness of the historic and cultural heritage of the area as necessary.

Waste

- Promote sound waste management practices by minimising our own waste production.

Natural Environment

Work with others to protect and enhance the diversity of the natural environment while encouraging community awareness and participation.

Community Participation

- Raise awareness and encourage participation in environmental issues throughout the whole community.
- Work with others in the local community to encourage good environmental practices.

Save Energy

- Switch off lights, computers, printers, and other electrical equipment when not in use.
- Avoid using screen savers – switch your monitor off when not in use.
- When the heating is on, keep doors and windows closed. Turn down the heating if it is too hot.
- Fit low energy bulbs

Making Better use of Paper

- Keep copying to a minimum and do double sided copying whenever possible.
- Use recycled paper products whenever possible
- Use transit envelopes or re-addressed envelopes for internal mail.
- Use e-mail wherever appropriate.

Purchasing

Not use tropical hardwoods unless from a proven sustainable managed source.

Specify 100% post-consumer waste recycled paper when ordering unless you have IT equipment that is unable to use it.

Specify that documents are printed on recycled paper and ensure that this is stated on them and only printed if necessary.

Recycling/Reducing Waste

- Re-use or recycle office paper waste
- Adhere to 95% end of life vehicle recyclable targets

Use of Resources

- Minimise energy and water use in our buildings, plant and equipment and promote responsible energy management throughout the area.
- Purchase products and services that do the least damage to the environment wherever possible.

This Health and Safety Policy Statement and its associated organisational arrangements, systems and procedures, will be reviewed at least annually and revised as necessary to reflect changes to the business activities. Any changes to the Policy will be brought to the attention of all employees.

It is the responsibility of all employees to co-operate in the implementation of this Health and Safety Policy within their areas of influence. All employees have a legal duty to ensure their own safety and the safety of others (for example, colleagues, visitors, contractors) under the Health and Safety at Work etc Act 1974. Employees must therefore:

1. Comply with any safety instructions and directions issued by the Company.
2. Take reasonable care for your health and safety and the health and safety of other persons (e.g. other employees, contractors, customers, workmen, etc.) who may be affected by your acts or omissions at work, by observing safety rules which are applicable to you.
3. Co-operate with the Company to ensure that the aims of the Health and Safety policy are achieved and any duty or requirement on the Company by or under any of the relevant statutory provisions is complied with.
4. Report and co-operate in the investigation of all accidents or incidents that have led to or may lead to injury.

5. Use equipment or protective clothing provided in accordance with the training you have received.

6. Report any potential risk or hazard or malfunction of equipment to the appropriate authority.

Any failure by an employee to comply with any aspect of the Company's health and safety procedures, rules or duties will be treated by the Company as serious or gross misconduct.

All employees have a responsibility to observe all safety rules and to co-operate with the Manager charged with responsibility for the implementation of the Company's health and safety policy to achieve a healthy and safe workplace and to take reasonable care of yourself and others.

First aid facilities are situated around the premises on each site and the names of the First aiders including mental health trained first aiders are published and displayed around the Site. In the event of any accident, it is required that an accident report is filed in the Accident Book, which will be situated in the Administration office on each site.

The Health and Safety Manual will be made available electronically on shared drives as well as a hard copy available in each company site.

It is the responsibility of the Health and Safety Committee to conduct a subsequent investigation and eliminate any further risk following an accident. Full details of the accident reporting procedure are available in the Health & Safety Manual which is held in the same place as the Accident Book.



Richard Martin
Managing Director
Signed on behalf of SYNETIQ Limited
Date: April 2019