



## HEALTH & SAFETY POLICY STATEMENT

RCD Ltd, aim to ensure, so far as is reasonable practicable, the health, safety and welfare of our employees while they are at work and of others who may be affected by our undertakings, and to comply with all relevant legislation.

This policy document applies to your employment with RCD, including both office and field based work locations.

For any policy to be effective it must be applied throughout RCD, this policy applies to all staff regardless of position or seniority.

### Policy Statement

It is RCD's intention to provide and maintain a healthy and safe working environment for all its employees and for others who visit our premises, or those who could be affected by our actions.

The Senior Management of **RCD** will ensure that everything that is reasonable and practicable is done to prevent personal injury or loss and to comply with the duties laid upon RCD, as an employer, under the Health and Safety at Work etc. Act 1974 and associated legislation.

These obligations will be met by:

- Assigning Health & Safety responsibilities to individuals and or groups.
- Addressing the Health & Safety Risks arising from our activities.
- Consulting with employees on Health and Safety matters.
- Providing appropriate, safe and maintained equipment for both office and field use.
- Ensuring the safe handling, use storage and disposal of chemicals and other substances.
- Providing information, instruction and supervision.
- Ensuring all employees are trained and competent to undertake their work.
- Providing first aid facilities and where appropriate, providing health surveillance checks.
- Monitoring the Health & Safety performance of RCD, investigating accidents etc.
- Providing emergency procedures.
- Providing of the required financial resources to undertake these obligations.

Employees regardless of position have obligations to Health & Safety as such have to:

- Co-operate with supervisors and managers on health and safety matters;
- Not interfere with anything provided to safeguard their health and safety;
- Take reasonable care of their own and their colleagues health and safety.
- Report all health and safety concerns to an appropriate person

The Policy is communicated to all staff by permanently displaying a copy at head office and site offices and shall be subject to a review on an annual basis.

Signed   
Les Packer, MD RCD

Date 16<sup>th</sup> January 2018



## ENVIRONMENTAL POLICY STATEMENT

It is the policy of RCD Ltd to practice a public commitment towards protecting the Environment.

RCD Senior Management recognises its responsibility to utilise products that meet recognised environment criteria and to use them in a way that recognises an environment social commitment.

The Group shall ensure this by fulfilling objectives, which are;

- RCD will be a responsible employer and good neighbour;
- RCD will manage our operations and processes in a way, which respects and protects the environment while preventing pollution;
- RCD will control and as far as practicable reduce toxic emissions to air, land and water.
- RCD operations will conform to current legislation and competent internal or external personnel will regularly monitor compliance;
- RCD will be committed to the continual improvement of our environmental performance;
- RCD will make our environmental objectives publicly available, and provide any information in written form on request to all relevant interested parties.

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Signed 

Date 16<sup>th</sup> January 2018

Les Packer, MD RCD



## Corporate Social Responsibility Policy

RCD is committed to operating its business in a manner that is both sensitive and responsible with proper regard to its legal obligations and according to relevant directives, regulations and codes of practice.

We are also committed to supporting the Government's vision for Corporate Social Responsibility, specifically:

1. Promoting business activity that brings simultaneous economic, social and environmental benefits
2. Encouraging innovative approaches and continuing development and application of best practices
3. Ensuring the best minimum levels of performance in areas such as health & safety, the environment and equal opportunities
4. Creating a framework that facilitates business practices that balance profit and success with achievement of social and sustainability goals
5. Taking an active part in supporting the local community and social causes

### Commitment to Corporate Social Responsibility

RCD recognises that its operations have an effect on the communities and environment in which it operates. In light of this, RCD is committed to operating in a socially responsible manner as well as running its operation in an environmentally sustainable manner.

### Work Colleagues

We are committed to ensuring that we provide a motivational, fulfilling and friendly environment in which to work. We focus hard on recruiting and retaining the best people, recognising their achievements and rewarding their efforts.

We believe that much of our success can be attributed to the values that we hold and that are embedded throughout the organisation.

RCD core values are as follows:

To provide a first class, professional service to our clients and our prospects

To be courteous, honest and behave with integrity at all times

Always act wholeheartedly in the best interests of RCD

Have pace, ambition and teamwork as core principles

Treat each other equally and with respect and dignity

### Review

This policy will be reviewed regularly and may be altered from time to time in light of legislative changes or other prevailing circumstances

Signed 

Date 16<sup>th</sup> January 2018

Les Packer, MD RCD



## RCD Equal Opportunities Policy

### Introduction

RCD Utility Services Ltd recognises that it is essential to provide equal opportunities to all persons without discrimination. This policy sets out the organisation's position on equal opportunity in all aspects of employment, including recruitment and promotion, giving guidance and encouragement to employees at all levels to act fairly and prevent discrimination on the grounds of sex, race, marital status, part-time and fixed term contract status, age, sexual orientation or religion.

### Statement of policy

- (a) It is the policy of RCD Utility Services Ltd to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion, or is disadvantaged by conditions or requirements that cannot be shown to be justifiable. The organisation is committed not only to its legal obligations but also to the positive promotion of equality of opportunity in all aspects of employment.
- (b) The organisation recognises that adhering to the Equal Opportunities Policy, combined with relevant employment policies and practices, maximises the effective use of individuals in both the organisation's and employees' best interests. RCD Utility Services Ltd recognises the great benefits in having a diverse workforce with different backgrounds, solely employed on ability.
- (c) The application of recruitment, training, and promotion policies to all individuals will be on the basis of job requirements and the individual's ability and merits.
- (d) All employees of the organisation will be made aware of the provisions of this policy.

### Recruitment and promotion

- (a) Advertisements for posts will give sufficiently clear and accurate information to enable potential applicants to assess their own suitability for the post. Information about vacant posts will be provided in such a manner that does not restrict its audience in terms of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion.
- (b) Recruitment literature will not imply a preference for one group of applicants unless there is a genuine occupational qualification which limits the post to this particular group, in which case this must be clearly stated.
- (c) All vacancies will be circulated internally.
- (d) All descriptions and specifications for posts will include only requirements that are necessary and justifiable for the effective performance of the job.
- (e) All selection will be thorough, conducted against defined criteria and will deal only with the applicant's suitability for the job. Where it is necessary to ask questions relating to personal circumstances, these will be related purely to job requirements and asked to all candidates.

### Employment

- (a) RCD Utility Services Ltd will not discriminate on the basis of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion in the allocation of duties between employees employed at any level with comparable job descriptions.
- (b) RCD Utility Services Ltd will put in place any reasonable measures and/or adjustments within the workplace for those employees who become disabled during employment or for disabled appointees.
- (c) All employees will be considered solely on their merits for career development and promotion with equal opportunities for all.

### Training

- (a) Employees will be provided with appropriate training regardless of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion.
- (b) All employees will be encouraged to discuss their career prospects and training needs with their Line Manager or the HR Department.

### Grievances and victimisation

- (a) RCD Utility Services Ltd emphasises that discrimination is unacceptable conduct which may lead to disciplinary action under the organization's Disciplinary Procedure.
- (b) Any complaints of discrimination will be pursued through the organisation's Grievance Procedure.



## Quality Policy Statement

*Our statement of Policy for Quality is as follow:*

***RCD Utility Services Limited*** is committed to comply with the requirements of ISO 9001:2015, the satisfaction of applicable requirements and to continually improve the effectiveness of the quality management system and services.

The senior management of ***RCD Utility Services Limited*** is fully committed to the Documented Quality Management System. It must be clearly understood that this Quality Policy, the Quality Manual and associated Operating Procedures and systems are mandatory on all staff.

The company defines quality as the conformance of services and products to established and documented requirements derived from customer needs, employee expertise and experience. Systems are open to constant examination and review by all company personnel and approved third parties enabling observations to be made and incorporated, which provide for continuous improvement and a philosophy of risk control and evaluation.

***RCD Utility Services Limited*** has introduced systems that will set and review measurable quality objectives. Senior management will provide any resources required and with all our staff we will try our best to meet and surpass these objectives.

***RCD Utility Services Limited*** shall ensure this quality policy and quality objectives are compatible with the context and strategic direction of the Company.

This policy is communicated to all staff by permanently displaying a copy at head office and site offices.

Signed 

Les Packer – Managing Director

Date 16<sup>th</sup> JAN 2018



## SMOKING POLICY

RCD Ltd aim to ensure, so far as is reasonable practicable, the health, safety and welfare of our employees while they are at work along with anyone who visits our premises.

Under the Smoke-free (Premises and Enforcement) Regulations 2006 we are legally obliged to implement and enforce a No Smoking Policy.

### Policy Statement

This policy has been developed to protect all employees, customers and visitors from exposure to secondhand smoke and to assist compliance with the Health Act 2006.

Exposure to secondhand smoke increases the risk of lung cancer, heart disease and other serious illnesses.

As such it is the policy of RCD that all work areas are smoke-free, and all employees have a right to work in a smoke-free environment.

Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace, this includes company vehicles.

Smoking is also prohibited on site during normal operations.

This policy applies to all employees, consultants, contractors and visitors.

Overall responsibility for policy implementation and review rests with Les Packer.

However, all staff are obliged to adhere to, and support the implementation of the policy. The person named above shall inform all existing employees, consultants and contractors of the policy and their role in the implementation and monitoring of the policy. They will also give all new personnel a copy of the policy on recruitment/induction.

Appropriate 'no-smoking' signs will be clearly displayed at the entrances to and within the premises.

Disciplinary procedures will be followed if a member of staff does not comply with this policy, additionally those who do not comply with the smoke-free law may also be liable to a fixed penalty fine and possible criminal prosecution.

The NHS offers a range of free services to help smokers give up.  
Visit [gosmokefree.co.uk](http://gosmokefree.co.uk) or call the NHS

Smoking Helpline on 0800 169 0 169 for details.

Alternatively you can text 'GIVE UP' and your full postcode to 88088 to find your local NHS Stop Smoking Service.

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Signed 

Date 16<sup>th</sup> January 2018

Les Packer, MD RCD



## MISUSE OF DRUGS & ALCOHOL POLICY

RCD Ltd aim to ensure, so far as is reasonable practicable, the health, safety and welfare of our employees while they are at work along with anyone who visits our premises.

As such The Group aim to provide a safe and drug-free work environment for our customers and employees.

The Group explicitly prohibits:

- The use, possession, solicitation for, or sale of non-prescription or other illegal drugs on or off the premises.
- Being impaired or under the influence of legal or illegal drugs or alcohol during your normal working hours.
- The presence of any detectable amount of prohibited substances in an employees or managers system while at work, while on the premises of the company or its customers, or while on company business. "Prohibited substances" include illegal drugs or prescription drugs not taken in accordance with a prescription given to the employee.

The Group may conduct drug testing under one or another of the following circumstances:

- **FOR CAUSE TESTING:** The Company may ask an employee to submit to a drug test at any time it feels that the employee may be under the influence of drugs or alcohol, including, but not limited to, the following circumstances: evidence of drugs or alcohol on or about the employee's person or in the employee's vicinity, unusual conduct on the employee's part that suggests impairment or influence of drugs or alcohol, negative performance patterns, or excessive and unexplained absenteeism or tardiness.
- **POST-ACCIDENT TESTING:** Any employee involved in an on-the-job accident or injury under circumstances that suggest possible use or influence of drugs or alcohol in the accident or injury event may be asked to submit to a drug and/or alcohol test. "Involved in an on-the-job accident or injury" means not only the one who was injured, but also any employee who potentially contributed to the accident or injury event in any way.

If an employee is tested for drugs or alcohol outside of the employment context and the results indicate a violation of this policy, the employee may be subject to appropriate disciplinary action, up to and possibly including discharge from employment. In such a case, the employee will be given an opportunity to explain the circumstances prior to any final employment action becoming effective.

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Signed 

Date 16<sup>th</sup> January 2018

Les Packer, MD RCD



## **MODERN SLAVERY AND HUMAN TRAFFICKING POLICY**

RCD Limited is committed to driving out acts of modern day slavery and human trafficking within its business and that from within its supply chains, including sub-contractors, and partners. The Company acknowledges responsibility to the Modern Slavery Act 2015 and will ensure transparency within the organisation and with suppliers of goods and services to the organisation. These as well as the suppliers of services make up the supply chain within RCD Limited.

As part of the companies due diligence processes into slavery and human trafficking the supplier approval process will incorporate a review of the controls undertaken by the supplier. Imported goods from sources from outside the UK and EU are potentially more at risk for slavery/human trafficking issues. The level of management control required for these sources will be continually monitored.

The company will not support or deal with any business knowingly involved in slavery or human trafficking.

The company Directors and senior management shall take responsibility for implementing this policy statement and its objectives and shall provide adequate resources (training, etc ) and investment to ensure that slavery and human trafficking is not taking place within the organisation and within its supply chains.

This Policy takes into account, and supports, the policies, procedures and requirements documented in our Integrated Management System, compliant with the requirements of ISO 9001:2015, The implementation and operation of this management system underlines our commitment to this policy.

Additional procedures ensure that this policy is understood and communicated to all levels of the company, and that it is regularly reviewed by the Directors to ensure its continuing suitability and relevance to the company activities.

The Policy is communicated to all staff by permanently displaying a copy at head office and site offices and shall be subject to a review on an annual basis

Signed   
Les Packer, MD RCD

Date 16<sup>th</sup> January 2018





## Child Labour POLICY

RCD acknowledges the fact that child labour occurs in many countries. However, RCD does not accept child labour, and works actively against it. The complexity of the child labour issue requires a consistent, long-term effort to create sustainable and broad-based solutions in order to reach our goal; that no products delivered to RCD are produced by child labour.

RCD respects different cultures and values in countries where RCD operates and sources its products, but does not compromise on the basic requirements regarding the Rights of the Child.

RCD Child Labour Policy has been established in order to make RCD position clear to suppliers and their co-workers, as well as any other parties. The requirements in this code of conduct are mandatory to all suppliers and their sub-contractors.

### 1.General Principle

RCD does not accept child labour.

RCD supports the United Nations (U.N.) Convention on the Rights of the Child (1989).

RCD child labour policy is based on this Convention, which stipulates:

- *“All actions concerning the child shall take full account of his or her best interests.”* Article 3.
- *“The right of the child to be protected from economic exploitation and from performing any work that is likely to be hazardous or to interfere with the child’s education, or to be harmful to the child’s health or physical, mental, spiritual, moral or social development”.* Article 32.1.

In addition, this policy is based on the International Labour Organisation (ILO) Minimum Age Convention no. 138 (1973). According to this convention, the word “Child” is defined as any person below fifteen (15) years of age, unless local minimum age law stipulates a higher age for work or mandatory schooling, in which case the higher age would apply. If, however, the local minimum working age is set at fourteen (14) years of age in accordance with exceptions for developing countries, the lower age will apply.

This Policy also incorporates the ILO Convention on the Worst Forms of Child Labour no. 182 (1999).

### 2.Implementation

All actions to avoid child labour shall be implemented by taking the child’s best interests into account. RCD requires that all suppliers shall recognise the U.N. Convention on the Rights of the Child, and that the suppliers comply with all relevant national and international laws, regulations and provisions applicable in the country of production.

Suppliers are obliged to take the appropriate measures to ensure that no child labour occurs at suppliers’ and their sub-contractors’ places of production.

If child labour is found in any place of production, RCD will require the supplier to implement a corrective action plan. If corrective action is not implemented within the agreed time-frame, or if repeated violations occur, RCD will terminate all business with the supplier concerned. The corrective action plan shall take the child’s best interests into consideration, i.e. family and social situation and level of education. Care shall be taken not merely to move child labour from one supplier’s workplace to another, but to enable more viable and sustainable alternatives for the child’s development.

The supplier shall effectively communicate to all its sub-contractors, as well as to its own co-workers, the content of RCD Child Labour Policy, and ensure that all measures required are implemented accordingly.



### **3. Young Workers**

RCD supports the legal employment of young workers.

Young workers of legal working age have, until the age of 18, the right to be protected from any type of employment or work which, by its nature or the circumstances in which it is carried out, is likely to jeopardise their health, safety or morals.

RCD therefore requires all its suppliers to ensure that young workers are treated according to the law; this includes measures to avoid hazardous jobs, night shifts and ensure minimum wages. Limits for working hours and overtime should be set with special consideration to the workers' young age.

### **4. Labour Force Register**

The supplier shall maintain documentation for every worker verifying the worker's date of birth. In countries where such official documents are not available, the supplier must use appropriate assessment methods as per local practice and law.

### **5. Monitoring**

All suppliers are obliged to keep RCD informed at all times about all places of production (including their sub-contractors). Any undisclosed production centres found would constitute a violation of this code of conduct.

Through the General Purchasing Conditions for the supply of products to RCD, RCD has reserved the right to make unannounced visits at any time to all places of production (including their sub-contractors) for goods intended for supply to RCD. RCD furthermore reserves the right to assign, at its sole discretion, an independent third party to conduct inspections in order to ensure compliance with RCD Child Labour policy.

### **6. Remediation**

If child labour is found in the supply chains of RCD, it will seek to work in partnership with the supplier and appropriately qualified organisations to develop a responsible solution that is in the best long-term interests of the children. The supplier and RCD will agree a corrective action plan, which may comprise the following actions:

- Collate a list of all potential child labourers and young workers
- Seek advice and help from a recognised local non-governmental organisation that deals with child labour or the welfare of children<sup>1</sup>
- Develop a remediation plan that secures the children's education and protects their economic well-being, in consultation with RCD and where possible a local NGO, and in consultation with and respecting the views of the child
- Explain the legal requirements and restrictions on working ages to the children and assure them that, if they wish, they will be employed when they reach working age
- Understand the children's desires and explore the opportunities for them to re-enter education.
- Whether the child contributes to the livelihoods of their family or they are self-dependent, his or her wage should continue be paid until they reach working age, or until an alternative long-term solution has



- been agreed with the child and their family (for example employment of an unemployed adult family member in place of the child labourer).
- Ensure that the child worker has adequate accommodation and living conditions.
- Document all actions
- Develop processes to prevent recurrence
- Do not:
  - Expel any of the suspected or confirmed child labourers and/or young workers
  - Threaten the children or their families or hamper the progress of investigation and remediation
  - Conceal or falsify any documentation

Such actions will be considered by RCD as evidence that the supplier is not committed to child labour remediation, in breach of this Child Labour Policy.