

My commitment and that of the Management Team to Health and Safety is absolute and in reflecting this commitment the following objectives shall be implemented within the Company: -

To ensure a safe and healthy working environment for all employees, sub-contractors and those others affected by the company's activities by prioritisation of funding and resources for safe working and systems in so far as is reasonably practicable;

Specific responsibilities are allotted to the Managers and these are detailed within Job Descriptions and Safety Responsibility Statements. The responsibilities are designed to enable those individuals to develop suitable standards and procedures by which to meet the Safety Management System.

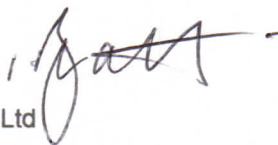
Ensuring the Company goals of client satisfaction, ongoing business development and profit are not in conflict with good safety and industry best practice. A good safety record is of benefit to business, while a safe and healthy environment protects and encourages our staff, our most important asset. I also commit to the use of a Behaviour Based Safety and a safety culture measurement tool.

I also believe that concern for the environment is an essential element of safety management and I shall set positive environmental policies supported by environmental procedures.

Specifically, I will ensure that:

- The Health and Safety at Work Act 1974 and all other relevant legislation is seen as the minimum requirement.
- A Competent Person is appointed to ensure full compliance with legislation providing professional Safety, Environmental, Training, Railway Safety advice and strategy to the Board on all related matters affecting the Company
- A Safety Committee meeting structure is established, aimed at including all employees and safety representatives
- There is support for staff who abort work on grounds of safety and/or health
- Fire and security arrangements exist and are maintained to meet legal requirements, industry standards and to exercise loss control
- Arrangements exist and are applied to the identification of hazards, the assessment of risks associated with such hazards and the implementation of suitable control measures.
- That First Aid facilities are provided and maintained
- Safety information, data and trends are reviewed and used for accident prevention and continuing improvement of the Safety Management System
- Work on the railway infrastructure is managed in accordance with current Railway Group and Network Rail Company Standards in particular NR/CS/OHS/002 Policy on Working Safely.
- All Employees, including visitors and sub-contractors are given sufficient information to carry out their duties with the minimum of risk.
- Training needs are identified and met
- Managers demonstrate to staff our care for them, their safety, health and welfare
- Plant and equipment, owned or hired is of a safe design and properly maintained
- Suitable welfare facilities are provided for all staff at or near work-sites, providing shelter and messing facilities
- Suitable Personal Protective Equipment is provided with training for all employees exposed to risks to their health and safety whilst at work
- A robust system of self-audit shall be instigated. This will involve inspections, safety tours and continuous monitoring in line with the HSE guidance document HS (G)65, Safety objectives will be set annually by myself for my management team to ensure there is continuous improvement in safety performance.
- Commitment to complying with our client's standards whether mandated or advised
- A procurement policy to ensure compliance with the relevant statutory requirements, Client's Standards and Industry Best Practise
- There is the provision of adequate resources to meet these commitments

Managing Director
Trackforce Recruitment Ltd



September 2016

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

I have taken into account Regulation 25 of the Rail and Other Guided Transport Systems (Safety) Regulations 2013, and provided that employees and sub-contractors adhere to the provisions of this policy, they will normally be able to demonstrate compliance with the Regulations.

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

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

No employee or sub-contractors shall in so far as reasonably practicable undertake work for such number of hours as would be liable to cause them fatigue, which could endanger safety.

It also identifies the minimum expectations with regards to discharging our duty under the Health and Safety at Work Act 1974 relating to the management of work and travel time.

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

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

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

- Have responsibility for the rostering and/or management of staff who undertake safety critical work, and/or
- Are responsible for arranging, placing, controlling and monitoring of contracts involving undertaking safety critical work on Network Rail Controlled infrastructure.
- The scope of this standard includes controls for:
 - Working hours
 - Exceedance of working time limits
 - Design and risk assessment of working patterns
 - Management of fatigue
 - Monitoring & review of arrangements for managing fatigue & working hours.

It is recognised there may be occasions when there is an urgent requirement to exceed the working time limits on these occasions the Contract Managers/Supervisors may authorise the restricted hours to be exceeded only in exceptional circumstances subject to completion of a suitable and sufficient risk assessment, including the mitigation measures to be implemented where appropriate.



Managing Director
Trackforce Recruitment Ltd

Issue: 2

Dated: September 2016

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

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

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

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

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

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

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

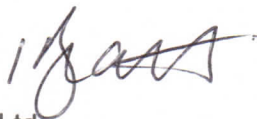
No attempt will be made to breach the anonymity of individuals as it is recognised that confidence in the integrity of the confidential reporting system for employees does depend on individual's privacy being respected.

I will ensure Trackforce Recruitment Ltd will not discipline, discriminate or impose any form of penalty on an employee who invokes the Refusal to Work Procedure.

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

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

Managing Director
Trackforce Recruitment Ltd



September 2016

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

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

The following shall constitute instances of drug or substance misuse:

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

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

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

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

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

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

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

- Detect the use of drugs by both existing and potential employees
- Detect the use of alcohol and/or drugs by any person(s) involved in an accident/incident where there are grounds to suspect that the actions of the person(s) led to the accident/ incident ('For Cause')
- Detect the use of alcohol and/or drugs where abnormalities of behaviour prompt managerial intervention (which may include a request for screening).

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

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

Managing Director
Trackforce Recruitment Ltd



Date: September 2016

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

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

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

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

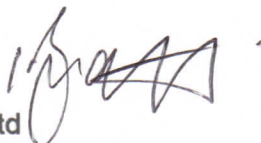
My company has a unique set of features including its organisational culture, structures, system of operation, management practices and workplace environment, which together with staff personal lifestyle factors play a key role in the health and wellbeing of employees and that of the company.

I aim to:

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

All dealings with staff are subject to our policy on confidentiality it must be emphasized that this is often of particular importance with regard to those experiencing mental health difficulties. However, it must also be emphasized that confidentiality may be necessarily breached in certain circumstances where the individual is deemed to be a risk either to him/herself or to other people. If there is a conflict between these two statements, then it should be stressed that the safety of the individual and or the safety of other employees takes precedence over confidentiality.

Managing Director
Trackforce Recruitment Ltd



September 2016

The understanding of the need for environmental protection forms an integral part of the Trackforce Recruitment Ltd's business philosophy. I am committed to protecting the environment and believe that my Company has a responsibility not to compromise the ability of future generations to sustain their needs.

The impact that any of our activities, those of our clients/contractors, may have on the environment is an area of concern.

I will seek to reduce our consumption of non-renewable resources, and whenever practicable will select materials which have the most negative impact on the environment throughout their life cycle.

Environmental protection will have equal status to considerations for health, safety and quality.

In confirming our commitment to protection of the environment we will treat environmental regulations that apply to our activities as minimum standards and where appropriate aim to better them. We will provide information to sub-contractors, customers and end users of our services to ensure that misuse will not be the cause of damage to the environment.

Responsibility for the environmental policy and supporting statement lies with me and the Management Team.

The environmental policy will be brought to the attention of all employees and will be made available to the general public via the company website and reviewed annually to assess its effectiveness, compliance with environmental law and to ensure that it reflects changing needs and circumstances.

Whilst recognising the fundamental responsibility of the company and its employees for environmental protection, where our work activities are environmentally significant; particular attention will be paid to the following areas: -

Waste Management – waste will be kept to a minimum, compatible with best trade practises. Only licensed waste contractors will be used to dispose of waste. Our sub-contractors shall be encouraged to apply the principals of this policy but shall be required to ensure they comply with the minimum relevant legislation.

Flora and Fauna in and around project locations.

Every effort shall be made to minimise the effects of the company activity on the flora and fauna within and around project sites. Specific tender stage checks shall be carried out to establish site specific conditions and the presence of any protected and or at risk species.

Recycling – whenever practicable materials will be purchased from suppliers who obtain products from replaceable sources.

Noise/Dust Light - will be suppressed, where practical, to ensure that no nuisance is caused to neighbouring establishments or the general public.

Conservation of energy – The Contract Managers shall introduce and monitor efficient and economic use of energy in the form of heating and lighting with the objective of reducing the use of energy.

Training – All employees shall be made aware of the objectives of this policy and the contribution expected from them. Employees with high risk tasks shall be trained in the environmental aspects associated with those tasks.

Legislative Compliance – regular environmental assessments shall be carried out to ensure compliance with the legislation and the application of best available practice in environmental protection.

Environmental Objectives – will be set, monitored and reviewed to provide a management tool for my company to achieve the general aims set out in this policy statement and help achieve continuous improvement and the prevention of pollution in our environment performance.

All employees are equally responsible for complying with this Environmental Policy and are encouraged to suggest improvements to this end.

Managing Director
Trackforce Recruitment Ltd



September 2016

It is my policy that this branch of Trackforce Recruitment Ltd is to provide to its customer's, products and services, which are fit for their intended purpose and are delivered conforming with the Customers, Manufacturers and Company's Quality Specifications, producing a quality product whilst maintaining customer satisfaction in a cost effective manner.

To this end management systems and procedures are applied to meet the quality goals of the Company and to satisfy the requirements of BS EN ISO 9001:2008 series promoting;

- High levels of customer satisfaction
- The delivery the business commitment
- Safe operation and protection of the reputation, value and assets of the company
- Quality of product and service for all activities of the Company
- A highly motivated and competent workforce who believe in Trackforce Recruitment Ltd culture and values
- Understanding and support of the environment within, which we work
- Continual development of our business and internal processes
- Co-operation with our customers and suppliers to establish and then maintain the highest standards of quality and service.

Notwithstanding the above we will strive to create an environment that stimulates innovative thinking and provide for continual improvement. Maintain awareness of and apply where appropriate new developments in construction technology and business methods with our customer.

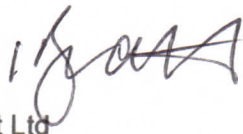
I shall ensure that we can demonstrate improvement in our service delivery and internal processes so that we will continually meet and build on customer requirements and stakeholder expectations.

I shall ensure that we can deliver the quality goals by the establishment and implementation of management objectives and processes, which will be monitored against the requirements of the Quality Management System, legislation and our customer's requirements.

I shall set and monitor personal and job related quality objectives for my Contract Managers, which will ensure that standards of quality is maintained, monitored and progressively improved.

These arrangements and objectives will be administered by the Contract Managers utilising a documented Quality Management System, supervised by me at the highest Level and assisted by the Safety & Assurance Consultant. I, as the Managing Director will maintain executive control of the Management System.

Managing Director
Trackforce Recruitment Ltd



Date: September 2016

The Trackforce Recruitment Ltd has implemented a behavioural safety programme which is founded on the belief that behaviour turns systems and procedures into reality. Safe behaviour at work is of paramount importance and, as such, needs to be treated as a critical work related skill.

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

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

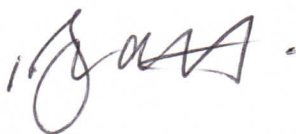
I will periodically assess the strength of my company's safety culture using the Network Rail 'Dimensions of Safety' system and plan future improvements accordingly.

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

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

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

Managing Director
Trackforce Recruitment Ltd



September 2016

As a Managing Director of the Trackforce Recruitment Ltd I recognise that Business Continuity Management helps manage the risks to the smooth running of an organisation or delivery of a service.

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

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

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

Compliance to the Procedure will ensure:

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

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

Managing Director
Trackforce Recruitment Ltd



September 2016

For Trackforce Recruitment Ltd's "Corporate Responsibility" is about living the values and principles that govern the way we operate as an organisation and behave as individuals. It is about ensuring we sustain safe operations, have a positive impact on our people, the communities we work in and the wider environment and build the trust and respect of our customers and other stakeholders.

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

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

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

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

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

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

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

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

Managing Director
Trackforce Recruitment Ltd



September 2016


Trackforce Recruitment Ltd accepts that its activities can have a significant impact on the environment. In recognition of this responsibility, we will strive towards achieving a more sustainable future by minimising any adverse environmental impact where operational restraints and resources allow.

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

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

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

Managing Director
Trackforce Recruitment Ltd



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

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

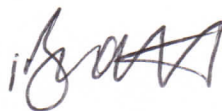
Any employee who harasses any other employee on the grounds of the above will be subject to the Company's disciplinary procedures.

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

Therefore I will ensure that Trackforce Recruitment Ltd will:

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

Managing Director
Trackforce Recruitment Ltd



Date: September 2016

Trackforce Recruitment Ltd is committed to the continuing development of all members of staff and wishes to emphasise the importance it places on health, safety and environmental training at all levels throughout the company.

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

Our training objectives are to:

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

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

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

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

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

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

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

Managing Director
Trackforce Recruitment Ltd



Date: September 2016

I as Managing Director understand the prevalence of fraud and malpractice in the commercial environment and the negative impact it could have on Trackforce Recruitment Ltd, its employees and clients.

Neither I or my Board Members do not condone and will not tolerate fraud or malpractice in any way, shape or form.

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

The Bribery Act 2011 describes those actions as: theft, deception, bribery, forgery, corruption, false accounting and conspiracy to commit these offences. For practical purposes fraud may be defined as the use of deception with the intention of obtaining an advantage, avoiding an obligation or causing loss to another party.

I will strive to:

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

My Directors, Managers and Supervisors will be responsible for:

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

Individual members of staff are responsible for:

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

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



Managing Director
Trackforce Recruitment Ltd

September 2016