

# Health, Safety & Environmental Policy



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## **SECTION 1**

### **POLICY STATEMENTS**

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**1.1****HEALTH & SAFETY POLICY STATEMENT**

Effective Health, Safety and Management control and work practice is an integral part of our **company** culture and is recognised as a key driver in respect to achieving success in our business objectives.

**Key HS&E Policy Objectives**

To ensure that our business operations are undertaken in accordance with best practice procedures which reflect compliance with current and up to date statutory safety, health and environmental legislation.

To provide our workforce with “best practice” training, information, procedures, skills, equipment and leadership to assist them in ensuring our business operations, at all times, reflect “best practice”.

To promote the “Respect for People” principles as highlighted within the Construction Taskforce industry improvement report “Rethinking Construction”.

To ensure the directors and senior management of JPS Projects Ltd recognise and fully support the requirement to establish improved H&S standards within the industry and are committed to supporting our clients in achieving this objective by ensuring excellent standards of H&S management and practice within our operational control.

To influence improvement objectives and practices within our supply chain, which we recognise as being important to the success of our client’s projects and the industry in general.

To work successfully with our supply chain in realising significant and tangible H&S performance improvement standards in all of our project appointments and undertakings.

To ensure our business operations do not cause risk to the health and safety of our employees or to others who may be affected by our business operations.

To ensure our business operations do not cause risk to the local or wider environment through poor environmental management control or work practices

To continually improve our H&S policy at regular intervals or at other times where events such as significant H&S incidents or the introduction of new or updated legislation.

**Key Statutory Duties Compliance.**

We shall do all that is reasonably practicable to implement our legal duties under all relevant statutory provisions and in particular those provisions outlined in:

- The Health & Safety at Work Act 1974;
- The Management of Health & Safety at Work Regulations 1999.
- The Construction (Design and Management) Regulations 2015

**In particular as an employer we will:**

Provide and maintain plant and systems of work that are safe and without risk to health

Ensure the safety and absence of risks to health in connection with the use, handling, storage and transportation of articles and substances

Provide information, instruction, training and supervision as is necessary to ensure the health and safety at work of all employees.

Ensure the maintenance of workplaces under our control in a condition that is safe and without risks to health, which includes the provision and maintenance of safe access and egress routes and support employees' rights to refuse to work on the grounds of health and Safety concerns.

The provision and maintenance of a working environment that is safe, without risks to health and adequate as regards to facilities and the arrangements of the welfare of our employees whilst at work.

**Employee Co-operation**

As a condition of our employment we require our employees to co-operate with us to ensure we meet with our objectives. In particular we require our employees to:

Take reasonable care of your own health and safety and that of others who may be affected by your acts or omissions whilst at work.

Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.

**Directors Commitment**

**We, the directors, pledge to provide satisfactory resources to ensure, so far as reasonably practicable, that our company employees are provided with the necessary training, supervision, information, procedures, skills, equipment and leadership necessary to achieve our policy objectives.**

This policy applies to all employees of JPS Projects Ltd

**Date:** October 2020

**Signed:**



**Managing Director  
JPS Projects Ltd**

**1.2****ENVIRONMENTAL POLICY**

The environmental policy statement of JPS Projects Ltd is reviewed each year at a Management Review Meeting and is amended as necessary to reflect environmental trends and the introduction of services and processes.

It is the stated policy of JPS Projects Services to:

1. Manage its activities in ways that reduce environmental impact to a practicable minimum.
2. Regulate the environmental performance within the company by operating an environmental management system in accordance with the requirements of BS EN ISO 14001:2004.
3. Seek continual improvement of its environmental performance including a reduction of pollution and waste. To this end we will prepare risk assessments for the environmental impacts of all our activities and implement measures to mitigate those impacts as far as is reasonably practicable.
4. Comply with all applicable environmental legislation, regulations, international protocols and industrial codes of practice and will endeavor to attain standards higher than those laid down therein as minimum requirements. Where applicable, we will liaise with central and local Government bodies to ensure that their requirements are addressed.
5. Comply with any specific environmental requirements made by a Client and included in the contract conditions providing they do not conflict with any environmental legislation or regulations.
6. Promote general environmental awareness amongst its employees.
7. Take all reasonable steps to ensure that Suppliers and Subcontractors operate a suitable and adequate Environmental Management System.
8. A copy of this Environmental Policy Statement is displayed in all company premises and is freely available on demand to any legitimately interested party or member of the public.

**In order to implement this environmental policy JPS Projects Ltd will:**

- ensure that this policy is understood, implemented and maintained at all levels within the company;
- provide public access upon request from legitimately interested parties to information on the company's environmental performance;
- when involved in design, to do so in ways that blend as sympathetically as possible with the prevailing or projected surroundings;

- conserve and protect the environment by operating in a socially responsible manner and by the application of quality assurance procedures as set out in the JPS Projects Ltd Quality Procedures;
- operate and maintain all plant and equipment to the highest standards practicable;
- improve working practices when new technology becomes economically available;
- encourage a 'cradle to grave' philosophy towards all material, components and packaging, be receptive to relevant modifications in product design and working practices including the prevention of pollution;
- recycle surplus materials and waste from its sites, offices and works whenever practicable. On those occasions when reuse or recycling is not practicable, disposal of surplus materials and waste will be in accordance with the best environmental practice;
- minimise waste throughout the company by better utilisation of raw materials, energy and water, increased use of reusable, recyclable and renewable materials and the development of strategies for minimising waste;
- provide appropriate environmental training for all employees;
- promote and encourage environmental excellence,
- carry out regular environmental audits by an external independent Auditors both within offices, and site works where it is operating in order to ensure effective implementation of the company's environmental management system;
- adopt the least environmentally damaging transport strategy for our own vehicles and to encourage its suppliers and subcontractors to do likewise;
- deal only with reputable registered waste carriers that have been vetted by the Purchasing Department and whose vehicles, operations and premises are subject to regular inspection and auditing;
- provide advice to customers and end users on the correct use, maintenance and eventual disposal of all installations carried out under the direction of the Company.

**Date: October 2020**

**Signed:**



**Managing Director  
JPS Projects Ltd**

**1.3****QUALITY POLICY**

JPS Projects Ltd (the 'Organisation') aims to provide defect free goods and services to its clients on time and within budget.

The Organisation operates a Quality Management System that is based on BS EN ISO 9001: 2008 certification, including aspects specific to the construction industry.

The management is committed to:

1. Developing and improving the Quality Management System.
2. Continually improve the effectiveness of the Quality Management System.
3. The enhancement of client satisfaction.

The management has a continuing commitment to:

1. Ensure that client needs and expectations are determined and fulfilled with the aim of achieving client satisfaction.
2. Communicate throughout the Organisation the importance of meeting the client needs and legal requirements.
3. Establish the Quality Policy and its objectives.
4. Conduct Monitoring and Management Reviews of the effectiveness of the implementation of the Quality Management System
5. Ensure the availability of resources.

The structure of the Quality Management System is defined in this Quality Manual.

All personnel understand the requirements of this Quality Policy and abide with the contents of the Quality Manual.

In addition to all English and EU commercial legislation and regulations, the Organisation complies with all legislation and regulations specifically related to its business activities.

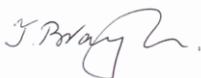
The Organisation constantly monitors its quality performance and implements improvements when appropriate.

This Quality Policy is regularly reviewed in order to ensure its continuing suitability.

This policy applies to all employees of JPS Projects Ltd

**Date:** October 2020

**Signed:**



**Managing Director  
JPS Projects Ltd**

**1.4****EQUALITY & DIVERSITY POLICY STATEMENT;**

JPS Projects Limited is an equal opportunity employer and this statement details our policy of equality and diversity in recruitment and employment and the manner in which this policy will be implemented and monitored.

**Statement of policy**

JPS Projects Limited is committed to a policy of equality of opportunity in its recruitment and employment practices. It is our policy to ensure that all employees are recruited, trained and promoted on the basis of ability, the requirements of the job, and similar objectives and relevant criteria. No applicant for employment or employee will be treated less favourably than another on grounds of race, gender, marital status, nationality ethnic or national origin, colour, creed, disabilities, age within the legal limitations, or because they are Lesbians or gay men.

Selection criteria and procedures will be kept under review to ensure that individuals will be selected, promoted and treated on the basis of their abilities, merits and according to the requirements of the job; they will be given equal opportunity to show this ability and, where appropriate, special training to progress within the company.

We will not tolerate discriminatory language or behaviour towards our employees or customers. Acts of discrimination, harassment, bullying or victimisation are disciplinary offences which we will deal with under our disciplinary procedure

Race or Racial Origin - Shall mean discrimination on grounds of race, colour, nationality, ethnic or national origins.

Persons with Disabilities - Shall mean discrimination against any person who has a disability whether or not this impairs normal functions.

**Legislation**

JPS Projects recognises and welcomes the Equal Pay Act 1970, The Sex Discrimination Act 1975 (Amended 2003), The Race Relations (Amendment) Act 2003, Human Rights Act 1998, Employment Act 2002, Employment Equality Religion or Belief Regulations 2003, Employment Equality Age Regulations 2006,

Civil Partnership Act 2004. The Disability Discrimination Act 1995 and the measures for disabled persons and their attempts to provide equal opportunities for all. This policy statement deals only with employment aspects of that legislation.

JPS Projects will provide all necessary training to ensure that its Managers are familiar with and understand the legislative provision of equal opportunities, and not only direct discrimination, but also indirect discrimination is unlawful.

Both the Equal Opportunities Commission and the Commission for Racial Equality have issued codes of Practice which contain practical guidance to assist in the elimination of discrimination and the promotion of equal opportunity in employment.

### **Implications of legislation**

In respect of race and gender there are laws which provide that an employer is responsible for any act of discrimination by an employee in pursuit, of his/her employment whether or not it was done with the employers knowledge or approval. In such cases both the employer and employee are liable to the unlawful act. However, it would be a defence for employer to prove that he/she took such steps as were reasonably practical to prevent the employee from committing a discriminatory act. Only the employee would then be considered liable for the unlawful act.

A failure on the part of the employees to observe any provisions of the codes of practice shall not in itself render them liable to any proceedings but such failures will be taken into account in Industrial Tribunal hearings. It is the duty of all employees to accept this personal responsibility for the practical application of the policy. JPS Projects expects all its employees to act at all times in accordance with this equality and diversity policy. All employees are required to comply with and promote the policy and to ensure that discrimination is eliminated in the working environment.

### **Procedures**

All personnel policies and procedures are kept under constant review to ensure that they conform to the equality and diversity policies.

### **Training**

JPS Projects recognises that training is an essential element in the implementation of its Equality and Diversity Policy. Without the provision of adequate training it will be difficult to ensure that the employees and particularly its managers are in a position to understand and comply fully with the policy.

It is our policy for all employees to undertake induction training in which we make them aware of their responsibilities under the Health and Safety at Work Act, detail our emergency procedures, and correct use of PPE, safe systems of work for their initial job, First Aid arrangements and the role of our supervisors. They are all advised where copies of our Health and Safety Policy are kept and are given a small precise sheet. They are also given a copy of our company rules. Where employees jobs change, or new risks are encountered by the introduction of new processes then these individual employees are given further guidance/training.

### **Advice/Guidance**

If employees wish to discuss any employment or employee relations problems arising from alleged or suspected discrimination, they should contact the Managing Director. The Equality and Diversity Policy Statement will be issued to all full-time and part-time employees. General reminders about the equality and diversity Policy will be issued regularly.

### **Policy on the Employment of People with Disabilities**

To develop a working environment and to offer terms and conditions of service which will enable people with disabilities who have skills and qualifications appropriate to the activities performed in the companies service to seek and maintain employment with the company.

**Objectives;**

- (i) To provide equal opportunities for people with disabilities in recruitment promotion and training.
- (ii) To ensure that all staff are aware of the company's policy on the employment of people with disabilities.
- (iii) To ensure that where possible people with disabilities are provided with equipment and facilities to enable them to carry out their duties.
- (iv) To provide a safe working environment for employees with disabilities.
- (v) To ensure that special needs for employees with disabilities, arising directly or indirectly because of their work, are met.

**Recruitment;**

Every vacancy will be open to suitably qualified people with disabilities giving regard to safety considerations.

**Duties and working conditions;**

The duties and responsibilities of employees will be reviewed periodically in the light of any changes in their condition.

**Training**

Employees with disabilities will be given full and fair consideration for inclusion in training programmes.

**Rehabilitation**

If an employee with disabilities is unable to continue carrying out existing duties every effort will be made to find suitable alternative employment. With re-training being provided if necessary.

**Responsibility for implementation**

The Managing Director will be responsible for the overall implementation, co-ordination and review of the policy.

**Monitoring**

The Managing Director will continually review procedures and monitor their implementation to ensure that they comply with the Equality and Diversity Policy.

This policy applies to all employees of JPS Projects Ltd

**Date:** October 2020

**Signed:**



**Managing Director  
JPS Projects Ltd**

**1.5****DRUGS POLICY**

Illegal substances come in many forms, but in general all will alter the way in which people consuming them perceive the world around them. Ecstasy, for example, reportedly often freely available within many dance venues, makes people feel 'spaced out' and slightly dizzy, whilst heroin (which can be smoked, sniffed through the nose or injected) slows people down and makes them feel sleepy and detached from reality. Other drugs, such as LSD and magic mushrooms, cause those who take them to hallucinate. This means they either see and hear things that do not exist, or see and hear things that do exist but in a totally different way.

Because of these effects, it is not hard to appreciate how those under the influence of illegal substances can be a danger both to themselves and to their colleagues. Whilst this danger might not be as great in an office environment as it would be, for instance, on a shop floor, the fact remains that the effect of the substance will alter the work contribution individuals will be able to make, and affect their performance within the work team.

As a consequence, anyone considered to be under the influence of illegal substances whilst at work (whether consumed during working hours or not) will be subject to disciplinary proceedings.

If JPS Projects Ltd reasonably believes that anyone is under the influence of drugs at work as a result of an abuse problem, then the outcome of any disciplinary procedure will generally include requesting that the person seek help from one or more of the bodies listed below.

*Note: JPS Projects Ltd appreciates that many people who consume illegal substances would like to quit the habit yet may not be aware of the organisations to which they can turn for help, support and advice. Likewise, many others may be the family or friends of users who would equally welcome such assistance. It is therefore considered appropriate to give details of these organisations. All will treat your enquiry as confidential, and if they are not able to assist you directly will be able to refer you to someone who can.*

**The National Drugs Helpline (operates a 24-hour helpline)**

**Telephone: 0800-776600**

**ADFAM National**

**Telephone: 020-7928 8900 (Monday–Friday, 10.00–17.00)**

**Families Anonymous**

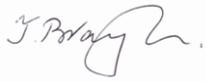
**Telephone: 020-7498 4680 (Monday–Friday, 13.00–17.00)**

From time to time all of us suffer ailments for which legally prescribed or legally available drugs are required, either to rectify the ailment itself or to relieve the symptoms suffered. Whilst in many cases the ailment will be temporary, in others it will be longer-term. Just as with illegal substances, however, the drugs we take legally will have some form of side effect. It is of importance that, where this side effect is likely to affect your performance in any way (for instance you are likely to feel drowsy), you are to notify JPS Projects Ltd of this fact and the details.

Our aim is to protect your safety and, in certain cases (in particular if you normally work with powered machinery), it may be necessary to move you to lower risky activities.

This policy applies to all employees of JPS Projects Ltd

**Date:** October 2020



**Signed:**

**Managing Director  
JPS Projects Ltd**

**1.6****ALCOHOL POLICY**

Guidelines on alcohol consumption compare drinks in terms of the number of units of alcohol they contain. For instance, a half pint of average-strength beer, a small glass of wine and a single spirit measure each contain one unit of alcohol.

When we drink, the units we consume get passed into our circulatory system. Here they mix with our blood and get pumped by our heart to our brains, where they begin to take effect and alter the way we feel and behave.

The amount of alcohol in our bloodstream is measured in milligrams of alcohol per 100 milliliters of blood.

In an average-sized man, a unit of alcohol is approximately 20 milligrams per 100 milliliters, whilst in an average-sized woman, a unit results in a blood alcohol level of approximately 30 milligrams. The difference between men and women arises from the fact that women are generally smaller than men and their bodies, as a consequence, contain less fluid. When a unit of alcohol is consumed by a woman it therefore forms a greater concentration in her bloodstream than it would in the bloodstream of a man.

If you are a man of average build and you drink one and a half pints of average-strength beer, you will be consuming three units of alcohol. As alcohol gets absorbed quickly by your digestive system, the result will be that within a relatively short period you will have a blood alcohol level of some 60 milligrams per 100 milliliters.

Tests have shown that a person with a blood alcohol level of 60 milligrams has impaired judgment, is becoming reckless and should not be making important decisions.

Consume two pints (*a mere four units*) and your blood alcohol level will be 80 milligrams per 100 milliliters. At 80 milligrams tests have shown that the average person suffers from a marked loss of co-ordination.

If you are a woman of average build, a blood alcohol level of 60 milligrams per 100 milliliters is reached after consuming just a single pint of beer (*the equivalent of just two glasses of wine or two shots*), whilst 80 milligrams is reached by consuming just one further single unit.

With your judgment and co-ordination affected in this way, you are, for all intents and purposes, semi-detached from reality. Unfortunately, where plant, equipment and machinery are concerned, being semi-detached from reality could easily lead to serious accidents.

If having read this policy you believe you are consuming too much alcohol and want help in reducing your intake, the following organisations will be able to assist you. All calls will be treated as confidential.

The National Alcohol Helpline	0800-917 8282
Al-Anon Family Groups	020-7403 0888 ( <i>for relatives and friends of alcoholics</i> )
Alcoholics Anonymous	01904-644026 ( <i>Head Office</i> )

As an employer, it is our duty to promote and retain a safe working environment. After due consideration, we have decided that to permit people to work who have consumed alcohol is to put at risk not only the individual concerned, but his or her colleagues as well. As a consequence, we have determined that anyone found consuming alcohol whilst at work, or considered to be under the influence of alcohol during working hours, will be subject to disciplinary procedure.

*Note: If JPS Projects Ltd reasonably believes that anyone is under the influence of alcohol at work as a result of a drinking problem, then the outcome of any disciplinary procedure will generally include requesting the person to seek help from one or more of the organisations listed at the end of this policy.*

This policy applies to all categories of employee. The term ‘categories of employee’ refers to everyone working under the auspices of

Whilst it may seem unreasonable to apply this policy to employees who do not work in production areas of the site, the fact remains that from time to time most employees will need to visit these areas in order to carry out their duties. If under the influence of alcohol when they do so, they will be putting themselves and others at risk.

In addition, all employees are engaged on the basis that they will provide the JPS Projects Ltd with their best endeavors at all times. As judgment and the ability to make decisions are an essential element of all jobs at all levels, and as alcohol affects judgment and the ability to make decisions, it is important that no category of employee should be excluded from this policy.

**Date:** October 2020



**Signed:**

**Managing Director  
JPS Projects Ltd**

**1.7****STRESS POLICY****Introduction**

JPS Projects Ltd is committed to protecting the health, safety and welfare of our employees. We recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stress.

This policy will apply to everyone in the company. Managers and supervisors are responsible for implementation and monitoring of staff. The company is responsible for allocating the necessary resources to deal with stress at work issues.

**Definition of stress**

The Health and Safety Executive define stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress that can be detrimental to health.

**Policy**

- The company will identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress. These risk assessments will be regularly reviewed.
- The company will consult with Trade Union Safety Representatives (If Nominated) on all proposed action relating to the prevention of workplace stress.
- The company will provide training for all managers and supervisory staff in safe practices.
- The company will provide confidential counseling for staff affected by Stress, caused by either work or external factors.
- The company will provide adequate resources to enable managers to implement the company’s agreed stress management strategy.

**Responsibilities;****Managers and Supervisors**

- Conduct and implement recommendations of risks assessments within their jurisdiction.
- Ensure good communication between management and staff, particularly where there are organisational and procedural changes.
- Ensure staff are fully trained to discharge their duties.
- Ensure staff are provided with meaningful developmental opportunities.

- Monitor workloads to ensure that people are not overloaded.
- Monitor working hours and overtime to ensure that staff are not overworking. Monitor holidays to ensure that staff are taking their full entitlement.
- Attend training as requested in good management practice and health and safety.
- Ensure that bullying and harassment is not tolerated within their jurisdiction.
- Be vigilant and offer additional support to a member of staff who is experiencing stress outside work e.g. bereavement or separation.

**Human Resources**

- Give guidance to managers on the stress policy.
- Assist in monitoring the effectiveness of measures to address stress by collating sickness absence statistics.
- Advise managers and individuals on training requirements.
- Provide continuing support to managers and individuals in a changing environment and encourage referral to occupational workplace counselors where appropriate.

**Employees**

- Raise issues of concern with your Safety Representative, line manager or occupational health.
- Accept opportunities for counseling when recommended.

This policy applies to all employees of JPS Projects Ltd

**Date:** October 2020

**Signed:**



**Managing Director  
JPS Projects Ltd**

**1.8****SMOKE-FREE POLICY****1 Introduction**

This policy has been developed to protect all employees and visitors from exposure to second-hand smoke. The company acknowledges that non-smokers have a right to work in a safe and healthy environment and that exposure to second-hand smoke increases the risk of lung cancer and heart disease and causes or triggers asthma as well as many other illnesses and minor conditions. All employees must refrain from smoking outside the times and circumstances set out in this policy. The policy applies to all staff, visitors, contractors, consultants, customers, clients and other persons who enter the premises of this workplace.

From 1<sup>st</sup> July 2007, smoking is prohibited in all places of public gathering including workplaces. It is the intention of the Company to comply fully with this requirement and therefore the conditions described below will come into effect from that date.

**2 POLICY AIMS**

This policy seeks to:

- Guarantee a healthy working environment and protect the health of employees and members of the public by ensuring that all company workplaces are smoke-free.
- Comply with: the Health and Safety at Work etc Act 1974, under which employers have a general duty to protect, so far as is reasonably practicable, the health, safety and welfare of their employees; and the **[Health Act 2006 OR Smoking, Health and Social Care (Scotland) Act 2005]**, which prohibits smoking in enclosed workplaces and public places.
- Raise awareness of the dangers associated with exposure to tobacco smoke.
- Take account of the needs of those who choose to smoke and to support those who wish to stop.

**3 RESTRICTIONS ON SMOKING**

Smoking is prohibited at all times in all enclosed and substantially enclosed public or private areas in the workplace, including lifts, corridors, stairways, lavatories, rest rooms, reception areas or entrances. This applies to all persons, regardless of their status within the company or business with the company.

**4 STAFF**

Members of staff are only permitted to smoke whilst off duty (in official break times only) and in unenclosed designated areas.

**5 VISITORS**

All visitors, contractors, consultants, customers, clients and other persons who enter the premises of this workplace are required to abide by this smoke-free policy. All staff members are expected to make visitors aware of this policy and to ask any visitor who breaches this policy to extinguish all smoking materials. Visitors who continue to smoke should be reported

to a manager.

## **6 COMPANY VEHICLES**

Smoking is prohibited in vehicles belonging to or leased by the company and in staff private vehicles if ever used to transport members of staff or members of the public whilst carrying out their duties as an employee.

## **7 IMPLEMENTATION**

JPS Management has overall responsibility for the implementation and review of this policy. However, all members of staff are obliged to adhere to and support the implementation of the policy on an ongoing basis. All existing employees and new personnel shall be informed of this policy and of the designated smoking areas.

'No-smoking' signs will be clearly displayed at the entrances to and within the premises, and in all smoke-free vehicles. Appropriate signs will be displayed in the designated areas where smoking is permitted.

## **8 NON-COMPLIANCE**

Any member of staff who does not comply with this policy shall be liable to disciplinary action in accordance with the company's Disciplinary Procedure. Those who do not comply with the smoke-free law may also be liable to a fixed penalty fine and possible criminal prosecution.

## **9 HELP TO STOP SMOKING**

The NHS offers a range of free services to help smokers give up. The NHS Smoking Helpline number is 0800 169 0 169 or visit [www.gosmokefree.co.uk](http://www.gosmokefree.co.uk).

## **10 REVIEW**

This policy will be kept under review so as to ensure that it continues to meet its aims.

**Date:** October 2020

**Signed:**



**Managing Director  
JPS Projects Ltd**

## 1.9

### **ETHICAL POLICY**

Our ethical policy has been established to set standards and provide guidelines regarding the way JPS Projects Ltd should operate in Ethical matters. It is important to retain this set of core values and approaches to the process of doing business on a daily basis.

The Ethical policy focuses around nine key areas as follows:

#### **Employees**

JPS Projects Ltd values its Employees as a key resource. An atmosphere of good employee communication, involvement & responsibility both individually & as a team is of central importance. The personal development and optimum use of Employee talent is strongly encouraged

Every employee has an equal opportunity for personal recognition and career development, regardless of personal background or belief. No form of discrimination or harassment will be tolerated. An important part of this policy is recruiting, selecting, rewarding and promoting people who demonstrate entrepreneurial behavior and show individual initiative in combination with a high degree of knowledge and experience of our products, markets and culture.

#### **Customers**

Everybody must play their part in providing quality and efficiency to customers. JPS Projects Ltd believes that integrity in dealings with customers is a prerequisite for a successful and sustained business relationship. Personal contact, helpful and responsive action are features of the service we provide to develop long term relations with our customers.

#### **Suppliers**

JPS Projects Ltd believes in supporting UK trade and therefore will only buy from preferred UK based manufacturing companies if possible. JPS Projects Ltd will aim to develop relationships with suppliers based on mutual trust and all dealings will be conducted in a professional manner at all times. We also undertake to pay our suppliers on time and according to agreed terms. All supplier relationships are assessed against our Quality standards.

#### **Community**

JPS Projects Ltd seek to comply with all legislation affecting its operations. We will seek to serve and support the community in which it operates by providing services efficiently and profitably, and by providing good employment opportunities and conditions. We will take into account the concerns of the wider community including both national and local interests. In particular, we will agree a chosen local charity each year and endeavor to raise money outside of business interests for this Charity.

#### **The Environment**

JPS Projects Ltd is concerned with the conservation of the environment in its broadest sense, and recognises that certain resources are finite and must be used responsibly. We will therefore:

Work with others toward a consensus on environmental quality standards which are desirable and attainable.

Aim to improve all aspects of the business in respect of environmental issues. Paying particular attention to environmental issues including the conservation of energy and natural resources, the control of noise levels, recycling of waste material and the utilisation of non-polluting technology. This is reflected in our emphasis to supply recycled promotional products as an option wherever possible

**Health & Safety**

JPS Projects Ltd provides safe working conditions for all its Employees and will do all that is reasonable and practicable to:

Protect the health and safety of its employees and minimise any adverse effects on the environment

Implement working practices to prevent personal injury and damage to property

Making all employees aware of risk assessments and raise awareness of their own responsibilities for the health and safety of themselves and others

**Human Rights**

JPS Projects Ltd is committed to the prevention of any violation of established Human Rights of any kind, particularly where child labour or undesirable forced acts are involved.

**Social Responsibility**

JPS Projects Ltd is committed to and encourages collaboration with organisations that support Fair Trade and operate non-exploitative employment practices in their own businesses and supply chains throughout the world. It will conversely not invest in or do business with any organisation that:

Manufactures or designs weapons, instruments of warfare or torture, or that derives significant revenue from weapons related products or services; or Manufactures tobacco products or derives significant revenue from tobacco related production.

**Conflict of interest**

This policy does not allow bribery or political contributions and requires employees to seek to avoid conflicts of interest and to disclose any that do exist. Employees must ensure that their actions are not affected by conflicts of interests. This covers the receipt of giving of gifts or hospitality which is prohibited.

**Information**

JPS Projects Ltd regards information for the purpose of its business as a corporate asset which must be protected against loss of availability, infringement and improper disclosure. We seek to ensure as far as reasonably practicable, that this information is protected. This applies also to intellectual property including inventions, trade secrets, technical information, product design, production expertise, customers' information etc.

**Legislation**

In accordance with the Company Staff Handbook

**Records**

Honesty, completeness and accuracy of records are vital. Records of transactions should be maintained in an accurate, complete, transparent and timely manner in accordance with accounting principles. No unrecorded funds or assets should be established or maintained.

JPS Projects Ltd believes that implementation of this ethics policy:

- Sets clear standards for employees.
- Makes good business sense.
- Protects the integrity and enhances our reputation
- Support the principles of good corporate governance.

**Date:** October 2020



**Signed:**

**Managing Director  
JPS Projects Ltd**

**1.10****GOOD NEIGHBOUR POLICY STATEMENT**

It is the clearly defined intent of our Management Team to ensure the assessment of the project's likely impact upon its neighbors and the neighboring environment. We will assist the Principal Contractor's Project Director to establish a team who will deal directly with this on-going requirement.

We shall undertake to do all that is necessary in our duty of care to others by identifying any operations necessary to the project which may result in an impact regarding:

- noise
- dust
- vibration
- public protection - vehicle and pedestrian interface.
- social issues - verbal abuse, obscenities, protection of ethnic minorities, etc.

The overall objective is to eliminate/reduce these impacts so far as is reasonably practicable.

We shall create and nurture good relations with project neighbors by establishing clearly defined routes and methods of communication and liaison in assistance to with Principal Contractor.

This policy shall be conveyed to the Principal Contractor's team and all other persons affected by it or required to implement its intent.

This shall be achieved by team briefings and site safety induction.

The policy shall be reviewed in line with the Project Environmental Policy.

**Date:** October 2020

**Signed:**



**Managing Director  
JPS Projects Ltd**

**1.11****MENTAL HEALTH POLICY STATEMENT****The need for a workplace mental wellbeing policy**

Mental ill health and stress are associated with many of the leading causes of disease and disability in our industry. Promoting and protecting the mental wellbeing of the workforce is important for individuals' physical health, social wellbeing and productivity.

Many factors in the workplace influence the mental wellbeing of individual employees, particular departments or organisations as a whole. Understanding and addressing the factors which affect people's mental wellbeing at work have a wide range of benefits, both for individuals and the organisation. Mental wellbeing in the workplace is relevant to all employees and everyone can contribute to improved mental wellbeing at work. Addressing workplace mental wellbeing can help strengthen the positive, protective factors of employment, reduce risk factors for mental ill health and improve general health. It can also help promote the employment of people who have experienced mental health problems and support them once they are at work.

This workplace mental wellbeing policy covers the following aspects of mental health and wellbeing:

**Promoting the mental wellbeing of all staff through:**

- providing information and raising awareness about mental wellbeing
- providing opportunities for employees to look after their mental wellbeing
- promoting policies and practices that promote wellbeing.

**Management skills Developing skills for managers and supervisors to:**

- promote the mental wellbeing of employees
- deal with issues around mental health and stress effectively.

**Support Providing support to employees through:**

- providing a work environment that promotes and supports mental wellbeing for all employees
- offering assistance, advice and support to people who experience a mental health problem while in employment
- support for staff returning to work after a period of absence due to mental health problems.

**Employment Helping people get back to work after a period of absence due to mental illness through:**

- recruitment practices
- making reasonable adjustments
- retaining staff who develop a mental health problem.

**Scope:**

Mental health problems and stress can affect anyone, regardless of their position in the organisation. This policy applies equally to all employees. The implementation of this policy will also be supported by other health and safety policies, eg, sickness absence, alcohol, drug and substance abuse, and bullying and harassment.

**Aim of the policy:**

To create a workplace environment that promotes the mental wellbeing of all employees.

**Objectives:**

To tackle workplace factors that may negatively affect mental wellbeing, and to develop management skills to promote mental wellbeing and manage mental health problems effectively.

We aim to create and promote a workplace environment that supports and promotes the mental wellbeing of all employees. We acknowledge that certain working conditions and practices can negatively affect employees' mental wellbeing, including aspects of work organisation and management, and environmental and social conditions that have the potential for psychological as well as physical harm.

**Policy actions:**

- Give employees information on and increase their awareness of mental wellbeing.
- Provide opportunities for employees to look after their mental wellbeing, for example through physical activity, stress-buster activities and social events.
- Offer employees flexible working arrangements that promote their mental wellbeing.
- Give all staff the opportunity to influence how they do their jobs, scope for varying their working conditions as far as possible, and opportunities to develop and fully utilise their skills.
- Set employees realistic targets that do not require them to work unreasonable hours.
- Ensure all staff have clearly defined job descriptions, objectives and responsibilities and provide them with good management support, appropriate training and adequate resources to do their job.
- Manage conflict effectively and ensure the workplace is free from bullying and harassment, discrimination and racism.
- Establish good two-way communication to ensure staff involvement, particularly during periods of organisational change.

To develop a culture based on trust, support and mutual respect within the workplace. As an employer we aim to create and promote a culture where employees are able to talk openly about their job and mental health problems and to report difficulties without fear of discrimination or reprisal.

**Policy actions:**

- Give non-judgemental and proactive support to individual staff who experience mental health problems.
- Deal sympathetically with staff suffering from mental health problems due to circumstances outside the workplace, and who consequently find it difficult to do their jobs properly.
- Give new employees a comprehensive induction programme providing an understanding of the organisation, the established policies and procedures, and the role they are expected to carry out.
- Ensure individuals suffering from mental health problems are treated fairly and consistently and are not made to feel guilty about their problems.
- Encourage staff to consult the occupational health department (if there is one), their own GP, or a counsellor of their choice.
- Investigate the contribution of working conditions and other organisational factors to mental ill health and remedy this where possible.
- In cases of long-term sickness absence, put in place, where possible, a graduated return to work.
- Make every effort to identify suitable alternative employment, in full discussion with the employee, where a return to the same job is not possible due to identified risks or other factors.
- Treat all matters relating to individual employees and their mental health problems in the strictest confidence and share on a 'need to know' basis only with consent from the individual concerned.

**To provide support and assistance for employees experiencing mental health difficulties.**

To positively encourage the employment of people who have experienced mental health problems by providing fair and non-discriminatory recruitment and selection procedures. We recognise that people who have or have had mental health problems may have experienced discrimination in recruitment and selection procedures. This may discourage them from seeking employment. While some people will acknowledge their experience of mental health issues openly, others may fear that stigma will jeopardise their chances of getting a job. Given appropriate support, the vast majority of people who have experienced mental health problems continue to work successfully, as do many with ongoing issues. **We will:**

- Show a positive and enabling attitude to employees and job applicants with mental health issues. This includes having positive statements in recruitment literature.
- Ensure that all staff involved in recruitment and selection are briefed on mental health issues and the Disability Discrimination Act, and are trained in appropriate interview skills
  - Make it clear, in any recruitment or occupational health check undertaken, that people who have experienced mental health issues will not be discriminated against and that disclosure of a mental health problem will enable both employee and employer to assess and provide the right level of support or adjustment.
- Do not make assumptions that a person with a mental health problem will be more vulnerable to workplace stress or take more time off than any other employee or job applicant.
- Ensure all line managers have information and training about managing mental health in the workplace.

To recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying and reducing workplace stressors. **We will:**

- Identify all workplace stressors and conduct risk assessments as required to eliminate stress or control the risks from stress.
- Consult with trade union safety representatives on all proposed action relating to the prevention of workplace stress.
- Provide training in good management practices, including those related to health and safety and stress management.
- Provide confidential counselling for staff affected by stress caused by either work or external factors.
- Provide adequate resources to enable managers to implement the organisation's agreed workplace mental wellbeing policy.

**Responsibilities Everyone has a responsibility to contribute to making the workplace mental wellbeing policy effective.****Managers have a responsibility to:**

- Monitor the workplace, identify hazards and risks and take steps to eliminate or reduce these as far as is reasonably practicable.
- Ensure good communication between management and staff, particularly where there are organisational and procedural changes.
- Assist and support employees who are known to have mental health problems or are experiencing stress outside work – for example due to bereavement or separation.
- Ensure staff are provided with the resources and training required to carry out their job.
- Monitor workloads to ensure that people are not overloaded.
- Monitor working hours and overtime to ensure that staff are not overworking, and monitor holidays to ensure that staff are taking their full entitlement.
- Ensure staff are provided with meaningful developmental opportunities.
- In addition, senior management will ensure that staff performing a management or supervisory function have sufficient competence to discharge that function in a manner consistent with the maintenance of mental health in the workplace.

**Human resources staff have a responsibility to:**

- Organise training and awareness courses on workplace mental wellbeing in conjunction with suitable experts.
- Provide advice and support to employees and managers in relation to this policy.
- Monitor and report on levels of sickness absence which relate to mental health problems including stress-related illness (in conjunction with the occupational health service and departmental managers).

**Employees have a responsibility to:**

- Raise issues of concern and seek help from their safety representative, line manager, human resources or occupational health department, or use the Employee Assistance Programme if one is provided.
- Accept opportunities for counselling when recommended.

**Occupational health and safety staff have a responsibility to:**

- Provide specialist advice and awareness training on mental wellbeing.
- Train and support managers in implementing stress risk assessments.
- Support individuals who have been off sick with mental health and stress problems, and advise them and their management on a planned return to work.
- Refer individuals to workplace counsellors or specialist agencies as required.
- Monitor and review the effectiveness of measures to promote mental wellbeing.
- Inform the employer and the health and safety committee of any changes and developments in the field of stress at work.

**Safety representatives must be:**

- meaningfully consulted on any changes to work practices or work design that could precipitate stress
- able to consult with members on the issue of stress, including conducting workplace surveys
- involved in the risk assessment process
- allowed access to collective and anonymous data from human resources
- provided with paid time away from normal duties to attend trade union training relating to workplace stress
- able to conduct joint inspections of the workplace at least once every three months, to ensure that environmental stressors are properly controlled.

**The policy will be reviewed every 12 months to ensure that it remains relevant.**

**Date:** October 2020

**Signed:**



**Managing Director  
JPS Projects Ltd**