

Section B: POLICY STATEMENT

1A. GENERAL HEALTH & SAFETY POLICY STATEMENT

It is the policy of the Company that, so far as is reasonably practicable, every possible step will be taken to ensure the health, safety and welfare of all employees at work.

The Company recognises its responsibilities for all its employees and its duty to do everything reasonably practicable to provide and maintain plant and equipment, safe systems of work, the workplace and the working environment.

The Management accepts the responsibility for ensuring that all information, instruction, training and supervision necessary to ensure health and safety at work for all employees will be provided. It is also the organisation's policy to encourage and insist upon the co-operation of all employees by discussion and consultation with them and their representatives with a view to promoting and developing measures to ensure health and safety at work. All employees will be encouraged to be active in carrying out the policy.

Every employee of the organization has a clear and undeniable duty to take reasonable care for the health and safety of themselves and their fellow workers or other persons who may be affected by their actions at work. It is the duty of every employee to co-operate with any other employee and the organisation to enable all statutory duties and requirements to be fulfilled in full.

The Company also accepts the responsibility for the health, safety and welfare of other people who may be affected by its activities.

The policy will be kept up-to-date, particularly as the business changes in nature and size, and in line with all current health and safety legislation. To ensure that this is done, the policy will be reviewed annually.

Managed by	Ray Foley QH&S Representative	Signed Ray Foley	Date 06/01/14
Approved by	Mark Canini Director	Signed Mark Canini	Date 06/01/14

1B. ALCOHOL AND DRUGS POLICY AND PROCEDURE

It is a requirement of ATL that no employee, or contractor employed in the Company's service, shall:

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

The Company will not tolerate any departure from these rules and will take the appropriate disciplinary action in the event of any infringement.

In order to avoid victimisation, the Company will provide assistance with the rehabilitation of any member of staff that voluntarily seeks help for alcohol or drug related problems. Such staff must, however, seek assistance at the earliest possible opportunity - subsequent discovery or a disclosure prompted by impending screening will not be acceptable.

The Company reserves the right to put in place, if considered necessary or required to comply with any Local Authority or client's policy, a programme of screening. This could include procedures to:

- Detect the use of drugs by both existing and potential employees
- Detect the use of alcohol and/or drugs by a person(s) involved in a Safety Critical Incident where there are grounds to suspect that the actions of the person(s) led to or caused such incident.
- Detect the use of alcohol and/or drugs where abnormalities of behaviour prompt management intervention (This may include a request for screening).

Code of Conduct:

To comply with the Company policy on alcohol and drugs, and to maintain the high standards of behaviour required, employees should AVOID:

- Drinking alcohol during the eight hours before going on duty
- Drinking during meal breaks
- Using illegal drugs

Also employees SHOULD NOT

- Have the smell of alcohol on their breath whilst on duty
- Carry out any works if they have any doubts about their fitness
- Consume/use any alcohol or drugs whilst in possession of a company vehicle.

1C. EQUAL OPPORTUNITIES POLICY AND PROCEDURE

ATL believes that its work force should reflect the community and that all groups within that community should have an equal share of the Company's employment opportunities, regardless of colour, race or creed.

Procedures will ensure that qualifications, skills and previous experience are called for only where it is really necessary to do the job. It is not enough just to say, "We do not discriminate". Staff members are instructed to ensure that the Equal Opportunities Policy is carried out fairly and conscientiously.

Managers and Supervisors are encouraged to take action in eliminating any sexual or racial harassment at work. This can include both physical and verbal abuse and persistent, unwanted sexual advances. Disciplinary action may be taken against anyone contravening this procedure.

Operatives can report direct to the senior management, any complaints or grievances under this heading. Steps are also being taken to end the display of sexist material/photographs on sites.

All employees have the right to discuss their own personal record file with the Company management. Recruitment, training and promotion will be reviewed on a regular basis to ensure that the requirements of this Policy are adhered to.