

QUALITY AND BUSINESS CONTINUITY POLICY STATEMENT

The policy of All Clear Services Limited (the Company) is to provide Clients with a service that meets their contractual requirements and exceeds their expectations with regards to quality, safety, health and environmental performance and to ensure continuity of that service; this can only be achieved by operating our comprehensive Integrated Management System (IMS) and controls within our Business Continuity Plan (BCP), appropriate to our purpose and also the context of the Company.

To assure the quality of all services offered by the company; the IMS complies with the requirements of BS EN ISO 9001:2015, BS EN ISO 14001:2015, BS EN ISO 45001:2018 and BS EN ISO 22301:2019 and applicable statutory requirements. The IMS and BCP will be implemented across the whole company and will embrace all of the activities which impact upon our Clients and others who may be affected by our activities.

The Company policy is to enhance Client satisfaction through the effective application of the IMS, including processes for continual improvement and assurance of conformity to Client, Standards and applicable statutory and regulatory requirements; this is supported by our BCP that ensures continuity of our services in the event of a major disruptive incident.

The only way to achieve and maintain this policy is for every employee, in whatever capacity, to perform their work to the highest standards at all times, to get it right first time, every time; all Company personnel will be trained in the requirements of the IMS and BCP commensurate with their individual responsibilities, as appropriate, and no unauthorised alterations or deviations from defined requirements are permitted.

Top management of the company, the Managing Director, Directors and senior managers, is committed to ensuring that the system is effective in achieving quality, safety and environmental and business continuity requirements and satisfying and maintaining Client requirements, both now and in the future.

To this end, we will strive to continually improve upon our services and will set quality, safety, health and environmental objectives; these objectives, allied with BCP review, form part of Company and IMS performance; this is monitored with respect to continual improvement by ongoing monitoring, internal audits and review with any corrective actions being implemented on a timely basis to ensure the continued effectiveness of the system and continuing suitability for purpose. Eventual responsibility for fulfilling the defined responsibilities and arrangements is vested in the undersigned



Andrew Astley
Managing Director
November 2021

HEALTH & SAFETY POLICY STATEMENT

The policy of All Clear Services Limited (the Company) is to promote the highest practical standards of safety, health and welfare throughout the Company in the performance of our works activities in order to eliminate hazards and reduce occupational ill health.

We recognise health and safety issues as an integral part of our business performance and are committed to the prevention of injury and ill health, maintaining continual and effective improvements and complying with applicable legal requirements, these legal requirements being the minimum standard acceptable to the Company.

We endeavour, so far as is reasonably practicable, to make and maintain our offices and site establishments as healthy places in which to work in order prevent occupational health and safety risks and to prevent accidents and ill health in respect of our employees, Clients, sub-contractors and others who may be affected by our work activities.

The promotion of health and safety at work is a mutual objective for both employer and employee, and the responsibilities of management cannot be properly discharged without the active co-operation of all employees.

The Health and Safety at Work etc. Act 1974 and other Regulations introduced under its enabling powers impose statutory duties on employers and employees. To enable these statutory duties to be carried out, it is the Company policy, so far as is reasonably practicable, to ensure that the responsibilities for health and safety are properly assigned, accepted and fulfilled at all levels of the Company.

Practical steps are taken to safeguard the health, safety and welfare of all employees, visitors, others on premises or operations under our control and others who may be affected by our activities.

These include, but are not limited to:

- Provision and maintenance of Safe Systems of Work (SSW's) which include all machinery, equipment and appliances used by Employees;
- Provision of adequate arrangements for the use, handling, storage and transport of articles and substances for use at work, which are safe and without risk to health;
- Provision of such information, instruction, training and supervision as is necessary to secure the health and safety at work of all employees and any other persons who may be affected by our activities;
- Provision of a working environment of all employees and sub-Contractors that is safe and without risk to health and safety;
- Provision of adequate facilities and arrangements for the welfare at work all employees, Sub-contractors and visitors to our Sites and premises;
- Ensuring Company activities are carried out in such a way that persons not in our employment who may be affected are not exposed to risks to their health or safety;
- Ensuring that workers have opportunities to consult with management and can participate in the decision making processes that are part of the Company's development.

The Company considers that, for this policy to operate satisfactorily and to fulfil this aim, it is essential to have the full co-operation of all the employees of the Company.

Therefore the Company gives every encouragement to its employees to make suggestions and have discussions on any aspect of health and safety with the Managing Director who has ultimate responsibility for health and safety.

It is the duty of every employee at work to:

- Co-operate with Company management, so far as is necessary to enable the employer to carry out their legal duty under the Health and Safety at Work etc. Act 1974,
- Take reasonable precautions for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work,
- Not interfere intentionally or recklessly with anything provided for their health, safety or welfare.

It is the firm belief of the Company that, by having a sound attitude to health and safety requirements, not only will the well-being of the employees be assured but also the Company will ultimately be more efficient and thus more profitable.

The Company ensures that suitable and sufficient resources are allocated to ensure the effective management of health and safety.

The policy will be kept up to date, be available to interested parties and communicated within the Company; to ensure this, the Policy and the way in which it operates will be reviewed as appropriate and formally at least every year.

The Policy defines the levels of individual responsibility and arrangements throughout the Company; eventual responsibility for fulfilling the defined responsibilities and arrangements is vested in the undersigned,



Andrew Astley
Managing Director
November 2021

ENVIRONMENTAL POLICY STATEMENT

The policy of All Clear Services Limited (the Company) is to promote the highest standards of environmental management in the performance of its activities; this will be by fulfilment of our compliance obligations and by understanding and meeting, or exceeding, the needs and expectations of our clients, our employees and any other persons that may be affected by our operations.

We recognise environmental issues as an integral part of our business performance and are committed to achieving continual and effective improvements whilst fulfilling our compliance obligations, these being the minimum standard acceptable to the company.

To achieve this, we will maintain a proactive Environmental Management System, this enables us to ensure a high standard of work at all times and ensure fulfilment of our compliance obligations.

The management of environmental issues is the responsibility of all levels of management throughout the company. We will ensure that adequate and appropriate resources are made available to both implement and ensure that the policy is communicated and understood.

The Company recognises that its activities and services may directly impact on the natural, human and built environment; it is the policy of the Company to minimise this impact, prevent pollution, and, by doing so, enhance both our environmental performance and our working/living environment.

The promotion of environmental management and related issues is a mutual objective for both employer and employee, and the responsibilities of management cannot be properly discharged without the active co-operation of all employees.

To achieve the required standards, we will ensure that any person carrying out tasks on behalf of the Company that have potential significant environmental impact is competent to undertake the tasks and has appropriate training commensurate with their duties and responsibilities; employees will be involved and consulted as appropriate to both gain their commitment and to follow the procedures for policy implementation, thus enhancing our environmental performance.

The Company environmental performance is monitored with respect to enhancement and continual improvement of the Management System by review and periodic audits and any corrective actions implemented on a timely basis to ensure the continued effectiveness of the system.

The review is carried out by Company management at the annual Management Review Meeting; at these meetings environmental and other objectives are set, reviewed and changes implemented as considered necessary to ensure that the defined objectives are achieved and maintained.

This Environmental Policy defines the levels of individual responsibility and arrangements throughout the Company; eventual responsibility for fulfilling the defined responsibilities and arrangements is vested in the undersigned,



Andrew Astley
Managing Director
November 2021

EQUAL OPPORTUNITIES AND DIVERSITY POLICY STATEMENT

All Clear Services Limited (the Company) is an Equal Opportunities Employer.

The Company recognises the value of diversity and is committed to equality of opportunity. Our aim is to create the conditions whereby staff at all levels are treated with dignity and respect and solely on the basis of their merits, abilities and potential, regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, socio-economic background, political beliefs and affiliations, family circumstances, spent criminal convictions or any other irrelevant distinction.

The Company believe that excellence will be achieved through recognising the value of every individual. We aim to create an environment that respects the diversity of personnel and enables them to achieve their full potential: to contribute fully, and to derive maximum benefit from their involvement with the Company.

To this end, the Company acknowledges the following basic rights for all Company personnel:

- > To be treated with respect and dignity
- > To be treated fairly with regard to all procedures, assessments and choices
- > To receive encouragement to reach their full potential.

These rights carry with them responsibilities and the Company requires all personnel to recognise these rights and to act in accordance with them in all dealings with other Company personnel, Client personnel, members of the public and any other persons with whom they have contact. In addition, the Company will comply with all relevant legislation and good practice.

No individual will be unjustifiably discriminated against. This includes, but not exclusively, on the basis of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation, socio-economic background, political beliefs and affiliations, family circumstances, spent criminal convictions or for any other reason

Selection criteria and procedures will be kept under review to ensure individuals are selected, promoted and treated on the basis of the relevant merits and abilities. All employees will be given equality of opportunity within the Company's services and will be encouraged to progress within the organisation.

To ensure that direct or indirect discrimination is not occurring, recruitment and other employment decisions will be regularly monitored in conjunction with records of job applicants and existing employees to ensure that Company policies and procedures are carried out on a fair and non-discriminatory basis.

This policy will be communicated to all employees upon commencement of employment with the Company.

The Company is committed to a programme of action to make this Policy fully effective and to ensure that the Policy is kept up to date.

To ensure this, the Policy and the way in which it operates will be reviewed as appropriate and at least every year.

The Equal Opportunities and Diversity Policy Manual defines the levels of individual responsibility and arrangements throughout the Company. Eventual responsibility for fulfilling the defined responsibilities and arrangements is vested in the undersigned,



Andrew Astley
Managing Director
November 2021