

Fordingbridge Plc
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Registered Company No. 2450755

Policy Statements

Fordingbridge Plc runs its company in line with the following policy statements which are constantly monitored and reviewed:

- Alcohol & substance abuse
- Anti-slavery
- Anti-bribery
- Anti-tax evasion
- Anti-bullying
- Corporate social responsibility
- Data protection
- Environmental
- Equal opportunities
- Health and safety
- Mental health & wellbeing
- Illegal workers
- Quality
- Skills, training and competency
- Whistleblowing

Alcohol and Substance Abuse Policy

Pre-employment medicals

If there is a justifiable reason, you may be requested to undergo a medical examination conducted by a medical advisor appointed by the Company to ensure that you are fit for your prospective job role. If you refuse to give consent to such an examination or refuse to undergo the screening, the Company has the right to withdraw any offer of employment made.

During Employment

If you are prescribed drugs by your doctor, which may affect your ability to perform your duties, you should discuss the side effects immediately with your Line Manager.

If it is suspected that you have an alcohol/substance abuse problem, the Company may request that you undergo a medical examination, conducted with a medical advisor appointed by the Company. Should you refuse such a medical examination, such action may amount to disciplinary action in accordance with the Company's Disciplinary Procedure and could constitute gross misconduct.

The Company reserves the right to search you and/or your property held on Company's premises, (in line with Fordingbridge's Right to Search Policy), if the Company has reasonable grounds to believe that you have brought drugs or alcohol onto the premises. Should you refuse to comply with these search procedures, such action may amount to disciplinary action in accordance with the Company's Disciplinary Procedure and could constitute gross misconduct.

The Company reserves the right to inform the police of any suspicion it may have with regard to the use of controlled drugs by any of its employees on the Company's premises.



Steve Toone – Managing Director

Date: 2 January 2026

Document Name	Author	Date 1 st Issue	Number	Date of amendment	Date issued	Number
QUAL	SS	January 2014	1	02/01/26	02/01/26	12

Anti-Slavery and Human Trafficking Policy Statement

Modern slavery is a crime and a violation of fundamental human rights. It takes various forms, such as slavery, servitude, forced and compulsory labour and human trafficking, all of which have in common the deprivation of a person's liberty by another to exploit them for personal or commercial gain.

Fordingbridge Plc has a zero-tolerance approach to modern slavery.

We are committed to acting ethically and with integrity in all our business dealings and relationships and to implementing and enforcing effective systems and controls to ensure modern slavery is not taking place anywhere in our own business or in any of our supply chains.

We are also committed to ensuring there is transparency in our own business and approach to tackling modern slavery throughout our supply chains, consistent with our disclosure obligations under the Modern Slavery Act 2015.

We expect the same high standards from all our contractors, suppliers, and other business partners, and as part of our contracting processes, we will include specific prohibitions against the use of forced, compulsory and trafficked labour, or anyone held in slavery or servitude, whether adults or children, and we expect that our suppliers will hold their own suppliers to the same high standards.

This policy applies to all persons working for us or on our behalf in any capacity, including employees at all levels, directors, officers, agency workers, seconded workers, volunteers, interns, agents, contractors, external consultants, third-party representatives, and business partners.

This policy does not form part of any employee's contract of employment, and we may amend it at any time.

Responsibility for the policy

Fordingbridge Plc Directorship has overall responsibility for ensuring this policy complies with our legal and ethical obligations, and that all those under our control comply with it.

The Company has primary and day-to-day responsibility for implementing this policy, monitoring its use and effectiveness, dealing with any queries about it, and auditing internal control systems and procedures to ensure they are effective in countering modern slavery. This includes ensuring all documents used to verify the right to work are compliant with the Home Office Guidance for Employers on Preventing Illegal Working. All documentation to be kept for at least two years following termination of employment.

Management at all levels are responsible for ensuring those reporting to them will understand and comply with this policy and are given adequate and regular training on it and the issue of modern slavery in supply chains.

Compliance with the policy

You must ensure that you read, understand, and comply with this policy.

You are invited to comment on this policy and suggest ways in which it might be improved. Comments, suggestions, and queries are encouraged and should be addressed to the Managing Director.

The prevention, detection and reporting of modern slavery in any part of our business or supply chains is the responsibility of all those working for us or under our control. You are required to avoid any activity that might lead to, or suggest, a breach of this policy. You must notify your line manager OR a company Director as soon as possible if you believe or suspect that a conflict with this policy has occurred or may occur in the future.

You are encouraged to raise concerns about any issue or suspicion of modern slavery in any parts of our business or supply chains of any supplier tier at the earliest possible stage.

If you believe or suspect a breach of this policy has occurred or that it may occur, you must notify your line manager or company Director.

You should note that where appropriate, and with the welfare and safety of local workers as a priority, we will give support and guidance to our suppliers to help them address coercive, abusive, and exploitative work practices in their own business and supply chains.

If you are unsure about whether a particular act, the treatment of workers more generally, or their working conditions within any tier of our supply chains constitutes any of the various forms of modern slavery, raise it with your line manager or company Director.

Fordingbridge Plc aims to encourage openness and will support anyone who raises genuine concerns in good faith under this policy, even if they turn out to be mistaken. We are committed to ensuring no one suffers any detrimental treatment as a result of reporting in good faith their suspicion that modern slavery of whatever form is or may be taking place in any part of our own business or in any of our supply chains.

Detrimental treatment includes dismissal, disciplinary action, threats, or other unfavourable treatment connected with raising a concern.

If you believe that you have suffered any such treatment, you should inform your line manager immediately. If the matter is not remedied, and you are an employee, you should raise it formally using our Grievance Procedure, which can be found in the current employee handbook.

Communication & awareness of this policy

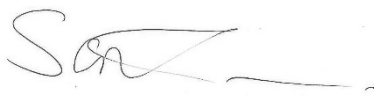
Training on this policy, and on the risk our business faces from modern slavery in its supply chains, forms part of the induction process for all individuals who work for us, and updates will be provided using established methods of communication between the business and you.

Our zero-tolerance approach to modern slavery must be communicated to all suppliers, contractors, and business partners at the outset of our business relationship with them and reinforced as appropriate thereafter.

Breaches of this policy

Any employee who breaches this policy will face disciplinary action, which could result in dismissal for misconduct or gross misconduct. We may terminate our relationship with other individuals and organisations working on our behalf if they breach this policy.

This Policy will be reviewed every year.



Steve Toone
Director of Safety

Date: 02/01/2026

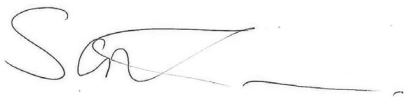
Document Name	Author	Date 1 st Issue	Number	Date of amendment	Date issued	Number
Anti-Slavery Policy	RH	10/04/2024	1	02/01/2026	02/01/2026	03

ANTI BRIBERY POLICY

POLICY STATEMENT

All employees and associated persons are required to:

- comply with any anti-bribery and anti-corruption legislation that applies in any jurisdiction in any part of the world in which they might be expected to conduct business
- act honestly, responsibly and with integrity
- safeguard and uphold the Company's core values by operating in an ethical, professional and lawful manner at all times.



Steve Toone – Managing Director

Date: 02 January 2026

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Anti Bribery	ST	January 2017	1	02/01/26	02/01/26	8



Anti-Tax Evasion

Fordingbridge PLC is fully committed to conducting its business with integrity and in compliance with all applicable tax laws and regulations. We have a zero-tolerance approach to tax evasion and the facilitation of tax evasion, whether under UK law or under the law of any foreign country. We are committed to preventing the deliberate and dishonest evasion of tax, whether by our employees, contractors, suppliers, or other business partners.

All employees and associates must:

- Not engage in or facilitate any form of tax evasion.
- Immediately report any concerns or suspicions regarding potential tax evasion activities directly to the managing director.
- Act honestly and transparently in all dealings to ensure full compliance with tax obligations.
- Co-operate fully with tax authorities and maintain accurate and complete financial records.

Fordingbridge PLC will take appropriate disciplinary action against any employee or associated person found to be involved in tax evasion or its facilitation. We will also cease working with any external parties who engage in or promote such conduct.

This policy will be reviewed annually.

A handwritten signature in grey ink, appearing to read 'Steve Toone', is located below the policy text.

Steve Toone – Managing director

Date: 02/01/2026

Bullying & Harassment Policy

Fordingbridge plc is committed to providing a working environment free from bullying and harassment. We aim to ensure that all staff are treated, and treat others, with dignity and respect.

What does this policy cover?

This policy covers bullying or harassment which occurs at work and out of the workplace, including on work trips or at work-related events or social functions. This policy applies to all staff at all levels including employees, management, agency and casual workers, and independent contractors.

What is harassment?

Harassment is any unwanted conduct that has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for them. A single incident can amount to harassment. A person may be harassed even if they were not the intended "target". Harassment also includes treating someone less favourably because they have submitted or refused to submit to such behaviour in the past.

It is unlawful under the Equality Act 2010 to harass a person because of their age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation. It also includes conduct of a sexual nature (sexual harassment). Harassment is unacceptable even if it does not fall within any of these categories.

Examples of harassment include, but are not limited to:

- unwanted physical conduct including touching, pinching, pushing and grabbing;
- unwelcome sexual advances or suggestive behaviour;
- offensive e-mails, text messages or social media content or the display of offensive materials;
- unwanted jokes, banter, mocking, mimicking or belittling a person.

What is bullying?

Bullying is offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying can include the use of personal strength or the power to coerce through fear or intimidation, not necessarily from someone in a position of authority. Bullying may be physical, verbal or non-verbal. It can include conduct that is not face-to-face, including via text message, email and social media.

Examples of bullying include:

- physical or psychological threats;
- overbearing and intimidating levels of supervision;
- inappropriate derogatory remarks about a person or their performance;
- shouting at staff;
- persistently picking on people in front of others or in private;
- blocking promotion and training opportunities;

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- regularly and deliberately ignoring or excluding staff from work activities or work related social events;
- setting a person up to fail by overloading them with work or setting impossible deadlines;
- regularly making the same person the butt of jokes.

Legitimate and reasonable criticism of a staff member's performance or behaviour, or reasonable management instructions, do not amount to bullying.

Breaches of this Policy

Bullying and harassment are not tolerated in our workplace and all staff are required to treat each other, along with our customers, suppliers, and visitors, with dignity and respect. Breaches of this policy will be dealt with in accordance with our disciplinary procedure.

Serious cases of bullying or harassment may amount to gross misconduct resulting in dismissal. Staff who make complaints or who participate in good faith in any investigation must not suffer any form of retaliation or victimisation as a result. However, making a false allegation deliberately and in bad faith will be treated as misconduct and dealt with under our disciplinary procedure. Anyone found to have retaliated against or victimised someone in this way will be subject to disciplinary action under our disciplinary procedure.

If you believe you are being Harassed or Bullied

If you believe you are being harassed or bullied, you may wish to raise the problem informally with the person responsible. Explain the situation and how it has made you feel. It can be helpful to describe the event so the other person is clear about your concerns. Use the opportunity to ask the person to change or stop their behaviour. Alternatively you may speak to your manager who can provide confidential advice and assistance in resolving the issue formally or informally. If you do not feel that informal steps are appropriate, or they have been unsuccessful, you should raise the matter formally under our grievance procedure.

All complaints will be investigated in accordance with our grievance procedure. If we consider that there is sufficient evidence to suggest you have been harassed or bullied we will consider the appropriate action to take. If the person accused is an employee, this may include invoking our disciplinary procedure. Whether or not your complaint is upheld, we will consider how best to manage any ongoing working relationship between you and the person concerned.

Overall responsibility for the effectiveness of the policy lies with Stephen Toone, Managing Director. For more information, please contact this person by email Stephentoone@Fordingbridge plc.co.uk

A handwritten signature in black ink, appearing to read 'S Toone', with a horizontal line extending to the right.

Steve Toone – Managing Director

Date: 02 January 2026

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EOPPS	SS	January 2011	1	02/01/26	02/01/26	11

CORPORATE SOCIAL RESPONSIBILITY POLICY

We recognise that we must integrate our business values and operations to meet the expectations of our stakeholders. They include customers, employees, investors, suppliers, the community and the environment.

- We recognise that our social, economic and environmental responsibilities to these stakeholders are integral to our business. We aim to demonstrate these responsibilities through our actions and within our corporate policies.
- We take seriously all feedback that we receive from our stakeholders and, where possible, maintain open dialogue to ensure that we fulfil the requirements outlined within this policy.
- We shall be open and honest in communicating our strategies, targets, performance and governance to our stakeholders in our continual commitment to sustainable development.
- The Managing Director is responsible for the implementation of this policy and will make the necessary resources available to realise our corporate responsibilities. The responsibility for our performance on this policy rests with all employees throughout the company.

Our partnership focus:

- We shall ensure a high level of business performance while minimising and effectively managing risk ensuring that we uphold the values of honesty, partnership and fairness in our relationships with all our stakeholders.
- We shall support the development of our external stakeholders through led training course and using our facilities for all of our business partners to hold seminars and industry meetings.
- Our contracts will clearly set out the agreed terms conditions and the basis of our relationship and will operate in a way that safeguards against unfair business practices.
- We shall encourage suppliers and contractors to adopt responsible business policies and practices.
- We shall encourage dialogue with local communities for mutual benefit.
- We will register and resolve customer complaints in accordance with our standards of service.
- We shall support and encourage our employees to help local community organisations and activities in our region, particularly our employee chosen charities.
- We shall work with local schools, colleges and universities to assist young people in choosing their future careers, being an advocate for our industry.

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CSR	RH	January 2014	1	02/01/26	02/01/26	12

- We shall operate an equal opportunities policy for all present and potential future employees and will offer our employees clear and fair terms of employment and proved resources to enable their continual development.
- We shall maintain a clear and fair employee remuneration policy and shall maintain forums for employee consultation and business involvement.
- We shall provide safeguards to ensure that all employees of whatever nationality, colour, race or religious belief are treated with respect and without sexual, physical or mental harassment.
- We shall provide, and strive to maintain, a clean, healthy and safe working environment in line with our Healthy and safety policy and safe systems of work.
- We shall develop Environmental policies and objectives as part of the business planning cycle.



Steve Toone – Managing Director

Date : 02 January 2026

Document Name	Author	Date 1 st Issue	Number	Date of amendment	Date issued	Number
CSR	RH	January 2014	1	02/01/26	02/01/26	12



Data Protection Policy

Fordingbridge PLC are committed to ensuring that your privacy and any data we hold about you or receive from you, is processed and protected in accordance with the law. Some of the information we collect, research and process may be classified as "personal data" under European Union (EU) law as it is information relating to an individual (e.g. a named contact in a organisation etc).

This privacy notice provides the information we are required to give in relation to the processing of personal data under EU law.

Fordingbridge PLC Website

The Fordingbridge PLC website does not collect much information from visitors to our website, other than that which they provide to us.

We only use information gathered from our website for obvious and transparent reasons, such as if you request information from us, we need to know who you are and how to contact you, so we ask you for that information.

We do not store credit card details and we do not share our customers details with anyone else, unless required to do so under the law.

We use Google Analytics to help us understand how customers and other users are using our site, so we can continue improving it.

We do not disclose any of our customer or user analytical information to any 3rd parties.

Customers, Enquirers and Prospects Information

We hold information about our customers and enquirers about our services, to enable us to contact you.

We also source information about prospective customers from other GDPR compliant list owners, about businesses who may be interested in our services from time to time.

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Data Protection	PQ	April 2024	1	02/01/26	02/01/26	3



Data Protection Policy

We typically hold your name, job title/job function area, company name and address and your work email address.

We do not store your credit card details and do not share any of your information with any 3rd parties, unless we are required to do so under the law.

Customer and enquirer data is only made available to employees of the company.

We may continue contacting you after you have stopped being an active customer or enquirer, as many of our customers' and enquirers requirements are cyclical and occasional – and much of the information we send out is generally useful to those who may communicate with the marketing sectors listed below. However, we always offer an unsubscribe option in any communications; and you may request your data be deleted at any time, by emailing your request to: info@fordingbridge.co.uk

Suppliers Information

We hold information about our suppliers to enable us to contact them.

We typically hold their name, job title/job function area, company name and address and often their work email address.

Supplier data is only made available to employees and of the company.

Marketing Data

We collect and process data about educational establishments, retail and commercial business, sport and leisure business including padel court and other new sporting activities, holiday and visitor attractions, crematoriums, providers of public services including NHS, Fire and Police services, local authorities and garden centres to enable us to market our services to them.

We collect, hold and update data for the establishments listed above in accordance with the GDPR. This includes the following types of data:

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Data Protection	PQ	April 2024	1	02/01/26	02/01/26	3



Data Protection Policy

The data we typically hold is the establishment name and address and named email address where possible or generic email address and telephone number (in line with the TPS/CTPS) together with information on the establishment itself that may be helpful in ensuring the marketing communications sent out, are as relevant as possible. For individual contacts, we hold their name, job title/job function area, and their individual email address where provided.

Data subject access and removal requests

Requests for removal from the Fordingbridge PLC Limited database should be addressed to: GDPR Officer, Fordingbridge PLC, Arundel road, Arundel, Fontwell, West Sussex, BN18 0SD. Telephone: 01243 55 44 55 or Email: info@fordingbridge.co.uk

If you have any questions or comments about our services or our privacy policy, please feel free to contact using the details above.

Steve Toone - Managing Director

Date: 02 January 2026

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Data Protection	PQ	April 2024	1	02/01/26	02/01/26	3



ENVIRONMENTAL POLICY

PART 1: POLICY STATEMENT

At Fordingbridge Plc we firmly believe that sustainability and environmental responsibility are integral parts of our business, both now and in the future. We accept that our very existence has an impact on the environment but aim to reduce the effect by complete commitment to two basic principles.

1. We design and build structures which do the job well, last a long time and use energy efficiently.
2. We run our office, factory and construction sites in a way that has the least environmental impact possible without compromising the success of our business.

In pursuit of these two aims, we are:

- Considering the environmental concerns and impacts on all our decision making and activities and finding ways to minimise them.
- Designing products in such a way to reduce environmental impact and improve performance.
- Promoting environmental awareness among our employees and encouraging them to work in an environmentally responsible manner.
- Holding regular reviews with our committee of staff to ensure we are moving forward with our environmental policy.
- Training, educating, and informing our employees about environmental issues that may affect their work.
- Reducing waste through re-use and recycling and by purchasing more energy efficient, recyclable, or re-furnished products and materials where these alternatives are available, affordable, and suitable.
- Purchasing products from guaranteed sustainable sources and making environmental responsibility a purchasing priority at least as important as cost and performance.
- Promoting efficient use of materials and resources throughout our facility including water, electricity, raw materials, and other resources, particularly those that are non-renewable.
- Avoiding unnecessary use of hazardous materials and products, seeking substitutions when feasible, and taking all reasonable steps to protect human health and the environment when such materials must be used, stored, and disposed of.
- Developing and maintaining appropriate emergency and spill response programmes, where required by legislation or where significant health, safety or environmental hazards exist,
- Communicating our environmental commitment to clients, customers and the public and encourage them to support it,
- Striving to continually improve our environmental performance and minimise the social impact and damage of activities by periodically reviewing our environmental policy considering our current and planned future activities.

Fordingbridge Plc will operate in compliance with all relevant environmental legislation in fact we strive to exceed legislative minimum standards wherever we can.

This Policy will be reviewed every year.

PART 2: RESPONSIBILITIES

2.1 The Board of Directors

- Will take overall responsibility for the application of this Policy.
- Will ensure environmental factors are considered in all the decision making of the company.
- Will ensure the adequate resourcing of all aspects of the Environmental Policy.
- Will consider reports on environmental aspects at regular intervals.
- Will allow external auditing of the policy.

2.2 Managing Director: Mr. Stephen Toone

- Will take overall and immediate responsibility for the application of this Policy.
- Will ensure environmental factors are considered in all the decision making of the company.
- Will ensure the adequate resourcing of all aspects of the Environmental Policy.
- Will set a personal example in terms of environmental attitudes and commitment.
- Will participate in appropriate environmental awareness.
- Will ensure the provision of environmental awareness and training for all staff.
- Will liaise with the responsible person over environmental issues.
- Will monitor Environmental reports.

2.3 Responsible Persons as designated by the Managing Director

Senior Management Team

- Will take immediate responsibility for the application of this Policy in the work of the company.
- Will report to the Directors on environmental and related matters.
- Will monitor the Environmental Committee meetings.
- Will ensure compliance with this Policy at Fordingbridge pie and its related contract works.
- Will ensure that all environmental accidents and incidents are reported and investigated in compliance current regulations.
- Will ensure that all staff are made aware of their impact on the environment by their actions.
- Will ensure that staff comply with relevant safe systems of work.
- Will audit the environmental management system at appropriate intervals.
- Will ensure that all staff receive appropriate training and information on environmental issues that affect the company.
- Will provide pre-employment induction training for all new members of staff.



Steve Toone
Managing Director

Date: 02/01/2026

Document Name	Author	Date 1 st Issue	Number	Date of amendment	Date issued	Number
Environmental	RH	January 2011	1	10/04/2024	02/01/2026	14

EQUAL OPPORTUNITIES AND RECRUITMENT POLICY

Fordingbridge plc is committed to building an organisation that makes full use of the talents, skills, experience, and different cultural perspectives available in a multi-ethnic and diverse society, and where people feel they are respected and valued, and can achieve their potential regardless of race, colour, nationality, national or ethnic origins, sexual orientation, gender, disability or age.

Fordingbridge plc will follow the recommendations of the Statutory Codes of Practice of the Equality and Human Rights Commission, in all their employment policies, procedures and practices.

Fordingbridge PLC is an Equal Opportunities Employer

The aims of this policy are to ensure that:

- No-one receives less favourable treatment, on grounds of race, colour, nationality, ethnic or national origins, gender, sexual orientation, religion or belief, disability or age; or is disadvantaged by any conditions, requirements, provisions, criteria, procedures or practices that cannot be justified on any other grounds, or victimised for taking action against any form of discrimination or harassment, or instructed or put under pressure to discriminate against, or harass, someone on the above grounds.
- The organisation is free of unwanted conduct that violates the dignity of workers or creates an intimidating, hostile, degrading, offensive, or humiliating environment.
- Opportunities for employment, training and promotion are equally open to male and female candidates, candidates from all racial groups, candidates with or without disabilities, and candidates of any age, and of any sexual orientation, religion or belief.
- Selection for employment, promotion, transfer, training, and access to benefits, facilities and services, will be fair and equitable, and based solely on merit.

This policy applies to all aspects of employment, from recruitment to dismissal and former workers' rights.

We will take the following steps to put the policy into practice and make sure that it is achieving its aims:

1. The policy will be a priority for the organisation.
2. Gwyneth Auld, Office Administrator will be responsible for the day to day operation of the policy.
3. The policy will be communicated to all workers and job applicants, and will be placed on the company's intranet and website.

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4. Workers and their representatives and trade unions will be consulted regularly about the policy, and about related action plans and strategies.
5. All workers will be trained on the policy, on their rights and responsibilities under the policy, and on how the policy will affect the way they carry out their duties. No-one will be in any doubt about what constitutes acceptable and unacceptable conduct in the organisation.
6. Managers and workers in key decision-making areas will be trained on the discriminatory effects that provisions, practices, requirements, conditions, and criteria can have on some groups, and the importance of being able to justify decisions to apply them.
7. Complaints about discrimination or harassment in the course of employment will be regarded seriously, and may result in disciplinary sanctions, and even dismissal. The complaints procedure will be published in a form that is easily accessible.
8. Opportunities for employment, promotion, transfer and training will be advertised widely, internally and externally, and all applicants will be welcomed, irrespective of race, colour, nationality, ethnic or national origins, gender, sexual orientation, disability or age, religion or belief.
9. All workers will be encouraged to develop their skills and qualifications, and to take advantage of promotion and development opportunities in the organisation.
10. Selection criteria will be entirely related to the job or training opportunity.
11. We will make reasonable changes to overcome physical and non-physical barriers that make it difficult for disabled employees to carry out their work, and for disabled customers to access our services.
12. We will take a flexible approach to working arrangements. We will consider requests for changes carefully and objectively, and will accommodate them unless it would cause significant difficulties to the business or the employee.
13. Information on the ethnic and racial background, gender, disability, and age of each worker and applicant for employment, promotion and training will be collected and analysed, to monitor each stage of the recruitment process. The information will be held in strictest confidence and will only be used to promote equality of opportunity. Information about the religion/belief and sexual orientation of employees may also be monitored.
14. If the data shows that people from particular groups are under-represented in particular areas of work, lawful positive action training and encouragement will be considered for workers and others from that group, to improve their chances of applying successfully for vacancies in these areas.
15. Grievances, disciplinary action, performance assessment, and terminations of employment, for whatever reason, will also be monitored by gender, racial group, age, disability, religion/belief and sexual orientation.
16. Requirements, conditions, provisions, criteria, and practices will be reviewed regularly, in the light of the monitoring results, and revised if they are found to, or might, unlawfully discriminate on any of the above grounds.

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17. All contracts between Fordingbridge plc and contractors to supply goods, materials or services will include a clause prohibiting unlawful discrimination or harassment by contractors and their staff, and by any sub-contractors and their staff. The clause will also encourage contractors and potential contractors to provide equality of opportunity in their employment practices.
18. The effectiveness of the policy will be monitored regularly. A report on progress will be produced each year, and published via the intranet, the website, the staff newsletter, notice boards, and the annual report.
19. Customers and clients will be made aware of the policy, and of their right to fair and equal treatment, irrespective of race, colour, nationality, national or ethnic origins, sexual orientation, gender, religion/belief, disability or age.
20. The Company will draw up an Action Plan detailing how this policy will be implemented in practice.
21. Fair Pay for All: We commit to paying all our employees at least the living wage, ensuring they receive a fair day's pay for all their commitment and hard work.

This policy has been endorsed by the Fordingbridge Board of Directors

The policy was approved on 29th September 2009 following consultation with all employees and Directors and will be reviewed periodically, of if circumstances change.

Overall responsibility for the effectiveness of the policy lies with Steve Toone, Managing Director. For more information, please contact this person by email Stephentoone@fordingbridge.co.uk



Steve Toone – Managing Director

Date: 02/01/2026

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EOPPS	SS	January 2011	1	16/10/2024	02/01/2026	17

Fordingbridge Plc
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BN18 0SD

Telephone: 01243 554455
Fax: 01243 554433

info@fordingbridge.co.uk
www.fordingbridge.co.uk

Registered Company No. 2450755

FORDINGBRIDGE PLC

Fordingbridge Plc conducts a right to work check on all people they intend to employ, before employing.

Fordingbridge Plc checks the documents of potential employees with a permanent right to work within the UK, before employing them.

Fordingbridge Plc carries out additional checks on potential employees with a temporary right to work within the UK including but not limited to when their immigration permission is due to expire and that it has been renewed before employing them.

Fordingbridge Plc checks that any potential employee is not subject to an immigration restriction that prevents them from doing the work within the scope of their employment.

HEALTH AND SAFETY

PART 1: POLICY STATEMENT

Fordingbridge plc accepts its responsibilities for ensuring health, safety and welfare at work. Fordingbridge plc believes that achieving high standards in health, safety and welfare is important to the success of the company.

Fordingbridge plc intends to comply in every respect with the Health and Safety at Work Act and all Regulations made under it by ensuring the safety and well being of all employees, and also that of non-employees who could be affected by the operations of the company, so far as is reasonably practicable. The rest of this Policy explains in detail how this will be done.

The Directors will ensure that within reasonable bounds sufficient funds and resources are allocated to ensure that this Policy can be effectively incorporated into the company's activities.

Employees will be expected to exercise personal responsibility for health and safety at work, and will be provided with such information and training, as they need for this purpose in order to co-operate with the management in complying with health and safety legislation.

This Policy will be reviewed every year.



Steve Toone - Managing Director

Date: 02 January 2026

Document Name	Author	Date 1 st Issue	Number	Date of amendment	Date issued	Number
H&SA	SS	January 2011	2	08/01/24	02/01/26	14

FORDINGBRIDGE Plc

Mental Health & Wellbeing

POLICY STATEMENT

Fordingbridge is committed to the protection and promotion of the mental health and wellbeing of all staff. The organisation shall continuously strive to improve the mental health environment and culture of the company by identifying, eliminating, or minimising all harmful processes, procedures and behaviours that may cause psychological harm or illness to its employees.

The organisation shall continuously strive, as far as is reasonably practicable, to promote mental health throughout the organisation by establishing and maintaining processes that enhance mental health and wellbeing.

Policy Aim:

To provide a working environment that promotes and supports the mental health and wellbeing of all employees.

Scope:

This policy will comply with Health and Safety legislation and best practice guidelines.

This policy will be developed in accordance with existing organisational policies and procedures.

This policy will be owned at all levels of the company, developed and implemented across all departments, evaluated and reviewed as appropriate.

Policy Objectives

- To develop a supportive culture, address factors that may negatively affect mental wellbeing, and to develop management skills.
- To provide support for employees experiencing mental health difficulties.
- To recognise that workplace stress is a health and safety issue.

Communication

All employees will be made aware of the mental health and wellbeing policy which will be included in employee information or induction packs.

The Health and Safety Committee will take forward the actions from this policy. Regular updates will be provided to all employees via their line management.

This policy will be reviewed annually.



Steve Toone – Managing Director

Date: 02/01/2026



Illegal Workers statement

Fordingbridge checks the documents of potential employees with a permanent right to work within the UK, before employing them. Fordingbridge carries out additional checks on potential employees with a temporary right to work within the UK including but not limited to when their immigration permission is due to expire and that it has been renewed before employing them. Fordingbridge checks that any potential employee is not subject to an immigration restriction that prevents them from doing the work within the scope of their employment.

This policy applies equally to all workers and includes periodic re-checks for those with time-limited permissions, as well as audits of agency and contractor compliance. Labour providers must evidence their own right to work checks.

We conduct regular reviews, provide training to relevant staff, and maintain strict document control. Non-compliance may result in disciplinary action and termination of engagement.

This policy will be reviewed annually.

A handwritten signature in grey ink, appearing to read 'Steve Toone', is located below the policy text.

Steve Toone – Managing director

Date: 02/01/2026

QUALITY POLICY

Fordingbridge PLC (the 'Organisation') aims to provide defect free products and services to all its customers, on time and within budget.

The Organisation operates a Quality Management System meeting the requirements of ISO 9001:2015 Certification, including aspects specific to the design and build of sustainable curved roof structures and tensile fabric structures.

The management is committed to:

- Understanding the internal and external issues relevant to the business (context) and addressing risks and opportunities.
- Continually improve the effectiveness of the Quality Management System.
- Understand the needs and expectations of interested parties
- The enhancement of customer satisfaction.

The management has a continuing commitment to:

- Ensure that the customer needs and expectations are determined and fulfilled with the aim of achieving customer satisfaction.
- Communicate throughout the Organisation the importance of meeting customer needs and all relevant statutory and regulatory requirements.
- Establish the Quality Policy and its objectives.
- Ensure that the Management Reviews are set and review the quality objectives and reports on the Internal Audit results on a regular basis as a means of monitoring and measuring the processes and the effectiveness of the Quality Management System.
- Ensure the availability of resources including competent people.

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

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

The Organisation complies with all relevant statutory and regulatory requirements.

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

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

Copies of the Quality Policy are made available to all members of staff. Copies of the minutes of Management Reviews, or extracts thereof, are provided to individual members of staff in accordance with their role and responsibilities as a means of communicating the effectiveness of the Quality Management System.

James Hunter - Factory Manager

Date: 02 January 2026

Document Name	Author	Date 1 st Issue	Number	Date of amendment	Date issued	Number
QUAL	SS	January 2011	1	02/01/26	02/01/26	15

SKILLS, TRAINING AND COMPETENCY

Fordingbridge Plc believes one of the key foundations for safe construction is to ensure that all workers are capable and competent in their chosen field and that each person has a clear understanding of the health and safety rules.

Although each site is unique, health and safety are universal.

The Government's Construction (Design and Management) Regulations 2015 (CDM 2015) detail what companies and employees need to do protect themselves and others from harm.

One step towards meeting these requirements is to insist on all workers carrying a relevant Construction Skills Certification Scheme (CSCS) card.

CSCS cards enable individuals to demonstrate their competence to undertake construction tasks safely.

Cards are awarded by the CSCS following a thorough check of an individual's relevant qualifications, as well as independent testing of health and safety skills.

All Fordingbridge Construction site personnel will have suitable and sufficient up to date training for the tasks they carry out for the company, and will be actively encouraged to improve upon their skills and competency.

Anthony Merriman

Health and Safety Manager

Date: 02/01/2026

Document Name	Author	Date 1 st Issue	Number	Date of amendment	Date issued	Number
Skills, Training & Competency	RH	15/05/24	1	02/01/26	02/01/26	02

FORDINGBRIDGE Plc

Whistleblowing

POLICY STATEMENT

Fordingbridge is committed to conducting business with honesty, accountability and integrity. We will encourage employees to raise concerns about malpractice, risks within the business or suspected wrongdoing without fear of retaliation. This policy supports the principles of the Public Interest Disclosure Act 1998, which protects workers who disclose information about wrongdoing in the public interest. Any individual that raises a genuine concern in good faith is treated fairly and that concerns are taken seriously.

Policy Aim:

To provide a clear and safe process for reporting concerns within the business, ensure concerns are investigated promptly and fairly and ensure the business complies with UK legislation.

Scope:

This policy applies to all individuals working for or on behalf of the organisation, including:

- Employees (permanent and temporary)
- Contractors
- Agency workers
- Consultants
- Volunteers
- Apprentices
- Suppliers and third-party partners

Concerns that may be raised under this policy include, but are not limited to:

- Criminal activity
- Health and safety risks
- Environmental damage
- Financial malpractice or fraud
- Breach of legal or regulatory obligations
- Misuse of company resources
- Deliberate concealment of wrongdoing

This policy will be owned at all levels of the company, developed and implemented across all departments, evaluated and reviewed as appropriate.

Policy Objectives

- To encourage workers to report concerns at the earliest opportunity.
- Ensure concerns are treated and investigated appropriately.
- Provide protection for whistleblowers against retaliation or victimisation.
- Promote ethical behaviour throughout the business.
- Maintain compliance with UK legislation.

Communication

All employees will be made aware of the Whistleblowing policy which will be included in employee information or induction packs.

The Health and Safety Committee will take forward the actions from this policy. Regular updates will be provided to all employees via their line management.

This policy will be reviewed annually.

A handwritten signature in black ink, appearing to read 'S. Toone', with a long horizontal stroke extending to the right.

Steve Toone – Managing Director

Date: 02/01/2026