

Fordingbridge Plc
Arundel Road
Fontwell
Arundel
West Sussex
BN18 0SD

Telephone: 01243 554455
Fax: 01243 554433

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

Registered Company No. 2450755

Policy Statements

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

	Page
* Health and Safety	1
* Quality	2
* Equal Opportunities	3
* Environment	4
* Anti Bribery Policy	5





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.

A handwritten signature in black ink, appearing to read 'Steve Toone', is written over a faint horizontal line.

Steve Toone - Managing Director

Date: 1 January 2018

Document Name	Author	Date 1 st Issue	Number	Date of amendment	Date issued	Number
H&SA	SS	January 2011	1	2/1/18	2/1/18	8

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 that has gained ISO 9001:2008 Certification, including aspects specific to the design and build of sustainable curved roof structures and tensile fabric structures.

The management is committed to:

- Develop and improve the Quality Management System.
- Continually improve the effectiveness of the Quality Management System.
- 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.

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 this 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.



Steve Ford - Production Manager

1 January 2018

Document Name	Author	Date 1 st Issue	Number	Date of amendment	Date issued	Number
QUAL	SS	January 2011	1	2/1/18	2/1/18	7



EQUAL OPPORTUNITIES 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.

Equal Opportunity Policy

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.

Document Name	Author	Date 1 st Issue	Number	Date of amendment	Date issued	Number
EOPPS	SS	January 2011	1	2/1/18	2/1/18	7



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.
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.

Document Name	Author	Date 1 st Issue	Number	Date of amendment	Date issued	Number
EOPPS	SS	January 2011	1	2/1/18	2/1/18	7



- 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.
- 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.

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

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: 1 January 2018

Document Name	Author	Date 1 st Issue	Number	Date of amendment	Date issued	Number
EOPPS	SS	January 2011	1	2/1/18	2/1/18	7



ENVIRONMENTAL POLICY

PART 1: POLICY STATEMENT

At Fordingbridge we firmly believe that sustainability and environmental responsibility are integral parts of our business, both now and for 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:

- We design and build structures which do the job well, last a long time and use energy efficiently.
- 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.
- We are committed to being an environmentally conscious company. It is company policy to strive to ensure that the business has the least harmful effect on the environment. The company will follow the systems prescribed in ISO 4001.

In pursuit of these aims, we are:

- Considering the environmental concerns and impacts in 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, recycled, 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 in light of our current and planned future activities.

Document Name	Author	Date 1 st Issue	Number	Date of amendment	Date issued	Number
ENVI	SS	January 2011	1	2/1/18	2/1/18	7



It also goes without saying that we will operate in compliance with all relevant environmental legislation in fact we strive to exceed legislative minimum standards wherever we can.

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. Steve 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 to all staff.
- Will liaise with the responsible person over environmental issues.
- Will monitor Environmental reports.

This Policy will be reviewed every year

A handwritten signature in black ink, appearing to read 'S Toone', is written over a faint horizontal line.

Steve Toone – Managing Director

Date: 1 January 2018

Document Name	Author	Date 1 st Issue	Number	Date of amendment	Date issued	Number
ENVI	SS	January 2011	1	2/1/18	2/1/18	7



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.

A handwritten signature in black ink, appearing to read 'S. Toone', is written over a horizontal line.

Steve Toone – Managing Director

Date: 1 January 2018

Document Name	Author	Date 1 st Issue	Number	Date of amendment	Date issued	Number
Anti Bribery	ST	January 2017	1	2/1/18	2/1/18	2