
OAKDENE HOLLINS

POLICIES

Social and Environmental Policy
Equal Opportunities Policy
Health and Safety Policy
Training and Induction Policy

SOCIAL & ENVIRONMENTAL POLICY

We recognise that our activities have an effect on the local, regional and global environment. As a consequence of this, we are committed to continuous improvements in environmental performance, sustainability and the prevention of pollution. Environmental regulations, laws and codes of practice will be regarded as setting the minimum standards of environmental performance.

We support organisations that promote sustainability. To this end we are members of the Green Alliance and are founder members of the Resource Recovery Forum.

We encourage Oakdene Hollins people to become involved in local community activities, and provide time off for this purpose. Current areas of involvement include school governance and mentoring.

We undertake to help every Oakdene Hollins person to understand and to implement the relevant aspects of this policy in their day to day work through the regular communication of objectives, action plans and achievements.

Oakdene Hollins Ltd is an office-based business. The main activities are:

1. Providing information to clients
2. Coordinating paper and electronic information
3. Printing technical reports and other documents

As such the main environmental impacts are considered to be:

1. Business travel
2. Travel to work
3. Office power, light and heat
4. Purchase and disposal of office paper and related printing materials
5. Purchase and disposal of office furniture
6. Purchase and disposal of consumable items

The objective of this policy is to generate habits and procedures that reduce the negative impact of our activities to a minimum.

Business travel

For journeys of more than 200 miles round trip, and journeys to London and Birmingham, public transport will be used as the first choice. If public transport is not practicable, then a hire car from the approved company supplier will be used.

This provides trip specific data for vehicles that are highly maintained. This policy will be monitored through the staff costs claims system.

Travel to work

Staff are encouraged wherever possible to travel to work on foot, by cycle or using public transport. We will support this by holding regular 'cycle to work' days.

Office power, light and heat

These services are provided by the owner of the office building. We will seek to minimise the use of power by ensuring that lights and equipment are turned off when not required. When replacing equipment we will seek to purchase items that are energy efficient.

Paper and printing

We will purchase only recycled paper and paper products. Where this is not available we will use paper derived from sustainable wood forests. The paper we currently use comprises 80% post-consumer waste and 20% from sustainable sources. All office papers will be recycled using the system provided in the office. Used printer cartridges will be collected using the system provided for recycling.

Office furniture

Wherever possible we will purchase re-used office furniture, or wooden products sourced from sustainable wood forests.

Consumables

Wherever possible our consumable items will be sourced from sustainable sources. For example, we will buy fairly traded tea and coffee. Plastic and glass containers will be recycled.

We will conduct an annual self-evaluation of our performance in implementing these principles and in complying with all applicable laws and regulations.

EQUAL OPPORTUNITIES POLICY

Oakdene Hollins is committed to providing a working environment in which employees are able to realise their full potential and to contribute to its business success irrespective of their gender, race, disability, sexual orientation, marital status, part time status, religion or belief. This is a key employment value to which all employees are expected to give their support.

In order to create conditions in which this goal can be realised, Oakdene Hollins is committed to identifying and eliminating unlawful discriminatory practices, procedures and attitudes throughout the Company. The Company expects employees to support this commitment and to assist in its realisation in all possible ways.

Specifically, Oakdene Hollins aims to ensure that no employee or candidate is subject to unlawful discrimination, whether directly or indirectly, on the grounds of gender, race (including colour, nationality or ethnic origin), sexual orientation, marital status, part time status, religion or belief or disability. This commitment applies to all aspects of employment, including:

- recruitment and selection, including advertisements, job descriptions, interview and selection procedures;
- training;
- promotion and career development opportunities;
- terms and conditions of employment, and access to employment related benefits and facilities;
- grievance handling and the application of disciplinary procedures; and
- selection for redundancy.

Equal Opportunities practice is developing constantly as social attitudes and legislation change. Oakdene Hollins will keep its policies under review and will implement changes where these could improve equality of opportunity. This commitment applies to all the Company's employment policies and procedures, not just those specifically connected with Equal Opportunities.

Harassment

Harassment is physical, verbal or non-verbal behaviour which is unwanted and personally offensive to the recipient, and which causes the recipient to

feel threatened, humiliated, intimidated, patronised, bullied, distressed or harassed.

The way in which complaints of unlawful discrimination and harassment will be handled

Discrimination and harassment are often complex matters, and there is no single way of dealing with every suspected or alleged instance. In some cases employees may be able to deal satisfactorily with an issue by raising it with their immediate manager.

If an employee wishes to make a formal complaint he or she should use the Company's Grievance Procedure which is set out in the Employee Handbook.

Oakdene Hollins will treat seriously all allegations of unlawful discrimination or harassment.

If an employee is accused of unlawful discrimination or harassment

If an employee is accused of unlawful discrimination or harassment, the Company will investigate the matter fully.

In the course of the investigation the employee will be given the opportunity to respond to the allegation and provide an explanation of his or her actions.

If the Company concludes that no unlawful discrimination or harassment has occurred, this will be the end of the matter.

If the Company concludes that the claim is false or malicious the complainant may be subject to disciplinary action.

If on the other hand the Company concludes that the employee's actions amount to unlawful discrimination or harassment he or she may be subject to disciplinary action, up to and including summary dismissal for gross misconduct.

Monitoring

Oakdene Hollins will not tolerate unlawful discrimination or harassment of any kind in the working environment and will take positive action to prevent its occurrence.

In this connection the Company will monitor its policies and will implement changes in order to improve them as social attitudes and legislation change. This commitment applies to all the Company's employment policies and procedures, not just those specifically concerned with Equal Opportunities.

HEALTH & SAFETY POLICY

Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to provide information, instruction and supervision for employees;
- to ensure all employees are competent to do their tasks, and to give them adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals.

Responsibilities

1. Overall and final responsibility for health and safety is that of

David Fitzsimons

2. **All employees** have to:

- co-operate with managers on health and safety matters;
- not interfere with anything provided to safeguard their health and safety;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to David Fitzsimons.

Health and safety risks arising from our work activities

- Risk assessments will be undertaken by **Jo Morley**
 - The findings of the risk assessments will be reported to **David Fitzsimons**
 - Action required to remove/control risks will be approved by **David Fitzsimons** who will be responsible for ensuring that the action required is implemented.
 - Assessments will be reviewed every year or when the work activity changes, whichever is soonest.
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Information, instruction and supervision

- The Health and Safety Law poster is displayed on the office noticeboard.

Competency for tasks and training

- Induction training will be provided for all employees by **Jo Morley**.

Accidents, first aid and work-related ill health

- The first aid box is kept in the main office
- The appointed persons are **Katie Deegan** and **David Fitzsimons**.
- All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept in the main office.
- **Jo Morley** is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

Monitoring

- **David Fitzsimons** is responsible for investigating accidents and work-related causes of sickness absence, and is responsible for acting on investigation findings to prevent a recurrence.

Emergency procedures – fire and evacuation

- **David Fitzsimons** is responsible for ensuring the fire risk assessment is undertaken and implemented.
 - Fire extinguishers are maintained and checked by Morgan Fire Protection Ltd every year.
 - Alarms are tested every six weeks.
 - Emergency evacuation will be tested every year.
 - Emergency and evacuation procedures are displayed on the office noticeboard.
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TRAINING & INDUCTION POLICY

Oakdene Hollins' employees play a crucial role in ensuring business success. Wherever possible, all necessary steps will be taken to ensure that employees are provided with the training they require to perform their duties effectively at all stages of their employment.

The types of training that the Company provides fall into four broad categories: induction, on the job, in house, and external.

Induction

Whenever a new employee joins the Company, it is his or her line manager's duty to ensure that he or she is given a proper introduction to the workplace, colleagues, catering facilities, duties, health and safety and other procedures.

Within the first few days of employment the line manager will assess the new employee's training requirements and arrange for that training to be provided. Very often, the employee's needs will be adequately met by a combination of on the job training and related in house training. From time to time, however, it may be necessary to arrange external training.

The main purpose of the induction process is to enable a new employee to become productive as quickly and effectively as possible. Each induction process will be tailored to the individual employee.

On the Job Training

Very often, new skills can be gained as part of on the job training by recently trained and/or more experienced colleagues. Employees will undergo this kind of training from time to time throughout their employment with the Company.

In House Training

From time to time, Oakdene Hollins will bring outside trainers into the workplace and organise internal training courses. This form of training will

often be triggered by the introduction of new equipment and working methods, and will be arranged when on the job training cannot be supplied.

External Training

External training may be provided in a variety of forms ranging from short courses of a few hours duration, through to lengthy courses leading to the award of qualifications.

Where necessary, the Company will arrange for employees to undertake external training where this cannot be provided in house.

Training Cost Reimbursement

Employees who undertake external training courses with significant cost implications will be required, before commencing the course, to sign a training agreement. By signing this agreement, the employee agrees to repay a proportion of the total cost of the course should they fail to complete the course or leave the Company within 12 months of the date the course ends.

This requirement to repay the Company will be reduced by 1/12th of the course costs for each complete month that the employee remains employed by the Company after the end of the course.
