

# COMPANY POLICY STATEMENTS

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## 1. ALCOHOL POLICY

## 2. ANTI BRIBERY AND CORRUPTION POLICY

## 3. DRUGS AND SUBSTANCE MISUSE POLICY

## 4. ENVIRONMENTAL POLICY

## 5. EQUALITY POLICY

## 6. OCCUPATIONAL HEALTH AND SAFETY POLICY (STATEMENT ONLY)

## 7. QUALITY POLICY

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### Introduction

R&M Developments Ltd is a responsible employer and we take our obligations to our employees very seriously. This is why we have set out this policy to help us ensure the health, safety and welfare of our employees and to help us comply with our legal duties. Employees who develop alcohol related problems cause harm to themselves, to others and impair their performance.

The Health and Safety at Work Act 1974 places a duty on employers to provide a safe and healthy working environment, and to ensure the health, safety and welfare at work of their employees as well as any visitors or contractors on the premises.

### Aims of the Policy

This policy aims to:

- Promote awareness of alcohol related problems and addiction;
- Encourage a sensible approach to drinking alcohol;
- Ensure that the Company complies with its legal obligations;
- Inform employees and sub-contractors that random and for cause testing for alcohol may be carried out by the company or the company's clients
- Indicate restrictions on drinking alcohol at work;
- Protect Employees from the dangers of alcohol abuse; and
- Support Employees with an alcohol related problem.

### Health and Safety

In a social environment the consumption of alcohol in moderation is an accepted part of life. In the workplace however it can impair performance, result in inappropriate behaviour, and can place both the individual and those around them in danger, as well as affect health.

In the workplace alcohol abuse can take two different forms:

- Occasional inappropriate drinking; and
- Consistently inappropriate drinking.

Problems arising from the first category are more likely to be cases of misconduct whilst the second will be more likely to involve long term health and performance issues. In either case the health of the individual employee will be affected and quite possibly the health and safety of those around them.

While it will be clear if an individual is drunk at work, the symptoms of larger scale systematic alcohol abuse may be less obvious. Symptoms of alcohol abuse may include:

- Frequent absences on Mondays and Fridays;
- Unusually high rates of absenteeism;
- Unkempt appearance/Lack of hygiene;
- Spasmodic work patterns and lower productivity; or
- Poor relations with others.
- Restrictions on Drinking Alcohol at Work
- Unless it is formally approved by a Director, employees, including sub-contractors working on the company's sites, may not consume alcohol during normal working hours
- No employee or sub-contractor should report for work if they are incapable of work through the consumption of alcohol.
- Alcohol must not be consumed in excess or in sufficient quantities to impinge on the exercise of any individual's duties when on Company business outside normal working hours, for example when involved in functions or in providing hospitality.
- Employees, including sub-contractors working on the company's sites, are not obliged to work with anyone they consider to be incapable through the consumption of alcohol and should immediately report the matter to a Director. Employees, including sub-contractors working on the company's sites, who are incapable of working through the consumption of alcohol should be immediately removed from duty and the matter reported to a Director.
- Employees, including sub-contractors working on the company's sites, will be held to be contributory negligent in the event that whilst on Company business they cause an accident or damage to anyone or anything, and that the incident occurred due to their consumption of alcohol.
- Disciplinary action will be taken in relation to any employee failing an alcohol test. Contractual action will be taken in relation to a sub-contractor failing an alcohol test.

### Disciplinary Action

Employees who are unfit or otherwise incapable for work through the consumption of alcohol, including failing an alcohol test, will be liable for disciplinary action, may be found guilty of gross misconduct, and may face summary dismissal. Sub-contractors will face contractual action.

### Procedure

- In the event that an employee is diagnosed with an alcohol related problem the Company will treat it as a health matter. However this does not excuse the employee from any of the disciplinary matters that may fall within the scope of the Company disciplinary policy.
- All alcohol related issues will be dealt with in a constructive and sympathetic manner. The individual responsible for all such issues is the Health and Safety Director who will also provide any interested employees in confidence with details of where to seek more information or help.
- All requests for help or advice will be treated in the strictest confidence and all information gathered as a result will be held in accordance with the Data Protection Act 1998.
- After receiving any appropriate medical reports the Company will provide support to any affected employees. Where an employee agrees to follow a suitable course of action or treatment any disciplinary action may be suspended.
- The Company reserves the right to give affected employees lighter duties at the same rate of pay, or require them to take paid leave if it is deemed appropriate.
- Following effective treatment and in the absence of any disciplinary action the Company will endeavour to return an affected employee to the same role previously fulfilled by the employee and where this is not possible to a suitable alternative.
- In the event that an employee following successful treatment for an alcohol related problem suffers a relapse the Company will not make or is under no obligation to make provision for any further treatment and the employee in question will face summary dismissal.
- If it is considered that the working environment or culture is the cause or a contributor to an alcohol related problem, the Company will take all reasonably practical steps to ensure a reduction of such problems.

The company will not tolerate bribery or allow improper offers or payments to or from its staff and employees in relation to the activities of the company. The company considers its reputation for ethical behaviour, its ability to protect client confidentiality and its ability to demonstrate the implementation of the requirements of this policy to be crucial in relation to meeting its clients' requirements. The overall responsibility for ensuring the implementation of this policy is vested in the company's Directors and Senior Managers.

Implementation of this policy is via the quality management system which ensures:

- 1.** Compliance with procedures for employment of personnel and appointment procedures for sub-contractors and relevant suppliers.
- 2.** Management of training and awareness in relation to potential for bribery and corruption and the company's procedures to detect and prevent it, supported by Company Guidance on Ethical Behaviour and Compliance with the Anti Bribery and Corruption Policy.
- 3.** Requirements for due diligence where risk assessment indicates that it is appropriate
- 4.** Financial controls managed through the company's financial management system and external auditors (outside of the scope of the QA system)
- 5.** Arrangements for reporting and investigating potential instances of bribery or corruption and review of performance in relation to the programme.

The company will ensure that all employees are made aware of this policy by:

- 1.** Explaining this policy to all new employees as part of the company's formal induction procedures and documenting this.
- 2.** Displaying this policy in company offices and issuing a copy of this policy to all employees.
- 3.** Any supplier or sub-contractor whose duties and responsibilities cover activities where this policy would be relevant shall be identified by the manager authorised to appoint them and shall be issued with a copy of this policy and required to comply with it.

To support employees in their compliance with this policy, the company maintains Company Guidance on Ethical Behaviour and Compliance with the Anti Bribery and Corruption Policy.

Performance in relation to this policy is reviewed. The policy itself is reviewed by the Directors and Senior Managers in response to the findings of any investigation into any potential instance of bribery or corruption or of any significant failure to implement or comply with the Anti Corruption Programme and in relation to any relevant new legislation or published guidelines. It will also be reviewed at least annually. The new policy will be displayed and re-issued as detailed above.

## Introduction

R & M Developments Ltd are responsible employers and we take our obligations to our employees very seriously. This is why we have set out this policy to help us ensure the health, safety and welfare of our employees and to help us comply with our legal duties. The use of non prescribed drugs is not only dangerous but also illegal under criminal law.

- Section 2(2)(e) of the Health and Safety at Work Act 1974 places a duty on employers to provide a safe and healthy working environment.
- It is an offence to supply, produce, offer to supply or produce controlled drugs.
- The Misuse of Drugs Act 1971 makes it an offence for the occupier of premises to permit knowingly the production or supply of any controlled drugs or allow the smoking of cannabis or opium on those premises.
- It is also an offence to aid or abet any of these offences.

Any reference in this Policy to a non-prescription drug refers only to controlled or illegal substance and does not refer to medicines, supplements and similar substances that are legally and commercially available in the United Kingdom. References to non-prescription drugs also includes "legal highs".

## Aims of the Policy

This policy aims to:

- Comply with the Company's legal obligations to provide a safe and healthy working environment for all staff.
- Comply with all of the requirements imposed by law.
- Inform employees and sub-contractors that random and for cause testing for drugs may be carried out by the company or the company's clients
- Raise awareness of the dangers and penalties associated with the use of controlled drugs and legal highs.
- Guarantee the right of all staff to work in an environment unaffected by controlled drugs and legal highs.
- Provide support to staff whose lives are or who have been affected by the misuse of controlled drugs and legal highs.

## Health and Safety

Controlled substances and legal highs often possess side effects that could not only adversely affect employees health but that of their colleagues at work as well as their performance. Employees should be aware that anyone under the influence of controlled drugs is a risk to everyone around them and should be alert to possible signs of drugs abuse. Such indicators commonly include:

- Sudden changes in behaviour;
- Confusion;
- Irritability;
- Fluctuations in mood and energy;
- Impairment of performance; and
- Increase in short term sickness absence.

Employees should report any concerns they may have about a colleague displaying any or all of these symptoms to their line manager but should not under any circumstances approach the person displaying the symptoms or discuss their concerns with any other colleagues.

## Prohibition

- No non – prescription drugs or legal highs are allowed to be consumed in or brought onto company premises, land or vehicles at any time by any person irrespective of their status in, or business with, the Company.
- The prohibition of non – prescription drugs and legal highs extends to all activities carried out by staff or sub-contractors whilst they are at work. These activities include but are not restricted to driving on company business, when on call or standby duties or when on trips for company business, training or social events.
- No employee or sub-contractor should report for work if they are incapable of work through the use non – prescription drugs and legal highs.

## Disciplinary Action

A breach of these rules and/or failing a drugs test will be defined as gross misconduct and it is likely that the employee in question will face summary dismissal. Contractual action will be taken in relation to a sub-contractor breaching these rules.

## Principles

- If an employee is diagnosed as having a drug related problem the Company will treat it as a health matter. This does not however excuse the employee from any of the disciplinary matters that may fall within the scope of the Company disciplinary policy.
- All drug related issues will be dealt with in a constructive and sympathetic manner, and the person responsible for all such issues in the Company Health and Safety Director who will also provide any interested employees with the details of where to seek further information and help.
- All requests for help will be treated in the strictest confidence and all information gathered as a result will be held in accordance with the Data Protection Act 1998.
- The Company will provide support to any affected employees. Where an employee agrees to follow a suitable course of action or treatment any disciplinary action may be suspended.
- The Company reserves the right to give affected employees lighter duties at the same rate of pay, or require them to take paid leave if it is deemed appropriate.
- Following effective treatment and in the absence of any disciplinary action the Company will endeavour to return an affected employee to the same role previously fulfilled by the employee and where this is not possible to a suitable alternative.
- In the event that an employee following successful treatment for a drug related problem suffers a relapse the Company will not make or is under no obligation to make provision for any further treatment and the employee in question will face summary dismissal.
- If it is considered that the working environment or culture is the cause or a contributor to a drug related problem, the Company will take all reasonably practical steps to ensure a reduction of such problems.





R and M Development Limited recognises that its activities have an environmental impact and minimising any negative aspects of that impact is an integral part of its overall business objectives. To that end it will engage in the activities listed below:

- 1.** Establish standards and management procedures to ensure that all the requirements of relevant environmental legislation are met. Review and update our understanding of these requirements on a regular basis.
- 2.** Set regular objectives and targets to minimize our environmental impacts and ensure continual improvement in our performance.
- 3.** Seek to procure materials, tools, equipment and services locally where appropriate.
- 4.** Ensure that arisings are recycled wherever possible. Seek to reduce consumption of materials in all operations, reuse rather than dispose wherever possible, and promote recycling and the use of recycled materials.
- 5.** Aim to achieve energy efficiency in offices and the use of plant and vehicles.
- 6.** Establish procedures for minimising the occurrence of, and mitigating the impacts of, environmental incidents to prevent pollution and nuisance.
- 7.** Reduce, wherever practicable, the level of harmful emissions from any activity.
- 8.** Ensure that all waste materials are dealt with appropriately.
- 9.** Ensure awareness of environmental issues within the company by training and by inclusion in operational management procedures.
- 10.** Monitor environmental performance.
- 11.** Communicate on the environment with interested parties, including employees, clients and other contractors and, where relevant, local residents, and public authorities, through a spirit of open dialogue and proactive involvement.
- 12.** Commit to identifying and allocating the necessary resources to implement the policy and the environmental management system fully and successfully.
- 13.** Review the policy, at least annually as part of the annual management review, and where necessary on an ad-hoc basis in response to any circumstances which would necessitate its review.
- 14.** Publish this environmental policy in appropriate ways to confirm commitment to the activities included in it.





R & M Developments Limited wholeheartedly support the principle of equal opportunities in employment and oppose all forms of unlawful or unfair discrimination on the grounds of colour, race, nationality, ethnic or national origin, religion and beliefs, age, gender, sexuality, marital status or disability. We specifically undertake to comply with all relevant legislation and published good practice and our practices have been developed in accordance with published guidance from ACAS on Tackling Discrimination and Promoting Equality and the Commission for Race Equality's Code of Practice for Employment. We believe that it is in the company's best interests, and those of all who work in it, to ensure that the human resources, talents and skills available throughout the community are considered when employment opportunities arise. To this end, within the framework of the law, we are committed, wherever practicable to achieving and maintaining a workforce which broadly reflects the local community in which we operate.

Every possible step will be taken to ensure that individuals are treated equally and fairly and that decisions on recruitment, selection, training, promotion, and career management are based solely on objective and job related criteria. All employees, whether part-time, full-time or temporary, will be treated fairly and with respect. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.

We are committed to creating an environment in which individual differences and the contributions of all our staff are valued and recognised. Every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.

### **Action to Implement Policy**

In order to put this policy into practice in the day to day operation of the business we will:

- display this policy in our offices;
- provide training and guidance for key decision makers such as managers and supervisory staff and those involved in personnel and management practices;
- ensure that contracts of employment and all personnel management issues reflect current legislation and are managed in accordance with principles stated in this policy

- consult with the workforce on equality issues
- monitor the existing workforce, and the application and effects of the policy;
- examine and review existing procedures for recruitment, selection, promotion and training, to ensure effective implementation of this policy;
- develop mechanisms for resolving grievances about unfair discrimination and harassment;
- identify any scope for using lawful positive action training and encouragement, and then put the necessary arrangements in hand;

The Directors and Managers of the Company fully support this policy statement and it is understood that all employees are responsible for playing their part in achieving its objectives. Breaches of the equality policy will be regarded as misconduct and could lead to disciplinary procedures.

The Managing Director has the overall responsibility for this policy and shall maintain a programme detailing the implementation of the policy and shall monitor and review its success. The policy will be reviewed annually as part of the overall company management review.

## OCCUPATIONAL HEALTH AND SAFETY POLICY STATEMENT



The health, safety and welfare of employees are of prime importance to R&M Developments Ltd as is the health and safety of anyone else affected directly by our operations. We are committed to achieving continuous improvement in all aspects of our activities and recognise that the effective and efficient management of health and safety is a key aspect of our overall management performance.

We undertake to comply with all of our legal duties in pursuance of providing safe and healthy working conditions for all employees and take positive action to ensure that clients, other contractors and the general public are not adversely affected by our activities. Over and above that, we are committed to ensuring that we meet best practice guidelines, meet our client's safety rules and support their health and safety improvement initiatives. We ensure that we co-operate effectively with all those with an interest in health and safety; other employers, clients, sub-contractors, and the enforcing authorities.

The responsibility for safety at work rests upon all sectors and levels of management, and the Company will ensure that this policy is pursued throughout the organisation. The overall responsibility for the health, safety and welfare of the Company and its personnel is vested in the Company's Managing Director Mr T McKenna Senior. The Company will give full backing to this policy and to the Company's Health and Safety Director and Representative, whose function it is to monitor and operate the policy, and support all those who endeavour to carry it out.

The Company will provide sufficient financial support and other necessary resources for the full implementation of the policy.

The policy is reviewed and updated on an ad hoc basis, when considered necessary by the Managing Director or Health and Safety Director. All employees shall be issued with a copy of the health and safety policy on induction and made aware of subsequent changes to the policy. Access to controlled copies will be made widely available.

The Company expects employees to conform to this policy and to comply with the relevant sections of the Health and Safety at Work Act and to exercise all reasonable care for their own health and safety and that of others who may be affected by their acts or omissions.



R & M Developments Limited is a civil engineering and demolition contracting company working for a range of public and private sector clients and as a main contractor and a specialist sub-contractor. The development and maintenance of an effective quality management system is seen to be crucial to the company's business in terms of enhancing efficiency, controlling and managing risk and ensuring consistent high standards of service and the necessary quality of completed works.

The Top Management of the company, defined as the Managing Director and the other directors, are committed to:

- 1.** The development and implementation of a quality management system in accordance with the requirements of ISO 9001
- 2.** Ensuring compliance with requirements of the quality management system
- 3.** Continually improving the effectiveness of the quality management system.

The objectives of the quality management system include ensuring that:

- 1.** Client requirements are identified and met with the aim of enhancing client satisfaction.
- 2.** All requirements regarding the service provided by the company are met.
- 3.** The quality policy is communicated and understood at all levels of the company
- 4.** Appropriate quality objectives are set by Top Management and performance reviewed
- 5.** The effectiveness of the quality management system is continually reviewed and improved

Quality objectives are established and performance reviewed by Top Management on the basis of the recommendations made in management review meetings.

The policy and the associated quality objectives are reviewed annually and communicated to all employees and displayed in offices.



## WHISTLE-BLOWING POLICY

R & M Developments Limited is committed to the highest possible standards of openness, probity and accountability. In line with that commitment we expect employees, and others that we deal with, who have any serious concerns about any aspect of the Company's work to come forward and voice those concerns. It is recognised that most cases will have to proceed on a confidential basis. This Policy makes it clear that employees and sub-contractors can do so without fear of victimisation, subsequent discrimination or disadvantage. This whistle-blowing policy is intended to encourage and enable the raising of any serious concerns within the Company rather than overlooking a problem or 'blowing the whistle' outside.

This policy is in addition to complaints procedures and grievance procedures in relation to employment and other statutory reporting procedures. As a first step, individuals should raise any concerns with their immediate manager but may choose instead to take the matter to the QA Director or Managing Director. The individual will need to demonstrate to the person contacted that there are reasonable grounds for their concern. The Company will record and respond to concerns raised and investigate them before either accepting or rejecting them.

Where appropriate, the matters raised may:

- be investigated by management, internal audit, or through the disciplinary process
- be referred to the police
- be referred to the external auditor

In order to protect individuals and those accused of misdeeds or possible malpractice, initial enquiries will be made to decide whether an investigation is appropriate and, if so, what form it should take. Some concerns may be resolved by agreed action without the need for investigation. If urgent action is required this will be taken before any investigation is conducted. A timescale will be agreed and, subject to legal constraints, the Company will inform the individual who raised the issue of the outcome of any investigation. If the individual is not satisfied with the outcome, they may refer to the Whistle Blowing guidelines maintained in the Quality Management System for further contact points to take the issue further.

## WHISTLE-BLOWING POLICY

The Managing Director has overall responsibility for the maintenance and operation of this policy and will ensure a record is maintained of any concerns raised and their outcome.

This Policy is reviewed annually as part of the management review held in accordance with the company's quality management system and on an ad hoc basis where considered appropriate by the Managing Director. This Policy is displayed in Company head office and explained to employees on induction and is available on the shared drive on the company computer system.

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