

EQUAL OPPORTUNITIES POLICY STATEMENT

J H Plant Limited is an equal opportunity employer. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of colour, race, nationality, sex, marital status or ethnic origin, or is disadvantaged by conditions or requirements, which are not essential for carrying out the job.

To ensure that such direct and indirect discrimination is not occurring, recruitment and other employment discussions will be regularly monitored in conjunction with all records of job applicants and existing employees.

Selection criteria and procedures will also be regularly reviewed in the light of all records to ensure that individuals are selected, promoted and in all other ways treated on the basis of their relevant merits, qualifications and abilities.

All employees will be given equal opportunities and will be encouraged to progress within the organisation. Attention will be given to possible remedies for under-representation of any ethnic group or disabled personnel at particular levels with the Company.

It is the duty of all employees to accept their personal responsibility in the implementation of the policy. At the same time, the company acknowledge that specific responsibilities fall upon management supervisors and individuals professionally involved in recruitment and employee administration.

Any employee who believes that he/she has been unfairly treated in any sense associated with the policy is entitled to raise the matter through the appropriate grievance procedures.

D A Cowdry
Administration Manager

Cc To all individual staff of J H Plant Ltd and subsidiary companies.

STATEMENT OF DISCIPLINARY POLICY

1. The company's procedures are in accordance with the national working rules of the Joint Industry Board.
2. The procedures established for the resolution of grievances apply also to any disputes arising out of disciplinary action taken by the company.
3. The attention of the employees is drawn to the provisions of the appropriate National Agreement regarding working hours, unauthorised absence etc and to the employee's responsibilities under the Health & Safety at Work Act 1974.

Employees must comply with all company safety regulations and will any special rules (including client requirements and site safety rules). These rules may, from time to time, be varied according to the site on which the employee is currently working.

All operatives are expected to make themselves familiar with JIB National Working Rules and any site rules.

4. When a breach of discipline occurs which does not warrant dismissal without notice (see below), the following procedure will normally be followed:
 - 4.1 A verbal warning noted in the Company's records.
 - 4.2 A formal verbal warning, before witnesses and noted in the employee's records.
 - 4.3 A formal written warning, after an investigation at which the employee has the right to be accompanied by anyone of his/her choice.
 - 4.4 A final warning, which will make it clear that repetition of the offence will almost certainly result in dismissal, to be issued after an investigation governed by the rules of 4.3 above.

It should be noted that in aggravated cases, any of the above warning (save 4.4) may be omitted from the sequence.

5. To avoid doubt, it is hereby stated that Supervisors and Foremen are empowered to recommend dismissal and, if necessary, where there is reason to believe that an employee may be guilty of gross misconduct, to suspend on pay pending an investigation by the appropriate manager. However, only Directors and Managers have the authority to dismiss any employee from the company.

6. The company will normally, upon request by the employee concerned, withdraw written warnings for minor offences after a period of six months satisfactory conduct.
7. The following are examples of actions which would almost certainly render the employee liable to summary dismissal for gross misconduct after due expiry had been made. This list is not intended to be exhaustive.
 - a) Fighting or assaulting any other person during the course of employment.
 - b) Stealing property belonging to the company, other employees or clients of the company.
 - c) Knowingly falsifying with intent to defraud any timesheets, clock cards or other company documentation.
 - d) Committing an act of gross indecency during employment.
 - e) Being under the influence of alcohol or non-medically prescribed drugs during the hours of employment.
 - f) Sleeping whilst on duty.
 - g) Contravening safety regulations.
 - h) Action such as to seriously offend a client and/or detract from the company's good name and reputation.
 - i) Flagrant breach of any rules relating to the premises at which work is being carried out, as laid down by the client or occupier of the premises, including the client or occupier's safety regulations.
 - j) Negligent workmanship such as to endanger life or cause major damage to property.
 - k) Actions which offend common decency.
 - l) Failure to disclose details of medical history which is detrimental to yourself or colleagues at work i.e. bad and worsening eye sight, epileptic fits etc.
 - m) Technical incompetence or misinterpretation of ability, experience of qualifications at interview.

Here are some examples of actions which would normally involve a verbal or written warning:

1. Performance and conduct, which is not considered satisfactory to the company.
2. Unsatisfactory time keeping including regularly arriving late, having extended lunch hours and regularly leaving your office or site without consultation with your Manager or Supervisor.
3. Unauthorised absence including failure to return to work on a specified date after holiday periods, failure to contact your Manager or Supervisor on the first day of sickness.
4. Unauthorised absence from college whilst on course study.
5. Quality and performance of duties to which you have been employed as required by the company.
6. Insubordination and insolence or refusal to carry out proper working instructions.
7. Refusal and neglect to operate or observe safety regulations or to conform to the Company's Health & Safety Policy.
8. Intoxication, under the influence of alcohol or drugs.
9. Sexual harassment and racial/sexual discrimination, as well as contravening the Company's Equal Opportunities Policy.
10. Disclosing information that may be beneficial to the company's competitors.

Environmental Policy Statement

Introduction

J.H. Plant Limited is an Electrical Contractor engaged in Electrical Design & Engineering.

We recognise that our activities have an impact on the environment and are committed to (reduce /minimise) that impact through seeking continually to improve our environmental performance.

- 1) The company will put its environmental policy into practice by pursuing the following objectives, we will:-
- 2) Meet all relevant legislation, regulations and government guidance, and where possible meet the industry codes of practice on environmental issues.
- 3) Ensure that all our staff (and sub-contractors) develop a good understanding of the environmental impacts of our business and what is expected of them to minimise these.
- 4) Make efficient use of natural resources by minimising waste, conserving energy and water and seeking to use re-cycled materials wherever possible.
- 5) Seek to use the most environmentally efficient modes of transport and reduce unnecessary travel.
- 6) Communicate with local communities to ensure that our construction sites cause the minimum amount of disruption and have minimum impact on the local environment.
- 7) Ensure that our suppliers are aware of this policy and the company helps them apply similar environmental standards to their our own work and report annually to our trade association on our environmental performance and how in particular we have met our annual environmental targets.

Some Common Environmental Objectives & Targets

Objectives

Targets

Complying with the law

Compile a manual of statutory requirements, ensure relevant staff are fully aware & appoint an environmental manager.

Meet industry codes of practice

Produce an environmental policy statement each year.

Make efficient use of natural resources

Examine ways of reducing electricity consumption by 5% next year.

Make efficient use of raw materials

Recycle office paper, investigate feasibility of using more recycled aggregates.

Manage waste more effectively

Identify collection points for waste materials, measure the amount of waste produced from sites and seek to reduce it.

Manage the use of transport

Service vehicles regularly, fit catalytic converters, investigate feasibility of using LPG & invest in younger fleet.

Be a good neighbour

Join considerate constructors scheme.

Staff training

Agree & implement a training plan.

Spread best practice throughout the supply chain

Send policy statement to suppliers, invite suppliers to produce policy statement

J.H. Plant Limited is a licensed carrier to carry waste material, registration
GTL/365337.

We utilise a company for the disposal of lamps and tubes this is:-

Simister Engineering
Frederic House
8 Acorn business Park
Heaton Lane
Stockport
Cheshire SK4 1AS

On completion of the disposal of lamps a certificate is issued to the client.

Signed:.....

J B Harle
Managing Director
For and on behalf of
J H Plant Ltd