



Health & Safety:

Secure Workforce Ltd firmly committed to ensuring the health, safety and wellbeing of our employees, contractors and visitors. In this regard all aspects of our day-to-day business operations are conducted in full compliance with health and safety laws and regulations, company policies, standards and best practices pertaining to health and safety in the workplace.

This Statement recognises Secure Workforce Ltd's obligations and commitment under the Health and Safety at Work Act 1974.

Objective:

When carrying out all activities Secure Workforce Ltd will ensure that it:

- Acknowledges and accepts its legal responsibilities for securing the health, safety and welfare of all its employees, of sub-contractors working on its behalf and all others affected by their activities.
- Recognises and accepts the general duties imposed upon the company as an employer under the Health and Safety at Work Act and subsequent health and safety regulations appertaining to it's operation.
- Accepts the general duties imposed upon the company as an employer under the Health and Safety at Work Act and subsequent health and safety regulations appertaining to it's operation.
- Ensures all legal and regulatory requirements are met.
- Provide a safe place to work, including the provision of PPE, risk assessments, control measures and method statements, all new contracts will receive this information prior to the start up.
- Adopts methods to reduce the severity of accidents and work related health issues.

Secure Workforce Ltd will carry out a regular review of this policy to ensure that these standards of health and safety are maintained.

Signed: Kashif Javaid
Head of Operations

Issue Date 01/03/2020 Version 1



Equal Opportunity

Secure Workforce Ltd is fully committed to equal opportunities for all employees and applicants seeking employment. We meet all requirements and comply with the set legislations.

The Company's aim is to create and sustain a working environment in which each individual is valued and employees are able to contribute, grow and achieve the maximum potential. Decisions on employment, promotion, training, salaries and recognition are made on the basis of business need, coupled with an individual's abilities, skills, experience and potential.

The Company will not tolerate any actions, comments, jokes or other conduct in the workplace that creates an intimidating or otherwise offensive environment, whether it be sexual, racial, religious, ageist or any other type. Such behaviour is unacceptable. Employees' complaints of discrimination, harassment or other unacceptable behaviour will be investigated promptly. Any employee who is found to have engaged in discrimination, harassment or intimidating behaviour will be subject to disciplinary action, which may result in dismissal.

All employees are made aware of the provisions of the Equal Opportunities Policy during their initial training, which forms part of the Induction Training Programme. The employees are also made aware of their personal responsibility to observe its provisions.

Signed: Kashif Javaid
Head of Operations

Issue Date 01/03/2020 Version 1



ETHICAL POLICY

Secure Workforce Ltd policy is to seek to purchase goods and services that:

- Are produced and delivered under labour conditions that meet the Ethical Trade Initiative and therefore do not involve the abuse or exploitation of any person
- Have the least negative impact on climate change and the environment

Such considerations will form part of the evaluation and selection criteria for all goods and services purchased by Secure Workforce Ltd.

All Secure Workforce Ltd suppliers complete a supplier questionnaire relating to quality control and are assessed as suitable for the approved suppliers on the basis of this questionnaire prior to award of contract. Where Secure Workforce Ltd feels it is necessary; a representative will visit the supplier to ensure that we are completely satisfied with the processes and procedures in place.

Secure Workforce Ltd will only use suppliers who conform to essential labour standards, including the following:

- Employment is freely chosen
- Freedom of association and the right to collective bargaining are respected
- Working conditions are safe and hygienic
- Child labour shall not be used
- Living wages are paid
- Working hours are not excessive
- No discrimination is practised
- Regular employment is provided if possible
- No harsh or inhumane treatment is allowed

Suppliers should, as a minimum, comply with all statutory and other legal requirements relating to the environmental impacts of their business.

The supplier should not be engaged in the sale of arms to governments that systematically violate the human rights of their citizens; or where there is internal armed conflict or major tensions; or where the sale of arms may jeopardise regional peace and security.

**Signed: Kashif Javaid
Head of Operations**

Issue Date 01/03/2020 Version 1



TRAINING POLICY

Secure Workforce Ltd are committed to a structured training and development programme of its staff through vocational and refresher training in order to fulfil the high standards of service required to ensure success and to comply with legislation – Private Security Industry Act 2001.

The Company's policy statement on training is as follows:-

“To provide training at all levels of such duration and scope as is compatible with the efficient discharge of the task involved and the safety of the employee. Whether conducted “in house” or “contracted out” training at all levels must be conducted by qualified trainers in an environment conducive to effective training.

To provide training at all levels specific to assignment and required specialist skills, also to provide continuation, refresher and contingency training.

This policy is approved by the Directors and is supported by all levels of management within Secure Workforce Ltd.

Signed: Kashif Javaid
Head of Operations

Issue Date 01/03/2020 Version 1



QUALITY POLICY

The purpose of the Quality policy is to ensure that the services provided to its customers consistently meet or exceed their expectations. The company operates a system that regularly evaluates its processes and customer needs, and has set quantifiable objectives with plans in place to ensure that they are reviewed year on year for improvement.

It is the policy of Secure Workforce Ltd to maintain, on a continual basis, an effectively managed Quality Assurance programme, which will assure customers that the services supplied conform to the laid down procedures or disciplines of the company, and which will ensure that the customer's needs and expectations are fully met.

The management of the company is firmly committed to the systems, procedures and controls, and the total participation of all personnel is mandatory.

The Managing Director is entrusted with the authority and responsibility for the control of the Quality and to ensure that all legal and regulatory requirements are met such as Health & Safety at work and regulation to the Private Security Industry Act.

The Company Management representative cannot be over-ruled on matters of Quality, and in case of differences of opinion on Quality matters, have the responsibility to refer such items to the Managing Director or his representative for resolution.

This policy of Quality Assurance is in place to ensure that the overall organisational objectives of the company are met. The objectives of this company are to ensure that the best possible security services are supplied to the company's valued clients, and that the company is able to meet customer needs and requirements as effectively and efficiently as possible.

It is the intention of the Managing Director that this policy along with all other policies will be reviewed on an annual basis at the management review meeting.

Signed: Kashif Javaid
Head of Operations

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