



BurtonwoodTM
Generator & Switchgear Services

COMPANY DIVERSITY POLICY

Form number BGS-174
Issue 3

Our respect for the Diversity of People

Our Aim:

To ensure that we treat employees with dignity and respect, and to value the differences people bring to our business

Our capacity to employ people from across the world will increasingly depend on our ability to understand and work in harmony with people from diverse backgrounds. Employees have a right to be treated equally, with dignity and respect for their human rights, and to feel valued, regardless of their diverse backgrounds. See our Corporate Responsibility Document, Equal Opportunities and PWE policies for more details.

We will:

- ensure that there is no discrimination in employment on the grounds of people's diverse backgrounds including race, gender, age, disability, marital status, sexual orientation or religious belief
- back our commitments with robust policies and guidance, to empower and support people to take action if they feel that their rights are not being upheld including grievances and making complaints

Signed:

Mr. K. Littler

Managing Director.

Burtonwood Generator & Switchgear Services Limited

Dated: 02nd January 2019



Burtonwood[™]
Generator & Switchgear Services

COMPANY ENVIRONMENTAL POLICY

Form number BGS-168
Issue 3

Burtonwood Generator and Switchgear Services Limited have a determination to maintain and improve "the world around us" by means of effective environmental management processes' to the requirements of BS EN ISO 14001: 2015.

Flexibility and willingness to change, through the habitual involvement of all employees in the process of continual improvement of working systems and practices, is the key to success for Burtonwood Generator and Switchgear Services Limited.

The Company will operate a Management System that will facilitate the achievement of the following Company-wide objectives:

- 1.0 To comply with all applicable legislation and regulations and the requirements of our customers, the industry trade association and any party having an environmental impact on the Company.
- 2.0 To continuously improve services & operational efficiency through appropriate investment in both equipment and personnel.
- 3.0 To continuously improve energy efficiency and waste minimisation.
- 4.0 To prevent pollution.
- 5.0 Continue commitment improvement of the environmental management system to enhance environmental performance.
- 6.0 To ensure that this Policy is displayed in prominent locations and communicated to all employees and sub-contractors.

To use regular Management Review meetings as a framework to set, review and maintain and amend environmental objectives and to assess this policy for current relevancy.

Signed:

Mr. K. Littler

Managing Director.

Burtonwood Generator & Switchgear Services Limited

Dated: 02nd January 2019

Our respect for the Equal Opportunities of People

Our Aim:

Burtonwood Generators & Switchgear Services Ltd is committed to the principle of equal opportunity in employment and are determined to ensure that no applicant or employee receives less favourable treatment.

Burtonwood Generators & Switchgear Services Ltd is determined to ensure that recruitment, selection, training, development and promotion procedures result in no job applicant or employee receiving less favourable treatment on the grounds of race, colour, nationality, ethnic or national origin, religion or belief, disability, trade union membership or non-membership, sex, sexual orientation, marital status, age or being a part-time or fixed term worker.

The Company's objective is to ensure that individuals are selected, promoted and otherwise treated solely since their relevant aptitudes, skills and abilities.

The Company has the primary responsibility for successfully meeting these objectives by:-


- Not discriminating during employment against employees or job applicants.
- Not inducing or attempting to induce others to practice unlawful discrimination.
- Bringing to the attention of employees that they will be subject to action under the Disciplinary Procedure for discrimination of any kind.

All procedural documents (e.g. grievance, discipline) will be reviewed to ensure compliance with the spirit and intention of the policy.

All employees in the Company's service will be made fully aware of their responsibilities towards the promotion of this policy and provided with suitable training to:-

- Not discriminate against fellow employees, customers, suppliers or members of the public with whom they come into contact during the course of their duties.
- Not induce or attempt to induce others to practice unlawful discrimination.

Report any discriminatory action to the Company Secretary

Signed: 

Mr. K. Littler

Managing Director.

Burtonwood Generator & Switchgear Services Limited

Dated: 2nd January 2019



Burtonwood[™]
Generator & Switchgear Services

COMPANY OCCUPATION HEALTH AND SAFETY MANAGEMENT POLICY

Form number BGS-171
Issue 3

The Senior Management Team of Burtonwood Generator and Switchgear Services Limited will: -

- Establish, document and implement Occupational Health and Safety Management System to manage the OH&S risks associated with all our premises and activities whether routine or non-routine.
- Regularly monitor our performance, hold periodic Management Reviews, set achievable OHSAS objectives and revise our OH&S Management System as necessary to ensure its continuing suitability, adequacy, relevance, appropriateness and effectiveness so that we achieve our objective of continuous improvement.
- Provide sufficient resources to meet the requirements of current Health and Safety legislation and aim to achieve the standards of 'Good Practice' applicable to all our activities.
- Actively promote an open attitude to OH&S issues, encouraging staff to identify and report hazards so that we can all contribute to creating and maintaining a safe working environment throughout our organisation.
- Communicate and consult with our staff on all issues affecting their occupational health and safety. In doing so, bring this policy to their attention, displaying this policy in a prominent position throughout the organisation and making it available to interest parties and required.
- Provide adequate training for our staff to enable them to work safely and effectively, and to ensure that they are competent and confident in the work and duties that they carry out.
- Carry out and regularly review risk assessments to identify OH&S hazards and existing control measures.
- Prioritise, plan and complete any corrective actions required to reduce risk to an acceptable level.
- Maintain all our premises and work equipment to a standard that ensures that OH&S risks are effectively managed.
- Ensure that responsibilities for OH&S are allocated, understood, monitored and fulfilled.
- Retain access of competent advice and assistance through the support of Croner Consulting, thereby ensuring that we are aware of relevant changes in OH&S legislation and 'Good Practice'.
- Provide Health and Safety surveillance for staff where appropriate and maintain records.
- Co-operate with other organisations on construction sites to ensure that they are aware of any risks to their employees and other people posed by our activities; that we are aware of any risks to our employees from their activities; and that we comply with the requirements of relevant legislation.
- It is the duty of all of us when at work: -
 - To take reasonable care of our own safety
 - To take reasonable care of the safety of others who may be affected by what we do or fail to do
 - To Co-operate so that we can all comply with our legal duties
 - To ensure we do not interfere with or misuse anything provided in the interests of OH&S

Signed:

Mr. K. Littler

Managing Director.

Burtonwood Generator & Switchgear Services Limited

Dated: 2nd January 2019



Burtonwood[™]
Generator & Switchgear Services

COMPANY QUALITY POLICY

Form number BGS-167
Issue 3

The Senior Management Team of Burtonwood Generator and Switchgear Services Limited shall undertake to maintain all services within the scope of the Company's Registration, to the requirements of BS EN ISO 9001: 2015. The service offered is the "The manufacture, supply, installation, hire and servicing of diesel generators and associated equipment. The design of generator control systems"

The Senior Management Team shall also ensure that all services offered are within all applicable statutory and legal requirements. In effecting the service offered, the company shall also ensure that the needs and expatiations of any interested parties are taken into consideration.

It is the Company's policy to provide quality of service throughout the entire sphere of its operations both in quality of the product and in all association with its customers. It is the company's aim to achieve and if possible exceed, all customer requirements and expectations.

To this end the Senior Management Team shall:

- Employ systems to review and assess Customers' perception of the company;
- Set, review and maintain achievable quality objectives;
- Implement and maintain a continual improvement programme to enhance the effectiveness of the Quality Management System.

These processes shall be controlled through the framework of the Management Review Meetings.

The Senior Management Team shall implement periodic management reviews and a structured process of Management Meetings and routine audits to measure the effectiveness of these systems.

The Senior Management Team shall also have the responsibility for the effective implementation and communication of this Quality Police throughout the Company and to ensure that all personnel are aware of, understand and abide by this policy.

The Company's organisation structure shall address this policy with the Senior Management Team who have the authority to ensure that through efficient service realisation aided by effective Quality Planning, all customer requirements are satisfied.

The foregoing policy statement shall be subject to periodic review and is made on the authority of the Managing Director of Burtonwood Generator and Switchgear Services Limited.

Signed:


Mr. K. Littler

Managing Director.

Burtonwood Generator & Switchgear Services Limited

Dated: 02nd January 2019

Procedure Name	Environmental Aspects	Issue Number	07	Authority K. Littler
Procedure Number	QESP006	Page 1 of 2	Issue Date	

Quality, Environmental and OH&S References				
Procedure Name	Clause			Sub Section Name
	9001	14001	18001	
Environmental aspects		4.3.1		Environmental aspects
Hazard identification, risk assessment and determining controls			4.3.1	
Monitoring & measurement of processes	5.6	4.5.2	4.5.2	Evaluation of compliance

6.1 Purpose and Scope

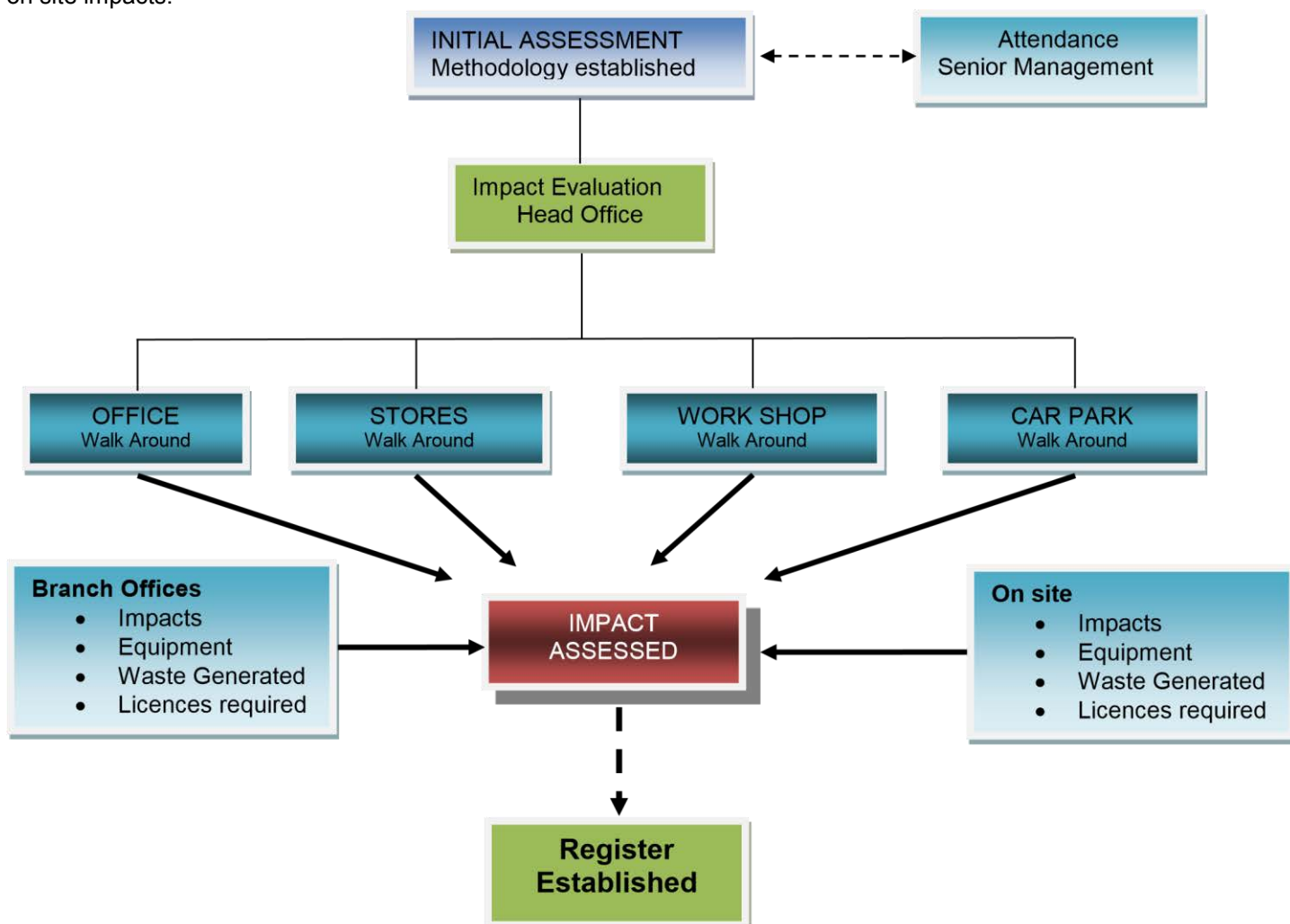
To define the procedure by which the Company identifies and measures all identified environmental aspects.

6.2 Responsibility

It shall be the responsibility of the MR to ensure that the following procedure is implemented and maintained throughout the Company, with respective individuals also taking responsibility for the functions and tasks defined within this procedure in particular with regard to environmental aspects.

6.3 Initial Assessment / Meeting / Walk around

The initial meeting is to establish environmental impacts / aspects for the Head Office site, BGSS branch offices and on site impacts.



Procedure Name	Environmental Aspects	Issue Number	05	Authority K. Littler
Procedure Number	QESP006	Page	2 of 2	
		Issue Date	02-01-19	

6.3.1 Environmental aspects

In the context of this procedure, an Environmental Aspect is an element of BGSS Limited’s activities, products or services that can interact with the environment and that BGSS Ltd can either control or influence. These are taken into account when planning new or modified services or processes. The identification of environmental aspects in relation to the activities, products and services has been carried out as part of the environmental system implementation and will be included in the planning of any new services and processes. This will also include the determination of those environmental aspects that have (or could have) a significant environmental impact. An environmental impact is a change to the environment (adverse or beneficial) that wholly or partially results from a BGSS Limited environmental aspect.

6.3.2 Environment register

The developed environmental register shall detail the following: -

- i) Aspect reference
- ii) Aspect description
- iii) Aspect score and significance
- iv) Operational control reference

This register is maintained as current through Procedure QESP010: “Evaluation of compliance” and the monitoring and measuring controls as detailed in ‘6.4’.

6.4 Monitoring and measuring

Monitoring and measuring is controlled by: -

- i) Internal auditing
- ii) Management review meetings
- iii) Environmental incident log
- iv) Corrective action reports
- v) Working experience

6.5 Review

A review of the effectiveness of this process shall be implemented and maintained at each Management Review Meeting

6.6 Related Documents

Number	Name	Retention Period	location	Responsibility
BGS 24	Management review agenda	Maintained for Three years	Server or General Office File Copy	MR for storage and disposal Disposal method: - Re cycling: - Shredding and/or Sub con disposal Deletion
BGS 31	Management review minutes			
BGS 23	Environmental incident log	Maintained As Current		
BGS 25	Corrective action report			
Registers	Environmental Aspects register			

All of the above records shall be maintained to the requirements of Procedure QESP002: “Control of Records”



Burtonwood[™]
Generator & Switchgear Services

COMPANY BRIBERY AND FRAUD POLICY

Form number BGS-176
Issue 3

BURTONWOOD EMPLOYEES AND CONTRACTORS / SUB CONTRACTORS INVOLVED IN GENERATOR & SWITCHGEAR CONTRACTS

Our Aim:

Burtonwood Group has stated that dishonest and illegal activity will not be tolerated under any circumstances, irrespective of any loss or gain to the Company or others. Furthermore, Burtonwood Group undertakes to investigate all cases of suspected fraud, bribery, theft and irregularity and, where appropriate, to prosecute cases or take disciplinary action.

This policy applies to all Burtonwood Generator & Switchgear Services Ltd Employees, Contractors and Suppliers.

BURTONWOOD GENERATOR & SWITCHGEAR SERVICES LIMITED (BGSS LTD) COLLABORATIVE APPROACH & POLICY STATEMENT

BGSS Limited fully implement and enforce the Policy on Fraud and will adopt a robust approach in dealing with any incidents connected with Primary Contracts that the company enters into. As a minimum BGSS Ltd will fully co-operate with appropriate authorities in any enquiry / prosecution / disciplinary action and it is a fundamental requirement of any BGSS Ltd Contractor, Sub-Contractor or Supplier, employed by or through such a Primary Contract, that BGSS Ltd receive full support and co-operation on a similar basis.

BGSS LTD CONTRACTORS/SUB-CONTRACTORS/SUPPLIERS OBLIGATIONS/UNDERTAKING

When entering into any contract with BGSS Ltd it is to be a fundamental understanding and agreement that any Contractor, Sub-Contractor or Supplier, employed by or through such Contract, will fully support Burtonwood Group's Policy on Fraud.

Examples of Fraud / Fraudulent activities might include, but are not necessarily limited to: -

- Submission of false or duplicate invoices
- Submission of claims for interim payment before entitlement
- Supply of sub-standard items not in accordance with Specification and/or in forged maker's packaging
- Un-authorized substitution of materials that might be in conflict with Building Regulations and/or other Statutory/Mandatory requirements and/or not in compliance with good practice guidelines relative to life cycle and value engineering principles
- False certification of quality and/or quantity of fixed/unfixed materials/goods
- False statements within quotations or made at meetings to discuss prices
- Submission of contrived "competitive" bids (any form of cartel agreements between Tendering Contractors/Sub-Contractors/Suppliers)
- Obtaining of inside information, from whatever source, on rival bids or BGSS procurement plans
- False accounting and/or Certification thereof
- False and/or extortionate claims for sub-contractor's and/or their supplier's costs
- Unauthorised use of Government stores, equipment or property
- Contriving to provide unfair competitive advantage to one or more contractor, subcontractor or supplier
- Underbidding with a view to unfairly recouping costs at a later time
- Corruption/attempted corruption of Burtonwood Group personnel or, this and, any other malpractice jointly with BGSS personnel

Managing Director

Mr K. Littler Burtonwood Generator & Switchgear Services Limited - 2nd January 2019



Burtonwood[™]
Generator & Switchgear Services

**COMPANY
ANTI-SLAVERY AND HUMAN
TRAFFICKING POLICY**

Form number BGS-175
Issue 3

INTRODUCTION

Modern slavery is a crime and a violation of fundamental human rights. It takes various forms, such as slavery, servitude, forced and compulsory labour and human trafficking, all of which have in common the deprivation of a person's liberty by another in order to exploit them for personal or commercial gain. We have a zero-tolerance approach to modern slavery and we are committed to acting ethically and with integrity in all our business dealings and relationships and to implementing and enforcing effective systems and controls to ensure modern slavery is not taking place anywhere in our own business or in any of our supply chains.

We are also committed to ensuring there is transparency in our own business and in our approach to tackling modern slavery throughout our supply chains, consistent with our disclosure obligations under the Modern Slavery Act 2015. We expect the same high standards from all of our contractors, suppliers and other business partners, and as part of our contracting processes, we include specific prohibitions against the use of forced, compulsory or trafficked labour, or anyone held in slavery or servitude, whether adults or children, and we expect that our suppliers will hold their own suppliers to the same high standards.

RESPONSIBILITY

Burtonwood Generator & Switchgear Services Ltd is committed to driving out acts of modern day slavery and human trafficking within its business and that from within its supply chains, including sub-contractors.

The Company acknowledges responsibility to the Modern Slavery Act 2015 and will ensure transparency within the organisation and with suppliers of goods and services to the organisation. These as well as the suppliers of services make up the supply chain within Burtonwood Generator & Switchgear Services Ltd.

Imported goods from sources from outside the UK and EU are potentially more at risk for slavery/human trafficking issues. The level of management control required for these sources will be continually monitored.

The company will not support or deal with any business knowingly involved in slavery or human trafficking.

This policy statement will be reviewed annually and published.

Managing Director

Mr K. Littler

Burtonwood Generator & Switchgear Services Limited
2nd January 2019