

policy documents



January 2017



contents

- 1 corporate responsibility policy
- 2 quality policy
- 3 health and safety policy
- 4 environmental policy
- 5 training policy
- 6 equal opportunity policy
- 7 anti bribery and corruption policy



1

page 1 of 3

corporate responsibility policy

Operating in a responsible and sustainable manner is important to Rope & Sling Specialists. Whilst we run our business in line with the expectations of our customer and member associations, we also see corporate responsibility as a discipline that helps us to manage risks and maximise the opportunities presented to use in a changing world.

We take our corporate responsibility seriously within the company as an employer, manufacturer and a consumer. We are committed to understanding, monitoring and managing our social, environmental and economic impact to enable us to contribute to society's wider goal of sustainable development.

We aim to demonstrate these responsibilities through our actions and within our corporate policies.

We focus our corporate social responsibility activities in the following key impact areas:

workplace

Our ability to deliver world class products is dependent on a talented, engaged workforce in all of the locations in which we operate. To this end, we are focused on making Rope & Sling Specialists a place where people feel supported, can develop their skills, and have a clear understanding of our business objectives.

We are committed to ensuring that our entire business is conducted according to rigorous professional, ethical and legal standards. To support this, we have developed a corporate policy, which seeks to define what we stand for as an organisation, and to bring employees together under a clear common purpose.

additionally we:

- Operate an equal opportunities policy for all present and potential future employees.
- Offer our employees clear and fair terms of employment and provide resources to enable their continual development.
- Maintain a clear fair employee remuneration policy and maintain forums for employee consultation and business involvement.



health & safety

We shall provide, and strive to maintain, a clean, healthy and safe environment. A workplace where our employees feel safe is not only a legal obligation, but also a fundamental factor in building their engagement with the company. Through management intervention, awareness campaigns and a culture that encourages employees to raise concerns about the workplace safety, we aim to reduce the frequency of accidents.

Our Health, Safety, Environmental & Quality (HSEQ) Best Practise Group promotes and develops cooperation between all employees to ensure health and safety management is embedded into management and business processes. This is supported by our Health & Safety Policy.

risk

The company is subject to a variety of risks which could have a negative impact on its performance and financial position. The managing director is responsible for the company's system of the internal control and risk management and for reviewing its effectiveness. The HSEQ Group meets and supports the adherence to the group risk assessment policy.

marketplace

customers

We are in business to deliver value to our customers. All that we do is geared to providing world class products and the best possible customer experience.

We have a passion for excellence and we take pride in our ability to solve our customer's problems, focusing on delivering innovative solutions in a timely manner. We aim for true customer satisfaction by understanding our clients' needs to building partnership. We will register and resolve customer complaints in accordance with our published standards of service. Our contracts will clearly set out the agreed terms and conditions and the basis of our relationship. We will operate in a way that safeguards against unfair business practices.



supply chains

We aim to work actively with our suppliers who commit to our values, especially in reference to fair employment and good environmental practice.

We recognise the importance of the supply chain and are committed to developing secure relationships based on mutual benefit.

Rope and Sling Specialists is a full member of the Lifting Equipment Engineer Association, (LEEA) which is a worldwide association that promotes a common code of practice for the industry that we are in.

environment

We recognise the importance of understanding the impact of our activities on the environment and we have implemented an Environmental Management System (EMS) to demonstrate and benchmark our commitment. Our company has achieved the ISO 14001 standard.

The EMS addresses pollution control of chemicals, energy and water efficiency and waste reduction, all of which are subject to continuous review.

The EMS also seeks to reduce the impact of our global carbon footprint. We will achieve this by monitoring carbon emissions from electricity, gas and vehicle usage and improving energy management and planning.

We ensure that our staff are encouraged to reduce the environmental impacts of their work activities through awareness training and best work practices.

community

We are committed to making a sustainable positive impact on the communities in which we operate.

We aim to make a distinctive contribution to inequality and social development through the establishment of effective partnerships and programmes that make best use of the energies and skills of our employees. We support our employees in fundraising for charities and voluntary work, recognising both the benefit to community and the employees themselves.

In 2016 Rope and Sling Specialists helped and supported various good causes in the UK, and plan to make future donations during 2017.



2

page 1 of 2

quality policy

RSS is committed to providing a consistently high quality service to its customers, complying in all respects with any relevant trade and national standards. Our equipment is fit for purpose and safe in use, affording complete customer satisfaction in terms of quality, reliability, availability, safety, contract specification and performance. The Company achieves these quality objectives through an implemented and maintained Quality Assurance System which is aligned with ISO9001.

The operation of the Quality Policy is the responsibility of every employee in the organisation, and the Company undertakes to train all staff in Quality Assurance systems and techniques to achieving continuous improvement.

The Company accepts that Customer's Quality Representatives can gain reasonable access to the Quality System.

Quality Policy Statement

The management and personnel of Rope and Sling Specialists Ltd have been operating under the control of a quality system along the lines laid down in the ISO 9000 series of standards.

The Company places particular emphasis on obtaining and improving the satisfaction of its Stakeholders by achieving its set objectives. The company believes these objectives to be realistic, achievable and measurable.

Quality Objectives

• Maintain & improve Customer focus

The Company will seek to strike a balance between its customers and other stakeholders to ensure work that is profitable is undertaken. Strengthen links with existing customers by dealing with enquiries, orders and complaints promptly and listening to customer feedback. Develop new customers by offering quality products and services at a fair price.

• Maintain & improve leadership

Top management within the Company will continue to apply its pro-active approach to all aspects to the business. Meaningful lines of communication will be established between all stakeholders.



6

page 1 of 2

equal opportunities policy

objective

To ensure that the skills and resources of all Rope & Sling Specialists staff are fully utilised and that no existing member, or applicant for employment receives less favourable treatment on the grounds of their sex, marital status, disability, race, religion, creed or colour, or be disadvantaged by conditions or requirements which cannot be shown to be relevant to performance.

policy

To this end Rope and Sling Specialists will:

- Recognise its legal obligations under the Race Relations Act, the Sex Discrimination Act the Equal Pay Act, the Disabled Persons Employment Act, the Rehabilitation of Offenders Act, and any subsequent Equal Opportunities Legislation.
- Review periodically its selection criteria and procedures in order to maintain a system where Individuals are selected promoted and treated solely based on their merits and abilities which are appropriate to the job.
Ensure that all Rope and Sling Specialists' staff are given equal opportunities and encouragement to progress by implementing an on-going action programme. Distribute and publicise this policy statement throughout the company and elsewhere as is seen to be appropriate.
- Give opportunity to any Rope and Sling Specialists' staff, who believes that unfair treatment has been applied to him or her within the scope of this policy, to raise the matter through the appropriate grievance procedure.
- Provide everyone with appropriate training, which will enable them to understand the need for Commitment to the Equal Opportunities Policy.
- Make sure that all premises used for training purposes meet the requirements of participants who may be disabled in terms of access, egress and toilet facilities.
- Ensure that all job advertisements and job descriptions prominently show that Rope and Sling Specialists is an equal opportunities employer.

anti bribery and corruption policy

This document sets out the rules of the Company in relation to anti-bribery and corruption matters in the United Kingdom.

Compliance with the Company's policy in relation to bribery and corruption is regarded as part of your contract of employment. If you fail for any reason to follow the rules set out in this document this may result in disciplinary action being taken against you which could result in your dismissal.

Bribery is the offer or receipt of any gift, loan, payment, reward or other advantage to or from any person as an encouragement to do something which is dishonest, illegal or a breach of trust, in the conduct of the Company's business.

Corruption is the misuse of entrusted power for private gain.

To place this in context, you should be aware that if you engage in activities which are contrary to UK anti-bribery and corruption legislation, you could face up to 10 years in prison and/ or an unlimited fine, and the Company could also be liable to an unlimited fine and Government sanction.

This policy document is not regarded as exhaustive, but does give specific examples of situations and sets out the rules and procedures and which should be followed.

If you are at any time uncertain as to whether your actions will comply with this policy, you must seek guidance from the Company Secretary.

You should at all times act in accordance with the following provisions:

- Behave honestly, be trustworthy and set a good example;
- Use the resources of the Company in the best interests of the Company and do not misuse those resources;
- Make a clear distinction between the interests of the Company and your private interests to avoid any conflict of interest, and if such conflict does arise you should report it to the Company Secretary immediately;

7

page 2 of 3

anti bribery and corruption policy

- Ensure that any community support, sponsorship and charitable donations do not constitute bribery, and if in doubt you should consult the Company Secretary;
- Confidentially report all incidents, risks and issues which are contrary to this policy documents to the Company Secretary;
- Raise any issues regarding anti-bribery and corruption laws and the Company's policies. Queries will be dealt with anonymously and a written response will be issued;
- Do not offer or accept bribes.
- Do not, without express prior written approval from the Company Secretary, offer or accept any gifts or hospitality to or from clients, contractors, suppliers, other third parties of public officials.

Gifts are presents such as flowers, vouchers, food and drink. Event and travel tickets given to you as an individual are also gifts when they are not to be used in a hosted business context.

Hospitality includes invitations to hosted meals, receptions and events for business purposes.

- Do not offer money to any public officials in order to speed up service or gain improper advantage. This type of bribery is a 'facilitation payment' and is illegal. If you are faced with a demand for a facilitation payment you must:
 1. Actively resist the payment;
 2. Inform the Company Secretary.

The UK anti-bribery and corruption legislation applies to all activities of a UK-based business no matter where they are carried out in the world. This policy therefore applies to ALL activities worldwide, whatever the local law, practice or custom may be.

By complying with this policy document we aim to ensure that you and the Company will not at any time knowingly breach any relevant anti-bribery and corruption legislation and also that by adhering to the Policy the Company can demonstrate that it has adequate procedures in place to prevent such activity.



7

page 3 of 3

anti bribery and corruption policy

You have an independent obligation to prevent bribery and corruption in the Company and to ensure that any interaction with public officials complies with this policy document and relevant laws.

Please confirm you have read and understood this policy document by signing and dating below.

Steve Hutin - *Managing Director* 4 January 2011