

Policy Documents 2024



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1. 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 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 with 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 workplace safety, we aim to reduce the frequency of accidents.

Our Health, Safety, Environmental & Quality (HSEQ) Best Practice 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 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 delivering 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 build 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 the community and the employees themselves.





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 achieve 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.





Maintain & improve involvement of stakeholders

Consultation and information sharing will be encouraged at all levels. Ownership of processes will be actively promoted, and ideas and opinions valued.

Maintain & improve the productivity of processes

The Company will continue to make available sufficient resources to ensure both people and equipment are able to achieve their full potential

Maintain the process of continual improvement

The company will establish a culture of continual improvement by regularly auditing and reviewing all its processes. Stakeholders will be provided with the results of these audits to enable ideas to be discussed and new strategies developed.

Maintain & improve relationships with suppliers

The Company will purchase its products and services from reputable suppliers holding readily available stocks. The exchange of information between the two parties will be encouraged and where possible, the inter trading of products.

By achieving these objectives, the Company believes it will have products which are.

- Safe
- Meet customer specifications.
- Offer value for money.
- Are the basis for repeat business.
- Carried out by competent people.

The Manager at each location has the authority to deal with all quality matters for the Company. Deviation from company policy is not permitted without the prior written consent of the Managing Director. The Company's quality policy is to meet all applicable requirements to provide necessary resources and infrastructure to meet the requirements of ISO9001.

Signed:

Steve Hutin - Managing Director 2nd January 2024





3. Occupational Health and Safety Policy Statement

Rope and Sling Specialists Limited are suppliers of lifting equipment and ancillary services including hire, service, repair, test and thorough inspection.

We commit to providing a safe and healthy working environment for our employees and others who may be affected by our activities. Compliance with legislation is the minimum acceptable standard and we are committed to the prevention of injury and ill-health through hazard identification, risk assessment and control measure implementation.

Health and safety is an integral part of our business and has equal status to other aspects of business performance. Appropriate financial and physical resources will therefore be provided to implement this policy.

We recognise that successful health and safety management can only be achieved with the support and commitment of our employees. All employees will be actively encouraged to take ownership of health and safety and empowered to assist in decision making, leading to a reduction of OH&S risks and hazard elimination.

We will ensure that this policy is implemented and maintained across all levels in the organisation. Responsibilities for health and safety are defined in our Health and Safety Management System. The day-to-day management of health and safety is a responsibility of managers at all levels but overall responsibility rests with the Managing Director.

To assist with the implementation of our health and safety management system we have appointed a Health and Safety Co-Ordinator. External advice will also be obtained where necessary.

To facilitate continuous improvements in health and safety standards and performance we will identify specific health and safety objectives. Progress towards the objectives will be closely monitored in accordance with our management system framework.

Periodic auditing of our Health and Safety Management System will be undertaken to ensure its continued adequacy and effectiveness.

The company will review this policy at least annually and revise it as often as is appropriate.

Signed:

Steve Hutin - Managing Director 2nd January 2024





4. Environmental Policy

Rope and Sling Specialists Ltd are one of the largest independent companies in the field of lifting equipment engineering in the UK.

Founded in 1983, RSS is a specialist in the manufacture, supply and hire of all types of lifting equipment. We also provide training and testing services.

It is the aim of RSS to continuously improve our environmental management system and to enhance environmental performance by assessing the effects of our activities and operations. This is with a view to reducing and controlling the environmental impacts of our business.

We are committed to implementing the following into all business operations:
Compliance with all applicable environmental legislation and with the industry standards to which we subscribe.

Prevention of pollution by applying best practice guidelines to all activities on site.

Taking action to reduce the amount of waste that we send to landfill.

Work towards environmental improvement targets set out in the Company's Objectives and Targets, which is reviewed at least annually.

Make all staff aware of the Policy and ensure that they have environmental training appropriate to their work activities.

Ensure that all contractors working on our behalf have read and understood the Policy, and work in line with our Environmental Management System.

The Policy will be displayed on staff and visitor noticeboards, and on the Company web site.

Environmental protection is an integral part of our business and has equal status to other aspects of business performance. Appropriate financial and physical resources will therefore be provided to implement this policy.

The Policy will be reviewed at least annually or if the specific need arises.

Signed

Steve Hutin - *Managing Director* 2nd January 2024





5. Training and Development Policy

Rope & Sling Specialists Ltd is committed to their staff and strives to become a total quality Company to meet its short and long-term objectives.

It is our policy to ensure everyone is given every opportunity to further their knowledge and skills to their present or future roles within the Company. To acquire this, everyone shall have an agreed training programme relevant to their present and further needs.

It is our aim that everyone be given the support and encouragement to undertake studies, training and membership of professional bodies to benefit both individuals and the Company.

To achieve this Rope and Sling Specialists Ltd will make available all the necessary facilities and resources.

Signed on behalf of
Rope and Sling Specialists Ltd

Steve Hutin - *Managing Director* 2nd January 2024





6. 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 favorable 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 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.





Responsibilities

The Overall responsibility for monitoring the effectiveness of this policy, and for implementing an on-going programme of action to make the policy fully operative, is vested in the directors of Rope and Sling Specialists.

It is the responsibility of everyone within Rope and Sling Specialists to accept their personal involvement in the practical application of this policy. Specific responsibility for recruitment, administration and training rests with the directors.

Signed on behalf of
Rope and Sling Specialists Ltd

Steve Hutin - *Managing Director* 2nd January 2024





7. 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 always 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.





Ensure that any community support, sponsorship, and charitable donations do not constitute bribery, and if in doubt you should consult the Company Secretary.

Confidentiality reports 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 or 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:

Actively resist the payment.

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.

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.

Steve Hutin - Managing Director 2nd January 2024





8. Modern Slavery Policy

We are committed to ensuring that modern slavery does not take place anywhere within our business and that our supply chains are free from such activity. We have a culture of respect for individuals in which slavery and human trafficking has no place.

Directors and staff with responsibility for the procurement of goods, services and/or labour (either directly, or indirectly through third party suppliers), are responsible for ensuring that our suppliers, contractors and business partners meet the firm's ethical standards and zero tolerance approach.

The prevention, detection and reporting of modern slavery in all areas of our business is the responsibility of all those working for us. Whilst our culture is such that we encourage staff to raise concerns openly, we also have a formal whistleblowing policy in place which is designed to make it easy for staff to make disclosures.

Our suppliers will be required to:

Respect our values in relation to treating people fairly, with dignity and respect

Ensure that they and each of their subcontractors comply with all applicable laws, statutes and regulations relating to the Act.

Purchase resources, products, or services only from organisations who do not use forced labour in their operations.

To sign a statement of compliance and to notify us should they become aware of any actual or suspected slavery or human trafficking occurring within their business or supply chain.

Steve Hutin - Managing Director 2nd January 2024





9. Drug and Alcohol Policy

Introduction

Rope and Sling Specialists recognises that alcohol and drug abuse related problems are an area of health and social concern. It also recognises that a member of staff with such problems needs help and support from his / her employer.

The Company also recognises that alcohol and drug abuse problems can have a detrimental effect on work performance and behaviour. The Company has a responsibility to its employees and customers to ensure that this risk is minimised.

Accordingly, Company policy involves two approaches.

Providing reasonable assistance to a member of staff with an alcohol or drug abuse problem who is willing to co-operate in treatment for that problem.

Disciplinary rules, enforced through disciplinary procedures, where use of alcohol or drugs (other than on prescription) affects performance or behaviour at work, and where either:

- (1) an alcohol or drug dependency problem does not exist or
- (2) where treatment is not possible or has not succeeded.

The Company has not the internal resources to provide or arrange treatment or other forms of specialist assistance. Such services are provided by GPs, hospitals and other agencies. Through this policy the Company will seek both to assist a member of staff in obtaining such specialist help, and to protect his/her employment.

Assistance for a Member of Staff

The Company will, where possible, provide the following assistance to a member of staff:

Helping the member of staff to recognise the nature of the problem, through referral to a qualified diagnostic or counselling service.

Support during a period of treatment. This may include a period of sick leave or approved other leave, continuation in post or transfer to other work, depending upon what is appropriate in terms of the staff member's condition and needs of the Company.

The opportunity to remain or return to work following the completion of a course of treatment, as far as is practicable, in either the employee's own post or an alternative post.

The Company's assistance will depend upon the following conditions being met:

The Occupational Health Service / Company Approved Doctor diagnoses an alcohol or drug dependency related problem.

The member of staff recognises that he/she is suffering from an alcohol or drug abuse problem and is prepared to co-operate fully in referral and treatment from appropriate sources.





The Company and its employees must recognise the following limits to the assistance the Company can provide:

Where a member of staff fails to co-operate in referral or treatment arrangements, no special assistance will be given and any failure in work performance and behaviour will be dealt with through the Disciplinary Procedure.

If the process of referral and treatment is completed but is not successful, and failure in work performance or behaviour occurs, these will be dealt with through the Disciplinary Procedure.

A member of staff's continuation in his/her post or an alternative post during or after treatment will depend upon the needs of the Company at that time.

Disciplinary Action

In line with the Company's disciplinary rules, the following will be regarded as serious misconduct:

Attending work and/or carrying out duties under the influence of alcohol or drugs.

Consumption of alcohol or drugs whilst on duty (other than where prescribed or approval has been given).

Breach of these rules will normally result in summary dismissal, and only in exceptional cases will either notice or the reduced disciplinary action of a final written warning be applied.

Where a breach of these rules occurs, but it is established that an alcohol or drug abuse related problem exists, and the member of staff is willing to co-operate in referral to an appropriate service and subsequent treatment, the Company will **suspend** application of the Disciplinary Procedure and provide assistance as described above. Staff who do not comply with the treatment suggested or continue to abuse alcohol or drugs will be subjected to the application of the Disciplinary Policy.

Procedures

Nature of the Procedures

The procedures define management responsibilities and provide guidelines on:

Where assistance to a member of staff should be provided and the nature of and limits to such assistance.

The application of the Company's Disciplinary Procedure.

Through the Occupational Health Service / Approved Company Doctor the Company will provide:

Advice and support to managers on whether an alcohol or drug related problem exists progress in treatment, re-establishment or continuation of the work of a member of staff or other appropriate arrangements.

Assistance to members of staff with alcohol or drug abuse related problems.

This does not include directly providing treatment or specialist help, which is the responsibility of GPs, hospitals and other agencies working in the field. The Occupational Health Service / Company Approved Doctor, in close liaison with these persons and agencies, will assist staff referred in the following ways:

through counselling encourage them to come to a better understanding of their problem and the benefits of seeking treatment or help; providing advice and direction regarding obtaining treatment and specialist help; assisting in continuing at or achieving a return to work.





Alcohol or drug abuse related problems can come to the notice of management through:
Failures in work performance or behaviour necessitating use of the Disciplinary Procedure. In such situations the procedure described above should be followed.
Other means, where a member of staff seeks or agrees to accept assistance on a voluntary basis. In such situations, the procedures described above should be followed.

Situations where use of the Disciplinary Procedure is Appropriate

Recognition of the existence of a possible alcohol or drug abuse problem.
Abuse of alcohol or drugs can affect performance and behaviour at work, ie, either through serious misconduct at work, (where there is a direct and demonstrable breach of the disciplinary rules regarding alcohol or drug abuse at work), or where there is a falling off of standards of work performance or behaviour (resulting in a near miss or incident that causes injury, dangerous occurrence, or property damage), and abuse of alcohol or drugs is a possible cause.

The immediate line manager will be responsible for responding to such situations, carrying out either counselling or disciplinary investigations and interviews, supported as appropriate by a more senior Manager.

In such interviews the possible existence of an alcohol or drug abuse problem should be explored. The line manager is not required to diagnose the existence of an alcohol or drug abuse problem, merely to assess whether such abuse is a possible factor. A drug and alcohol test kit has been purchased and may be used if the manager feels that drugs or alcohol may have contributed to the breach of rules or incident. Any requirements of the Disciplinary Procedure regarding allowing the member of staff representation will be observed.

Diagnosing the existence of an alcohol or drug abuse problem.

Should the interviews lead to the conclusion that an alcohol or drug abuse problem might exist and the member of staff accepts referral, the manager should refer the matter to the Occupational Health / Company Approved Doctor, who will be responsible for establishing whether or not a diagnosis of alcoholism or drug dependence can be made.

Disciplinary action should be suspended until diagnostic advice is obtained. Where appropriate, suspension arrangements in the Disciplinary Procedure should be followed.
If the interview fails to lead to the conclusion that an alcohol or drug abuse problem exists, or the member of staff rejects, or fails to co-operate in referral, disciplinary action should be continued, where and as the situation justifies.





Confirmation that an alcohol or drug abuse problem exists and treatment arrangements.

If a positive diagnosis of an alcohol or drug abuse problem is made, and the member of staff agrees to co-operate in treatment, treatment arrangements should commence.

Where necessary, the Occupational Health Service / Company Approved Doctor will advise the member of staff regarding treatment and will be responsible for monitoring progress with treatment and advising the manager concerned. This advice should be available at least monthly following commencement of treatment and thereafter as appropriate. (Disciplinary action should be discontinued unless the member of staff fails to co-operate on the treatment arranged.) Should a diagnosis of alcoholism or drug dependence not be confirmed or should the member of staff refuse to co-operate in treatment, disciplinary action should be continued.

The Occupational Health Service / Company Approved Doctor will advise on whether a situation has been reached where there is a lack of progress with treatment or lack of co-operation by the member of staff . Managers must review the facts and consider whether or not there needs to be a return to the use of Disciplinary Procedures.

Where medical certificates are submitted, sick leave should be given. Should the employee continue to be fit for work during the period of treatment, he/she should be permitted to continue in his/her post or alternative work unless such an arrangement would have an adverse effect on Company services. In such circumstances, annual or unpaid leave should be approved or, exceptionally, suspension arranged. If a member of staff has been off work during the period of treatment, before returning to duty, he/she will be seen by the Occupational Health Service / Company Approved Doctor who will advise management regarding capability for continuation in his/her own post and whether any special supervision or other arrangements are required.

Every effort should be made to comply with the advice provided by the Occupational Health Service / Company Approved Doctor. If it is not reasonably practicable to do so, and as a result, the member of staff is not able to resume duty, employment may be terminated on the grounds of incapacity (ill health). If a member of staff is again involved in disciplinary situations resulting from alcohol or drug abuse related problems, a second referral to the Occupational Health Service / Company Approved Doctor and suspension of the disciplinary procedure may be appropriate. If they advise positively on the possibilities of further treatment or help and the willingness of the member of staff to co-operate, the disciplinary procedure may be suspended again to permit treatment and help to be undertaken. This second referral will not apply if the further disciplinary problems involve serious misconduct. Third and subsequent referrals are not permissible.





Situations where a Disciplinary Situation does not exist:

There may be situations where the possible existence of alcohol or drug abuse problems affecting a member of staff comes to a manager's attention, although there is, or has been, no discernible affect on work performance or behaviour. This could arise if a member of staff confides in his/her manager about an alcohol or drug abuse problem, or a manager could see a need to approach a member of staff after observing possible "indicators" of an alcohol or drug abuse problem (ie) an absence pattern, information provided by the member of staff's colleagues, etc.

In such situations, the Company would wish staff to feel they could seek help from their employer (in complete confidence) without worry that their job security would be in jeopardy. Accordingly if managers should be faced with a situation of this type they should:

Seek the advice of the Occupational Health Service / Company Approved Doctor regarding whether and how the matter could be dealt with;

Counsel the member of staff and, if appropriate, arrange for the member of staff to be interviewed by the Occupational Health Service / Company Approved Doctor. As in the procedure described above, the Occupational Health Service / Company Approved Doctor will play a facilitating role (ie) seeking to establish whether a problem exists, advising and directing the member of staff towards appropriate forms of treatment and help.

These steps cannot be taken without the co-operation of the member of staff. If the member of staff does not wish to co-operate, no further action should be taken.

Should a member of staff take up the opportunity of assistance on this voluntary basis there need be no further formal involvement of management in terms of action or the right to learn of progress with treatment. It may be however that the member of staff would wish, or agree to, further involvement of management as a means of assisting progress with treatment.

Use of the disciplinary procedures and/or the application of the approach described above would only be appropriate if subsequently, the member of staff is involved in a breach of disciplinary rules.

Should the problems of the member of staff develop to an extent that his/her continuation in post or employment became impossible, it may be necessary to identify alternative work or arrange for termination, on the same basis as the Company operates for staff with problems of incapacity due to ill health.





Drug /Alcohol Testing

Rope and Sling Specialist will ensure that all it's employees work within the laws of the land. The UK laws on use of drugs and alcohol are clear:

It is a criminal offence for certain workers, such as drivers or operators of public transport systems, to be unfit for their work due to taking drugs or alcohol.

It is a criminal offence to be unfit to drive, attempt to drive or be in charge of a motor vehicle when under the influence of drugs or alcohol.

The possession, supply or production of controlled drugs is unlawful except for in special circumstances (e.g. when they have been prescribed by a doctor).

Employees are also legally required to take reasonable care of themselves and to behave in a way that does not pose risks to the health and safety of themselves or others in the workplace. This includes consideration of the effects that intoxication through taking alcohol or drugs may have.

In order to ensure compliance with the law, Rope and Sling Specialists will undertake drug / alcohol testing for certain key jobs within the Company. These will be carried out pre-employment, as part of a random testing scheme or as a result of an incident.

Individuals will be asked to agree to testing as part of their contract of employment.

To ensure the testing is legal and safe the following arrangements will apply:

Testing only to be carried out as a part of this policy, and only by trained staff who will carry out the test in a non-invasive way – usually by urine sample or exhalation;

Samples to be collected under supervised conditions but respecting human dignity. Two identical samples are taken either on site or split in the test laboratory;

Samples to be kept under “Chain of Custody” at all

Screening test for alcohol / common drugs to be carried out on one sample with either positive or negative results;

Any positive results from screening to be confirmed by approved scientific techniques;

Results to be reviewed by an expert and reported back;

Second sample to be kept for further analysis as part of any appeal by the employee;

Confidentiality will be maintained at all times.

Rope and Sling specialists believes that effective workplace drug and alcohol policies are a better way of achieving results than drug/alcohol testing and that providing an environment where employees can discuss any drug/alcohol problems they have, with the prospect of gaining help and support will be more effective than a testing regime. Therefore the undertaking of drug / alcohol testing in the workplace will be minimal and used only where the Company has a reasonable belief that abuse is taking place.

Steve Hutin - Managing Director 2nd January 2024

