



BRADLEY DEMOLITION

Company Rule and Code of Conduct

In order to protect and preserve the health and safety of employees and clients and to support high standards of performance and service we have adopted rules, procedures and policies with which, as an employee, you are expected to comply. Full policy details can be found in the appropriate policies.

Acceptance of compliance with and adherence to these rules form part of your contract of employment. Failure to Comply and or adhere to the Company Rules, procedures and policies may result in disciplinary action including summary dismissal, in accordance with Bradley Demolition LTD Disciplinary Procedure.

Compliance

You must at all times act within the law of the land and observe any regulations which are applicable to the company's activities. If you become aware of another employee acting illegally whilst acting on behalf of the Company, you must report the activity to a Director or the HR Department immediately.

Equal Opportunities

Our Equal Opportunities and Harassment at Work Policies aim to promote equality, harmony and respect amongst individuals and to eliminate discrimination, harassment and victimisation of all kinds. You must ensure that your conduct conforms to the standards set out in these policy statements.

Health and safety

We have adopted a Health and Safety Policy to ensure the health, safety and welfare of all employees. You must ensure that your conduct conforms to the standards set out in this policy. You are also required to comply with Health & Safety rules in force when working on or visiting sites or clients /customer premises.

Alcohol & drugs

The consumption of alcohol on our premises is prohibited, unless as part of an organised function authorised by a Director. You are not permitted to work whilst under the influence of alcohol and or drugs. The possession uses or distribution of drugs for non-medical purposes on our premises or sites is forbidden.

Smoking

In accordance with UK Law, smoking is strictly prohibited on all our premises or in Company owned vehicles. Employees must not use the entrances / foyers to our buildings as smoking areas.

Dress Code

We wish to maintain a relaxed but professional working environment. You are expected to dress appropriately, acknowledging that we have frequent visits from clients and other visitors to our offices. This includes off-site appearance to and from your place of work.

When working on or visiting sites, you must conform to all Health and Safety requirements relating to dress and site specific personal protective equipment requirements.

Attendance and punctuality

You are expected to attend work regularly and punctually in accordance with your contractual days and hours of work. Unforeseen absence, due to illness or an emergency must be notified, wherever possible, personally to your immediate manager within one hour of your normal start time on the first day of absence. All planned leave must be authorised in advance in accordance with our procedures as set out in the applicable policies.

Work processes

The Company operates a quality management system encompassing administrative and operational procedures which must be complied with at all times. Any irregularities in systems, procedures or documentation you become aware of should be notified to your immediate manager.

Timesheets

It is mandatory that all site staff / Supervisors & Operatives complete timesheets on a weekly basis. These should be submitted to the payroll department no later than 4.00pm on the Monday following the preceding weeks work.

Company property and equipment

Company property must be treated with care and respect at all times. Any damage to company property must be reported immediately. Unauthorised use of or wilful damage may be treated as a disciplinary matter. In circumstances where you are provided with a mobile phone, laptop computer, keys, or any other company equipment, you are required to return all such equipment upon termination of your employment. The Company retains the right to deduct the cost of any equipment that is not returned or is returned in a damaged condition due to your actions, from your final salary payment.

Use of computers

The Company makes extensive use of IT systems for data storage, communications and information. Reasonable personal use is permitted from time to time, provided that it does not interfere with your work. Personal use will be monitored and may be subject to disciplinary action if abused. Our IT, Communication and Monitoring Policy, including email and use of the internet, is designed to protect our computer equipment, prevent inappropriate use and protect confidential data stored on computer files. You must ensure that your conduct conforms to the standards set out in the policy.

Travel

We operate a travel policy which you must observe when travelling on behalf of the company. Further details are set out in the Travel Policy.

Vehicles and driving

Rules relating to cars and driving are set out in the Bradley Demolition LTD vehicles policy. You are required to read, understand and follow these rules at all times when using a Company vehicle or your own vehicle on Company business to carry out your duties. If you use your own vehicle for work purposes, you are required to ensure that the vehicle is properly taxed and insured for use on Company business and provide evidence of this to us. If you are disqualified from driving and a significant proportion, or all of your duties, requires you to hold a valid driving licence, we reserve the right to terminate your employment where suitable alternative employment is not available.

Public statements & Press enquiries

Every employee represents the Company and you should be aware that your actions reflect on our reputation and image. You must not make detrimental statements in respect of the Company during the course of dealings with outside individuals. You are not permitted to give press or other media interviews or assist with or be involved in the publication of any article relating to our business affairs, or in relation to our intellectual property. All enquiries should be referred to the managing Director.

Other work or business activities

You must devote the whole of your time, attention and abilities during your contracted hours of work to the Company and to your duties for the Company. You may not in any circumstances, whether directly or indirectly, undertake any other duties of any kind during your contracted hours of work for the company.

You may not without prior written consent of the Company, engage, whether directly or indirectly, in any business or employment which is similar to, or in any way connected to, or competitive with, the business activities of the Company outside your contracted hours of work for the Company.



Signed:

Andrew Hill - Director

Date: 07/12/2022