

### SAFETY POLICY STATEMENT

The Board of Directors recognise their responsibility to ensure as far as is reasonably practical; the health and safety of our workforce at their place of operations and this safety statement is compiled in compliance with current safety legislation.

Our objective is to ensure the protection of all persons from personal injury or sickness arising from all hazards at the place of work and to implement procedures to ensure maximum results from our efforts.

The responsibility for implementing our safety policy on a day to day basis will be a prime management function of all Project/Contract Managers, Engineers, Supervisors, and Site Safety Officer/Advisors including all heads of departments of workshops, stores and at our head office premises. All information relating to safety will be provided to all Safety Representatives and safety committees; this will also include each company's safety and training objectives.

We will endeavour to, where possible, comply with and exceed all applicable local statutory legislation, codes of practice and BKMs and will continue to develop policies and procedures that will provide guidance to all personnel on their responsibilities for meeting or exceeding these requirements.

We will provide adequate training and information to ensure that all personnel understand good practices and statutory requirements.

We will strive for continual improvement in EHS performance through regular planning, monitoring, and auditing to ensure that its policies and procedures are followed and updated when required.

The Jones Engineering Group is committed to excellence in EHS performance and we also expect a sincere commitment from our workforce to eliminate as far is reasonable any work practice that could become hazardous to any person, property or the environment.

All personnel must work together to develop the correct attitude, practice and promote work habits, to ensure that we can deliver our EHS objectives.

A copy of our safety statement is filed in Head Office and at all workplaces and is available to all personnel and sub-contractors. The contents of the safety statement are communicated to all personnel through training courses, toolbox talks and circulars, Safety Representatives and safety committees.

The under noted person is nominated to control and guide the group safety plans and to ensure that procedures are updated in line with the group's future development.

Youp Chief Executive



## **ENVIRONMENTAL POLICY STATEMENT**

The company considers the protection of the environment to be of primary importance and accept that we have a responsibility to demonstrate sound environmental awareness, management and sustainability through the implementation of best practice where possible.

The company also accepts a responsibility for, and has a commitment to the prevention of pollution of the environment at all levels within the organisation. We will comply fully with environmental legislation and will carry out our activities in such a way as to eliminate or minimize any impact to the environment. The success of the policy is based on the following:

*Management:* The company management is responsible for the protection of the environment in accordance with this policy. It is also responsible for the preservation of the environment during any planning, operations, maintenance, and commissioning or construction activity.

*Employee participation:* All line management are responsible for the actions of all personnel under their control, this also includes sub-contractors. Line management is also responsible for reinforcing work practices that encourages personnel to protect the environment.

All personnel are responsible for following this policy and plan and for carrying out work activities in a manner that complies with any risk assessments, procedures and work methods that protects the environment.

Compliance: The Company will endeavour to comply with all applicable local statutory requirements and legislation, codes of practice and BKMs and will continue to develop policies and procedures that will provide guidance to all personnel on their responsibilities for meeting or exceeding these requirements.

*Training:* The Company will provide adequate training and information to ensure that all personnel understand good practices and statutory requirements.

Continual Improvement: The Company will strive for continual improvement in its Environmental performance through regular reviews of its policies and procedures.

All personnel must work together with the company management; to develop the correct attitude, practice and promote work habits, to ensure that the Company can comply with all statutory legislation and protection of the environment.

Toup Chief Executive



## **DIGNITY & RESPECT AT WORK POLICY STATEMENT**

The purpose of this policy is to demonstrate the Jones Engineering Group's commitment to implementing and promoting measures to protect the dignity of employees and to encourage respect for others at work. This is done by creating a work environment free from harassment, bullying, racism and disrespectful behaviour, by dealing effectively with any complaints of such conduct, and also by welcoming diversity and promoting employment equality.

### Equality and diversity:

The company is committed to equal opportunity of employment and all employment policies, procedures and practices at the Company will be based on merit, qualifications and abilities. Employment and recruitment practices will not be influenced or affected by an employees' race, colour, religion, sex, marital status, nationality, family status, sexual orientation, disability, age or membership of the travelling community. Implied in all the Company's contracts of employment is a commitment to equal pay for equal work.

The company promotes the principle that the reality of managing diversity is about being able to work effectively with people who do not share an employee's background, experience or self-identification. Dignity is about celebrating the individual differences and similarities that each person brings to the workplace. It is about providing a range of perspectives that contribute to solving problems and creativity. It is not solely about different nationalities or genders working together, but embraces a mixture of people in age, education, geographic origin, and family status, type of work, cultures, religions, personal styles and sexual orientations.

The company will not tolerate harassment, bullying or disrespectful behaviour by one employee against another/others for any reason. Bullying or harassment is defined as any form of repeated, unwelcome and unacceptable conduct that could be regarded as offensive, humiliating or intimidating. Lack of respect may be shown in words, conduct, acts or demeanour. The company promotes a workplace culture of dignity, respect and openness to diversity, which should be reflected in the actions and behaviour of all employees.

The company values the contribution of all employees and requires every employee to refrain from any type of behaviour, which may be interpreted as offending, harassing or discriminating against another/other employee/s.

Group Chief Executive



## **ENERGY POLICY**

The Jones Engineering Group are committed to using energy as efficiently as possible. We will do this through the implementation of best international practices whilst improving our standards of safety, productivity and service. We will strive to become a truly sustainable organisation by reducing our carbon footprint.

We aim to deliver on this commitment by:-

- Promoting the concept of energy efficiency at all levels in the business, from individual operations, offices and workshops to construction site level.
- Identifying improved technologies and deploying them where practicable.
- Implementing a programme of continual improvement of energy efficiency. This
  programme will address the processes and other activities with the most
  significant energy usage.
- Developing energy conservation action plans and regularly assessing whether the objectives and targets are being met.
- Providing our staff with the necessary awareness, education and training to implement this policy.
- Ensuring that adequate resources are deployed to enable this energy policy to be implemented.
- Comply with all relevant energy legislation, legal and other requirements, that relate to the Energy Aspects
- Incorporating an energy efficiency evaluation dimension to the decision-making process relating to all future capital investments and facility upgrades.
- This Energy Policy Statement will be communicated to all relevant staff and will also be displayed throughout the Jones Engineering Group offices and work sites.

Youp Chief Executive



# **COVID-19 POLICY STATEMENT**

The purpose of this policy is to demonstrate Jones Engineering Group's commitment to protecting our workforce and preventing the spread of the coronavirus (Covid-19) at all workplaces in so far as is reasonably practicable.

The company accepts a responsibility for and has a commitment to preventing the spread of infection at all levels within the organisation. We will comply fully with Covid-19 legislation & WHO guidance and will carry out our activities in such a way as to eliminate or minimise any risk of infection to our workforce.

The responsibility for implementing our Covid-19 policy on a day to day basis will be a prime management function of all Project/Contract Managers, Engineers, Supervisors, Site Safety Officer/Advisors and the appointed C-19 Compliance Officer/Employee Lead Representative along with workforce. The critical prevention measures required for managing the spread of this virus will consist of;

Social Distancing: The company will endeavour to comply with the recommended required social distancing while working where reasonably practicable, this will extend to the use of communal areas including canteens, toilets, drying rooms and company vehicles. Each workplace will have an appointed compliance officer. The company will also promote social distancing when travelling to and from the place of work.

*Symptoms Recognition:* It is the responsibility of all personnel to ensure they do not attend work should they display COVID-19 symptoms (fever, cough & breathing difficulties).

Respiratory Hygiene: The company will provide adequate information and instruction to encourage all personnel to wash their hands frequently throughout the working day. Information and training will be provided demonstrating good hygiene etiquette. Staff will also be encouraged to avoid touching their face, ensure they always cover up while coughing or sneezing and all regularly contacted objects/points will be disinfected/cleaned.

Cleaning: The company will intensify cleaning in line with government advice at our work locations.

All personnel must work together to develop a positive working environment during this pandemic and to ensure compliance with guidelines from Government/World Health Organisation/Company.

We will continue to monitor COVID-19 response and amend this plan in consultation with our team.

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