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Disclaimer.

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ABC Company Safety Statement

1.1 APPLICATION

This Safety Statement has been developed to assist ABC Company comply with relevant H&S standards and to ensure that clients are fully aware of ABC Company' commitment to high standards in H&S.

1.2 OBJECTIVES OF THE SAFETY STATEMENT

To provide a reference for the policies and procedures used in house and at any Client sites. It is also used to assess and audit the levels of health and safety being achieved.

To provide evidence that the policies and procedures to ensure health and safety objectives are met and have been thought out and documented in order to help those who must execute them.

To provide a control document to record the pertinent changes to the Company Safety Statement, which become necessary due to the changing business environment.

To help identify training requirements that needs to be fulfilled in order to generate suitably qualified personnel to carry out the policies and procedures contained within the document.

To provide assurance that compliance with legal requirements for health and safety are being met or exceeded.

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1.3 COMPANY SAFETY STATEMENT

The general Statement on this page sets out the Safety Policy of ABC Company.

It is this Company's intention that its work will be carried out in accordance with the relevant statutory provisions of the Safety, Health & Welfare at Work Act 2005, the Safety, Health & Welfare at Work (General Application) Regulations 2007, Working at Height Regulations, Electricity Regulations, the Construction Regulations and any other applicable regulations from those implemented in 2007. All reasonable practicable measures will be taken to minimise risk to employees or others who may be affected by company activities.

Manager 2 has appointed Manager 1 as having responsibility for managing Health, Safety & Welfare. Reference should be made to Manager 1, in the event of any difficulty arising in the implementation of this policy. Manager 2 will have ultimate responsibility for ensuring that the provisions of this Safety Statement are implemented.

The Success of the policy will depend on the co-operation of all employees. It is therefore important that you acquaint yourself with all areas of the Safety Statement. You should ensure that you understand your role and the overall arrangements for Health & Safety within the Company and within your individual area. You should also be aware that you have an obligation to take care of your own safety and that of others that might be affected by your actions.

Signed: _____
 Manager 2

Date: _____

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1.4 Policy Statement:

Manager 2 is committed to, protecting the Safety, Health and Welfare of all employees at work, avoiding product loss, preventing property damage and ensuring its processes will not damage the environment. All reasonable and practicable steps to protect members of the public who may be affected either directly or indirectly by its activities will be followed.

All reasonable and practicable steps shall be taken through occupational risk assessment to ensure that workplace conditions, practices and procedures are safe and in compliance with relevant safety, health and welfare legislation.

It is our policy when purchasing raw materials, making process alterations, altering (by approval) existing equipment or changing a system of work; to study each proposed change to ensure that it is safe in so far as reasonably practicable.

All employees shall be adequately trained, supervised and equipped to carry out their duties and responsibilities in a safe manner, with all operating procedures clearly outlined. All employees will have access to the company's safety statement and should ensure that they are familiar with its content.

Where necessary employees shall be provided with suitable protective clothing, equipment and training where hazards cannot be eliminated using all reasonable practicable steps.

Accidents/incidents reported shall be investigated by Manager 1 to determine the corrective action necessary to prevent recurrence.

This statement shall be revised as often as is necessitated by changes in legislation or the addition of new processes and equipment and all resources shall be provided to ensure its full implementation.

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2.2 Manager 2 (Assisted by Manager 1 as required)

- ❑ Manager 1 will be responsible for implementation of the procedures within the Safety Statement.
- ❑ He bears the ultimate responsibility for ensuring that staff are given correct information and training for them to do their job effectively.
- ❑ He is also responsible for ensuring that staff reporting to him are supported in enabling them to reach the correct decisions in respect of health and safety matters.
- ❑ Supervise the Company Health and Safety programme.
- ❑ Review all safety rules bi-annually and, when necessary, recommend suitable changes.
- ❑ Investigate all major accidents and damage to Company property and recommend action.
- ❑ Ensure that accident records are maintained.
- ❑ Ensure that records of hazards/near miss reports are maintained.
- ❑ Ensure that the systems for ensuring that fire precautions are adequate.
- ❑ The Health, Safety, and Welfare of all employees are not compromised when all other performance standards are set.
- ❑ That adequate funding is reserved to meet regulatory needs of safety and health.
- ❑ That management will lead by example in adhering to stated policies to achieve the Company's aim to reduce accidents and health exposures.

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2.3 Site Foreman (if appointed)

- ❑ Regularly inspect the workplace to ensure that the programme is being complied with and make recommendations directly to all employees in matters concerning Health and Safety.
- ❑ Ensure the review of Health and safety on a monthly basis.
- ❑ Review the Staff suggestion and query forms weekly.
- ❑ Control Sub-contractor work on the premises. (when necessary)
- ❑ Supervise the Company Health and Safety programme.
- ❑ Get the assistance of all management in monitoring the effectiveness of the Company Safety Statement.
- ❑ Review all safety rules on a regular basis and, where necessary, recommend suitable changes.
- ❑ Assist in the induction and safety training of new employees.
- ❑ Inspect and maintain records of hazards/near miss reports.
- ❑ Monitor the systems for ensuring that fire precautions are adequate.

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3.6 FIRST AID

CONTROL MEASURES

The first aid box should be suitably marked and easily accessible.

The exact location of the First Aid box must be known by all employees and a specific notice, identifying its whereabouts, must be posted to include names of qualified First Aiders.

It is the company's policy that First Aiders shall be appointed who have certificates of qualifications in Occupational First Aid to ensure adequate cover for all activities.

The first aid boxes are suitably marked and easily accessible. The location is follows;

- **General office**
 - **Vehicles**
- The First Aid Boxes is inspected on a weekly basis by the driver. This check and replenishment is recorded and kept on file.
- When employees are carrying out an installation at a Client premises, they shall seek the advice and assistance of the Client First Aider if necessary.
- It should be noted that First Aiders are not empowered to dispense analgesics, pills, or medications. Supplies of such items will not be in first aid boxes. Individual employees who believe they might have a need of these items must be responsible for their own supplies.

First aiders

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3.8 WELFARE FACILITIES

The Client's Site Management will ensure that adequate welfare facilities are provided on the premises for all personnel.

Adequate toilet facilities shall be provided and maintained in a good clean hygienic condition.

Adequate washing facilities and washing and drying materials/equipment shall be provided and maintained.

Arrangements for eating foodstuffs shall be provided in the form of a canteen/tea room facility on the premises.

An adequate supply of drinking water shall be provided on the premises.

Adequate cloakroom facilities shall be provided for the storage of wet coats, etc. at the installation location.

None of the above is relevant when working in a domestic premises. In this case welfare facilities such as toilets are at the discretion of the householder.

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3.14 Young persons and inexperienced workers policy

ABC Company does not employ Apprentices. ABC Company does not employ inexperienced workers. ABC Company do not offer work experience places to local schools, colleges, etc. All technical employees have trade qualifications and are experienced in their profession.

New employees who are experienced in their profession/trade receive in-house induction training and spend an agreed period of time working with experienced staff before being allowed to operate alone.

All workers on construction crews are subject to specific site inductions by the relevant site managers or safety managers.

Construction crews are supervised at all times by an experienced foreman.

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4.2 FIRE

FIRE HAZARDS

Fire and Emergency plan for the Client site will be followed by the ABC Company employees. However, in general, the fire safety arrangements for ABC Company are set out below.

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

A Fire Safety Programme shall be developed when appropriate by management to:

- (a) Guard against an outbreak of fire
- (b) Ensure as far as is reasonably practicable the safety of persons (including members of the public) on the premises in the event of an outbreak of fire.

The Fire Safety Programme shall incorporate arrangements for:

- (a) The prevention of an outbreak of fire through the establishment of day to day fire prevention practices.
- (b) The instruction and training of staff to familiarise them with fire and emergency evacuation procedures, fire call points and use of fire fighting equipment.
- (c) Taking part in client fire and evacuation drills.
- (d) The provision and maintenance of escape routes, free from obstruction and all exits unlocked and operational.
- (e) The provision of adequate fire protection equipment and systems.
- (f) The inspection and maintenance of the fire protection equipment systems.

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4.4 HOUSEKEEPING

HAZARDS

Poor housekeeping can pose a wide variety of risks to health and safety.

- Trips:- Materials left lying in the open
- Slips:- On a greasy floors, slippery material strewn around
- Falls:- Use of materials for accessing higher work areas.
- Collisions:- Blockage of access aisles with materials
- Objects falling on people:- Improper stacking of materials
- Fire:- Inadequately and infrequent disposal of combustible rubbish.

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

Staff will ensure that access routes are planned, and storage is programmed to ensure that excess materials are not stored on site, storage areas are defined, staff/sub-contractors are made aware of the Company requirements with regard to storage, clearing up and tidiness.

Employees must maintain the workplace in a tidy condition at all times e.g. debris such as plaster bags put in skip, brush available to use to keep work area clear

Supervisors will ensure that stacking areas are prepared and that materials are stored so as not to create difficulties.

Employees will ensure that all waste materials in and around the premises are cleared and disposed of safely.

All trailing cables in work area hung up or otherwise kept out of harm's way.

Safe route to job agreed with site manager based on site health and safety plan.

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4.10 HAZARDOUS SUBSTANCES

HAZARDS

Health hazards from substances can be divided into the following categories:

- External contact - corrosive, skin absorption, dermatitis.
- Inhalation - gases, fumes, vapours.
- Ingestion - swallowing.

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

As a painting and decorating company we use a variety of paints, varnishes and other coatings on domestic and commercial premises. We also engage in wallpapering and other forms of decorating as specified by the client. The control measures set out in this assessment are for general handling and use of Hazardous Substances. Whenever we select a new paint, coating or other decorative finish we will assess its properties based on the Safety Data Sheet from our supplier and put the relevant control measures in place based on that information. If any of the information is unclear or unfamiliar we will seek the assistance of the supplier.

The variety of paints and coatings available is quite large. As a first step we will refer to the trade information from **Akzo Nobel** for Dulux, Cuprinol, Hammerite, Polycell, etc. at <http://www.icipaints.co.uk/products/datasheets.jsp> and then to other suppliers as necessary. A sample of one of our Trade Undercoat safety data sheets is in the appendix to this statement.

SUPERVISION WHEN NECESSARY

- The Workplace Supervisor will ensure that:
- All dry plaster mix and other substances are listed in a safety file.

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4.11 General Construction Site work

Note: All site work is subject to individual assessment and the production of a method statement to cover the tasks and activities of the specific job.

HAZARDS

- Multi hazard

RISK ASSESSMENT: As per individual assessments

To ensure that the activities of staff does not create a hazard.

CONTROL MEASURES

- All employees will be fully qualified in their areas of expertise.
- Copies of the qualifications will be kept on file.
- All employees will hold skills cards as appropriate.
- Areas of exclusion will be set up to ensure no accidents may happen to third parties.
- All portable tools shall be battery operated or 110V only.
- Housekeeping practices will ensure that all areas are kept clean during the working day and the area will be left clear at the end of the working day.
- Where it is necessary to leave work unfinished at the end of a working day, relevant signage and/or barriers will be put in place.
- ABC Company employees do not engage in general electrical work.
- Work areas and machinery will be kept clean and tidy at all times.
- Work areas will be subject to the H&S inspections.
- Personal Protective Equipment comprised of Gloves, Knee Pads, Masks, Safety Boots and Hi Viz will be worn as relevant for the particular type of hazard.

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4.14 Working at height

Hazards

- Falls over edges/Falls through the roof
- Items falling from work area/Throwing waste material from roof etc.
- Overreaching/Collapse of unit
- Tripping Hazards on work area
- Falls through opes
- Personal Injury due to unfamiliarity with premises/site

Person at risk:

Employees / Sub-Contractors / Visitors / Others

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- Method Statement and Risk Assessment to be prepared before any work commences on a roof or at height.
- Care must be taken when other contractors are present in the area
- Leave clear access and egress for other contractors on site to prevent slips / trips and falls
- All work at height will be must be carried out safely to protect workers and people below.
- All scaffold including mobile towers, must be of sound construction and erected by a competent person, this will include a copy of CR 8 form.
- There is an onus on the employer providing the scaffold that it is safe for use by their employees
- Under certain circumstances Fall arrest equipment may need to be used
- Any work by sub contractors which involves working at any height over 2 metres must have a method statement and must be given to foreman.
- PPE, training, Fall Arrest systems, etc. to be fully implemented and used as per the specifics of the relevant method statement.
- Sufficient Step-Ups available, all in good condition.
- Platform trellis, with guardrail, used for stairwells and operators are trained in how to put it up, use and dismantle it.
- Stairs and landings have handrails.

Person responsible:

Site Foreman

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4.18 Cement and Dry plaster mix

Used for making good or filling holes when preparing walls for painting etc.

Hazards

- Lime Burns
- Slips and falls

Person at risk:

Employees / Sub-Contractors / Visitors / Others

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- Correct PPE to be worn at all times.
- Operators know the risks of dry plaster powder and know to avoid skin contact, excessive dust build-up and contact with eyes.
- Work area suitable to prevent excessive dust build-up.
- Water supply nearby to wash dust off skin.
- Operators wear eye protection when plastering ceilings.
- Operators keep work area clean.
- Gloves and barrier creams available.
- Safety boots to be worn to prevent lime burns on feet and ankles.
- If applying curing compound or other additives ensure you wear PPE as per the manufacturer's instructions.

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4.20 General Painting activities and hazards

Hazards

- Dust
- Fatigue
- Slip and fall
- Vibration
- Eye injury

Person at risk:

Employees / Sub-Contractors / Visitors / Others

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

The various activities covered by the control measures below are preparation of walls, mixing paint, applying paint, etc.

CONTROL MEASURES

- General points
 - Before you start work, make sure that the room/area is as empty as possible and everything is covered by dust sheets.
 - Stick dust sheets to the skirting with masking tape so that they remain in place.
 - **Mask or remove any electrical or other fittings that may be accidentally painted.**
 - Remember to switch off the electricity at the mains before removing electrical fittings.
 - Keep small children and pets away from the areas being painted.
 - Paint should be stored out of children's reach.
 - Any paint that splashes on the skin should be removed with a recognised skin cleaner (NOT white spirit or other solvents), followed by soap and water.
 - Gloss, Undercoat, Universal and Wood Primer and white spirit are all flammable so should be stored well away from any possible source of ignition.
 - Paint in a well ventilated area – this will ensure that fumes are not inhaled and will encourage the paint to dry.
 - Always make sure ladders are safely erected and secured.
 - Wear protective clothing where necessary.

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4.21 Domestic Painting and Decorating

HAZARDS

- Access and egress
- Poor weather
- Domestic animals
- Children

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- Park safely as close as possible to the dwelling.
- Ensure that appropriate clothing is available for weather conditions.
- Try to find out in advance if there are dogs or children present.
- Ask householder to keep dogs confined during visit.
- Be aware of children and children's toys possibly causing trip hazards.
- First aid kit is available in vehicle.
- Sensible clothing is worn to offer general protection from hazards such as Safety Shoes, Strong Trousers and long sleeve light jacket.
- Always ask permission before opening any closed doors within the dwelling.
- If there is a problem at the dwelling such as a family dispute, offer an alternative time for the assessment.

Never enter into a situation of imminent hazard or danger.

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ABC Company Safety Statement

Template Method Statement for Clients when necessary.

Contractor	Name:	Address:	Tel:
			E-mail:
Project Name			
Description of the Task/Activity			
Site Address/Location:		Start Date/Time:	
		Finish Date/Time	
Personnel Involved	Name	Role/Trade	
Site Supervisor:		Tel:	
Safety Officer		Tel:	
Key Plant & Tools (Attach Certification)			
Key Materials			
Other Essential Equipment:	(i.e. access platforms/winches/ladders, etc)		
Specific Identified Residual Hazards: (or refer to the task specific risk assessment(s))			

DULUX TRADE 2010 UNDERCOAT

SAMPLE SAFETY DATA SHEET

Revision 06/2009

1. IDENTIFICATION OF THE PREPARATION AND COMPANY

PRODUCT NAME : Dulux Trade 2010 Undercoat

Supplied by : ICI Paints AkzoNobel, Wexham Road, Slough, Berkshire, SL2 5DS, U.K.

E-mail address : duluxtrade_advice@ici.com

Emergency Telephone : Slough +44 (0) 1753 550000

INTENDED USE

ICI Paints AkzoNobel's decorative products are intended for use in the decoration of buildings surfaces. Refer to product label for details of areas of use and methods of application.

2. HAZARDS IDENTIFICATION

This product has been assessed under the CHIP Regulations and is classified as follows:

Indication(s) of Danger

None

Symbol Letter(s)

None

Category(ies) of Danger

Flammable

Warning Label Phrases

R10 Flammable.

Contains COBALT CARBOXYLATE, ETHYL METHYL KETOXIME. May produce an allergic reaction.

Information on Occupational Exposure Limits is given in Section 8.

3. COMPOSITION/INFORMATION ON INGREDIENTS

Substances presenting a physico-chemical, health or environmental hazard within the meaning of the CHIP Regulations or which are assigned occupational exposure limits.

EC No.	CAS No.	HAZARDOUS INGREDIENTS	%	CLASSIFICATION	
265-150-3	64742-48-9	NAPHTHA (PETROLEUM), HYDROTREATED HEAVY	10-25	Xn	R10-65-66
265-185-4	64742-82-1	NAPHTHA (PETROLEUM), HYDRODESULFURIZED HEAVY	< 1.0	N, Xn	R10-51/53-65-66
202-496-6	96-29-7	ETHYL METHYL KETOXIME	< 1.0	Xn	R21-40-41-43 Carc. Cat. 3
270-066-5	68409-81-4	COBALT CARBOXYLATE	< 1.0	N, Xn	R22-38-43-51/53

Note: The text for R phrase codes shown above (if any) is given in section 16.

Note: 'EC Number' if quoted is the EINECS or ELINCS number.

4. FIRST-AID MEASURES

In all cases of doubt, or where symptoms persist, seek medical attention. Never give anything by mouth to an unconscious person.

INHALATION: Remove to fresh air, keep patient warm and at rest. If breathing is irregular or stopped administer artificial respiration. Give nothing by mouth. If unconscious place in the recovery position. Seek medical advice.

EYE CONTACT: Remove contact lenses. Irrigate copiously with clean, fresh water for at least 10 minutes, holding lids apart. Seek medical advice.

SKIN CONTACT: Remove contaminated clothing, wash skin thoroughly with soap and water, or use a proprietary skin cleanser. Do not use solvents or thinners. Seek medical advice if symptoms persist.

INGESTION: If accidentally swallowed, DO NOT INDUCE VOMITING. Keep at rest and obtain medical attention.

5. FIRE-FIGHTING MEASURES

Extinguishing media: Recommended - alcohol resistant foam, CO₂, powders.

Not to be used - waterjet.

Recommendations : Fire will produce dense black smoke. Exposure to decomposition products may cause a health hazard.

Fire fighters should wear self-contained breathing apparatus.

Closed containers exposed to fire should be cooled with water. Do not allow run-off from fire-fighting to enter drains or water-courses.

6. ACCIDENTAL RELEASE MEASURES

Exclude non-essential personnel.

Exclude sources of ignition and ventilate the area. Avoid breathing vapours. Refer to protective measures listed in section 8. Contain and collect spillage with non-combustible absorbent materials, eg sand, earth, vermiculite or diatomaceous earth, and place in container for disposal according to local regulations (see section 13). Do not allow to enter drains or watercourses. Clean preferably with a detergent; avoid use of solvents. If the product enters drains or sewers, immediately contact the local water company; in the case of contamination of streams, rivers or lakes, the relevant environment agency.

8.2 ABC Company Equality Policy

ABC Company are an equal opportunities Employer & thus, as laid out in this policy, seek to comply with all legal regulations & directives with regard to dealing with individuals or groups in a fair & legal way.

It is the policy of ABC Company to deal (employ, pay, consult, interview, speak to, and write to etc.) with any person/s equally & with dignity Regardless of disposition:

- Gender
- Race
- Colour
- Creed (Religious Persuasion)
- Nationality
- Disability or Physical Impairment
- Financial Status

ABC Company., its Management and Staff must uphold & comply with this policy. Failure to comply with this policy could result in immediate disciplinary action & possible dismissal.

Should any person cause harm, harass, sexually harass or disadvantage any of the above because of their disposition, that person/s will be reported to the Authorities & will be dealt with on a legal basis.

It is the overall policy of this company to practice equality & to be fair to all.