

SCOTSCAPE LTD

LANDSCAPE & BUILDING CONTRACTORS

Policy Statements



To provide service and quality without compromise

Scotscape Policy Statements

Equal Opportunities Statement

Scotscape Ltd is determined to positively address the issues of equal opportunities in its employment. The aim of this policy is to seek to ensure equality of treatment of the job applicants and employees regardless of race, colour, nationality, ethnic or national origin, age, marital status, gender, sexual orientation, religion, political beliefs, trade union membership, disability, carer responsibilities and irrelevant criminal convictions. Particular regard will be given to recruitment, training and promotion procedures and in this connection no unjustified conditions or requirements will be attached to any particular post or posts.

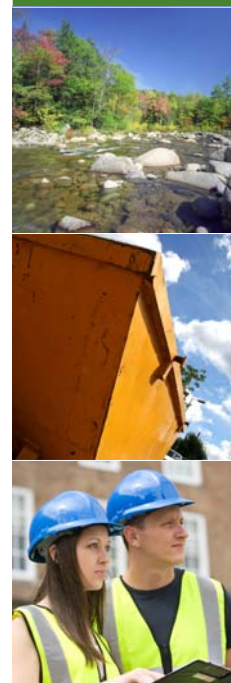
The responsibility for the overall management of the implementation and continuing review of this policy and code of practice will lie with the Directors of Scotscape Ltd. All aspects of the policy and code practice will be subject to regular review and at least once every two years, in the light of changes in statutory requirements, experience and to address particular developments and issues, which may arise from time to time.

Equal Opportunity Policy

The aims of this policy are to ensure that:

- No-one receives less favourable treatment, on grounds of race, colour, nationality, ethnic or national origins, gender, sexual orientation, religion or belief, disability or age; or is disadvantaged by any conditions, requirements, provisions, criteria, procedures or practices that cannot be justified on any other grounds, or victimised for taking action against any form of discrimination or harassment, or instructed or put under pressure to discriminate against, or harass, someone on the above grounds.
- The organisation is free of unwanted conduct that violates the dignity of workers or creates an intimidating, hostile, degrading, offensive, or humiliating environment.
- Opportunities for employment, training and promotion are equally open to male and female candidates, candidates from all racial groups, candidates with or without disabilities, and candidates of any age, and of any sexual orientation, religion or belief.
- Selection for employment, promotion, transfer, training, and access to benefits, facilities and services, will be fair and equitable, and based solely on merit.

This policy applies to all aspects of employment, from recruitment to dismissal and former workers' rights.



We will take the following steps to put the policy into practice and make sure that it is achieving its aims:

1. The policy will be a priority for the organisation.
2. Angus Cunningham, Managing Director, will be responsible for the day-to-day operation of the policy.
3. The policy will be communicated to all workers and job applicants, and will be placed on the company's intranet and website.
4. Workers and their representatives and trade unions will be consulted regularly about the policy, and about related action plans and strategies.
5. All workers will be trained on the policy, on their rights and responsibilities under the policy, and on how the policy will affect the way they carry out their duties. No-one will be in any doubt about what constitutes acceptable and unacceptable conduct in the organisation.
6. Managers and workers in key decision-making areas will be trained on the discriminatory effects that provisions, practices, requirements, conditions, and criteria can have on some groups, and the importance of being able to justify decisions to apply them.
7. Complaints about discrimination or harassment in the course of employment will be regarded seriously, and may result in disciplinary sanctions, and even dismissal. The complaints procedure will be published in a form that is easily accessible.
8. Opportunities for employment, promotion, transfer and training will be advertised widely, internally and externally, and all applicants will be welcomed, irrespective of race, colour, nationality, ethnic or national origins, gender, sexual orientation, disability or age, religion or belief.
9. All workers will be encouraged to develop their skills and qualifications, and to take advantage of promotion and development opportunities in the organisation.
10. Selection criteria will be entirely related to the job or training opportunity.



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11. We will make reasonable changes to overcome physical and non-physical barriers that make it difficult for disabled employees to carry out their work, and for disabled customers to access our services.

12. We will take a flexible approach to working arrangements. We will consider requests for changes carefully and objectively, and will accommodate them unless it would cause significant difficulties to the business or the employee.

16. Requirements, conditions, provisions, criteria, and practices will be reviewed regularly, in the light of the monitoring results, and revised if they are found to, or might, unlawfully discriminate on any of the above grounds.

17. All contracts between Scotscape Ltd and contractors to supply goods, materials or services will include a clause prohibiting unlawful discrimination or harassment by contractors and their staff, and by any sub-contractors and their staff. The clause will also encourage contractors and potential contractors to provide equality of opportunity in their employment practices.

18. The effectiveness of the policy will be monitored regularly. A report on progress will be produced each year, and published via the intranet, the website, the staff newsletter, notice boards, and the annual report.

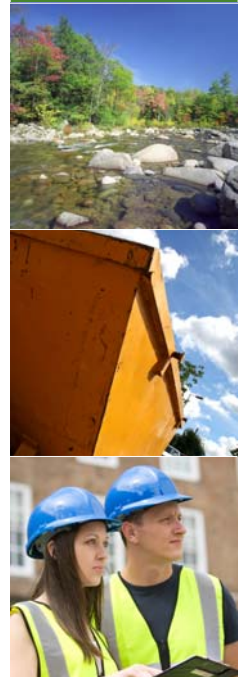
19. Customers and clients will be made aware of the policy, and of their right to fair and equal treatment, irrespective of race, colour, nationality, national or ethnic origins, sexual orientation, gender, religion/belief, disability or age.

20. The company will draw up an Action Plan detailing how this policy will be implemented in practice.

This policy has been endorsed by A Kenward and has the full support of the management / board.

The policy was approved on 2nd September 2008, following consultation with senior managers, workers, workers' representatives, and trade unions.

Overall responsibility for the effectiveness of the policy lies with Angus Cunningham. For more information, please contact this person:
angusc@scotscape.net



Waste Disposal Policy Statement

It is the policy of Scotscape Ltd that where waste is generated during the course of the company activities, that waste shall be disposed of in a controlled, safe and proper manner. Where waste removal requires the application of special control measures to reduce hazards, such as contamination and/or pollution, laid down procedures will be followed to render such waste removal inoffensive and free of risk, so far as reasonably practicable, within the guidelines of the scotscape Health & Safety Policy, our Environmental and Method Statements.

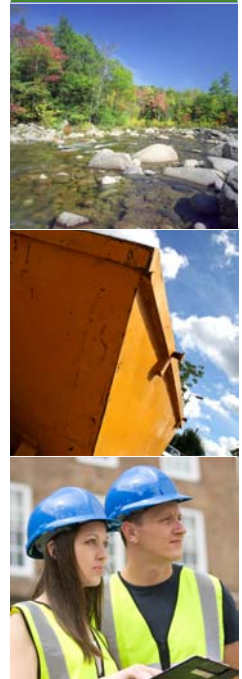
1. Environment Protection Act 1990
2. Pollution Prevention & Control Regs, 2000
3. Control of Substances Hazardous to Health Regulations, 2002
4. Transport of Dangerous Goods (Safety advisers) Regulations 1999

Quality Control Policy Statement

The aim of the management of Scotscape Ltd is to promote the highest standard of quality with all its activities (labour and material supplies) in order to provide total customer satisfaction.

As an aid to achieving this Scotscape Ltd recognises the need to manage the quality of all its activities by requiring all employees and sub-contractors to operate in a structured manner, including our Health & Safety and Environment policies.

All sub-contractors will be required to co-operate with Scotscape Ltd in this way and be required to formally present their quality management arrangements.



Environmental Policy Statement

The Environment Protection Act 1990 and the Pollution Prevention & Control Regulations, 2000 imposes statutory requirements to protect the local environment. It is the policy of Scotscape Ltd that the following procedures be implemented for each contract.

1. Strict control of dust, noise and vibration.
2. No trees or hedges will be cut down or removed without proper written authority.
3. No tyres, plastics or man-made products will be burned on site.
4. No waterways, streams or ponds will be excavated, blocked or backfilled, without proper written authority.
5. No fuel oils, chemicals or acids will be tipped or buried on site. These will be removed in containers to an authorised disposal area.
6. No glass, glass fibres or mineral fibres will be left or dumped on site. They will be removed to an authorised tipping area.
7. Security measures will be taken to prevent fly tipping by others.

It is the company policy to promote awareness, consideration and planning during the setting up procedures on every site, so that damage to the environment, if any, can be minimised.

