

QUALITY POLICY

T. J. Hunt (Contracting) Ltd & A. Hester Ltd (the 'Organisation') aims to provide defect free products to its customers on time and within budget.

The Organisation operates a Quality Management System that has gained BS EN ISO 9001 : 2008 certification, including aspects specific to civil engineering, construction, environmental services and plant hire contracting.

The management is committed to:

1. Develop and improve the Quality Management System
2. Continually improve the effectiveness of the Quality Management System
3. The enhancement of customer satisfaction

The management has a continuing commitment to:

1. Ensure that customer needs and expectations are determined and fulfilled with the aim of achieving customer satisfaction
2. Communicate throughout the Organisation the importance of meeting customer needs and all relevant statutory and regulatory requirements.
3. Establish the Quality Policy and its objectives
4. Ensure that the Management Reviews set and review the quality objectives, and reports on the Internal Audit results as a means of monitoring and measuring the processes and the effectiveness of the Quality Management System
5. Ensure the availability of resources

The structure of the Quality Management System is defined in this Quality Manual.

All personnel understand the requirements of this Quality Policy and abide with the contents of the Quality Manual.

The Organisation complies with all relevant statutory and regulatory requirements.

The Organisation constantly monitors its quality performance and implements improvements when appropriate.

This Quality Policy is regularly reviewed in order to ensure its continuing suitability.

Copies of the Quality Policy are made available to all members of staff. Copies of the minutes of Management Reviews, or extracts thereof, are provided to individual members of staff in accordance with their role and responsibilities as a means of communicating the effectiveness of the Quality Management System.

Signed:



Name:

G. MacDonald

Position:

Contracts Director

ENVIRONMENTAL POLICY STATEMENT

T.J. Hunt Contracting Ltd and A. Hester Ltd (the 'Organisation') recognises the importance of environmental protection and is committed to operating its business responsibly and in compliance with all legal requirements relating to civil engineering, construction, environmental services and plant hire contracting. It is the Organisation's declared policy to operate with and to maintain good relations with all regulatory bodies.

It is the Organisation's objective to carry out all measures reasonably practicable to meet, exceed or develop all necessary or desirable requirements and to continually improve environmental performance through the implementation of the following:

- a) Assess and regularly re-assess the environmental effects of the Organisation's activities
- b) Training of employees in environmental issues
- c) Minimise the production of waste
- d) Minimise material wastage
- e) Minimise energy wastage
- f) Promote the use of recyclable and renewable materials
- g) Reduce and/or limit the production of pollutants to water, land and air
- h) Control noise emissions from operations
- i) Minimise the risk to the general public and employees from operations and activities undertaken by the Organisation

This Policy is communicated to all employees, suppliers and sub-contractors and is made available to the public.

Signed:



Name:

G. MacDonald

Position:

Contracts Director

EQUAL OPPORTUNITY POLICY

1. T.J.Hunt (Contracting) Limited & A. Hester Ltd are equal opportunity employers.
2. The Management of the Company will ensure that no existing employee or job applicant will be treated differently than any other for the following reasons;

Race	Sex
Colour	Sexual orientation
Nationality	Disability
Ethnic or national origins	Religion
Marital status	Age
3. The Management will ensure the following;
 - Advertising and recruitment will not take place which excludes or favours any applicant on the above grounds.
 - Promotion and training opportunities will be made available to all employees undertaking similar roles.
 - Selection criteria for promotion or appointment will be strictly applied to the specific job criteria.
 - Terms of employment and benefits will be equally afforded to all employees in similar job circumstances.
 - Grievances will be dealt with in accordance with the Company Grievance Procedure and complainants will not be treated less favourably than others in cases of discrimination, victimisation and harassment in particular.
 - Dismissal and redundancy will be in accordance with Company Procedures and not for any other reason relating to the points in section 2.
4. All employees are responsible for ensuring the provision of equal opportunities to fellow employees and job applicants and in particular they do not;
 - discriminate against fellow employees or job applicants on the grounds as referred to in section 1,
 - attempt to induce other employees to practice unlawful discrimination,
 - victimise individuals who have made allegations or complaint of discrimination or provided information about such discrimination
5. Management and supervisors are to set examples of non-discriminatory behaviour at all levels.
6. This policy will be brought to the attention of all employees.

Signed:



Name:

G. MacDonald

Position:

Contracts Director

HEALTH & SAFETY POLICY STATEMENT

The promotion of Health and Safety measures is a mutual objective for the Company and for its employees at all levels. It is the intention that all the Company's affairs will be conducted in a manner which will not cause risk to the health and safety of its members, employees or others affected by its activities.

The company health and safety policy statement sets out the Board of Directors of T J Hunt (Contracting) Ltd as a responsible employer, the commitment and arrangements to achieve the highest standards of health and safety performance in compliance with the Health and Safety at Work etc Act 1974, Management of Health and Safety at Work Regulations 1999, and all other relevant legislation.

It considers this achievement a responsibility equal to that of its other business objectives. All levels of management and employees are committed, through the arrangements and procedures set out in the company health and safety documents, to achieving the high standards of health and safety required by legislation.

It will, through its organisational arrangements and provision of training, finance and other resources, take all reasonable steps to ensure the health and safety of its employees and all persons likely to be affected by its operations, including the public, sub-contractors and others.

The policy is adopted by the Directors to ensure that high standards of quality management and production are achieved for all its operations and will undertake to regularly review and revise the policy as necessary and at least annually. The arrangements for achieving this commitment are set out in the Arrangements & Organisation sections of our Health and Safety Policy.

Signed:



Name:

G. MacDonald

Position:

Health & Safety Director