



## Section 1.

# COMPANY POLICY DOCUMENTS



Renteq Highways is a trading style of Renteq Traffic Management Limited

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## QUALITY POLICY STATEMENT

OUR GOAL AT RENTEQ TRAFFIC MANAGEMENT IS TO GIVE OUR CUSTOMERS TOTAL SATISFACTION BY MEETING THEIR NEEDS WITH FAST-RESPONSE, FRIENDLY SERVICE AND PRODUCTS MEETING THEIR QUALITY REQUIREMENTS SUPPLIED ON TIME AND AT A FAIR PRICE.

Further, we must all think of everyone we serve - customers, suppliers, the person in the next department, and the person at the other end of the telephone - as "customers", and we must always give each of them a product, communication or service which is fit for their use.

Renteq Traffic Management policy is to maintain and continually improve an effective Quality Management System in accordance with BS EN ISO 9001:2008. The policy is outlined in this Quality Manual and it is the duty of all personnel to comply with it.

QUALITY IMPROVEMENT IS THE JOB OF EVERY

### **RENTEQ TRAFFIC MANAGEMENT EMPLOYEE**

This Policy Manual describes the Quality System in operation at Renteq Traffic Management It explains the way in which the system is operated and defines those employees responsible for the performance of quality related tasks within the company.

The quality system is the means by which the company supports its policy of providing to its customers a high quality product in accordance with all relevant standards and customer requirements and to provide these products on time.

The full detail of how this is to be achieved is covered by the annual preparation of a budget and Annual plan. The implementation of this is cascaded throughout by means of an annual presentation to all employees and by the training and development interviews held with each employee. Monthly management meetings review performance against the key objectives and these are then communicated to all employees at company monthly briefings.

The Joint Managing Director (Operations) is the Management Representative. He is responsible for the implementation and operation of the quality system and is delegated full authority to take whatever steps are necessary to ensure that the requirements of the quality system are followed.

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**Joint Managing Director (Operations)**

# HEALTH & SAFETY POLICY STATEMENT

Renteq Traffic Management Limited regard the promotion of Health and Safety measures as a mutual objective for Management and Employees at all levels.

It is therefore the Management's Policy to do all that is reasonable to prevent personal injury and damage to property and to protect everyone from foreseeable work hazards, including the public, in so far as they come into contact with the Company, its operations and buildings. In particular, this Management has a responsibility:-

- To provide and maintain safe and healthy working conditions taking account of any statutory requirements;
- To provide training and instruction to enable employees to perform their work safely and efficiently;
- To make available all necessary safety devices and protective equipment and to supervise their use;
- To maintain a constant and continuing interest in health and safety matters applicable to the Company's activities, in particular, by consulting and involving employees or their representatives wherever possible.

All employees have a duty to co-operate in the operation of this policy:-

- By working safely and efficiently;
- By using the protective equipment provided and by meeting statutory obligations;
- By reporting incidents that have led or may lead to injury to people or damage to property, plant or equipment;
- By adhering to the Company Procedures, for securing a safe workplace;
- By assisting in the investigation of accidents with the objective of introducing new measures to prevent a recurrence.

A copy of this statement, together with procedures will be displayed in suitable areas. The policy will be continually reviewed by the Management and amended or added to as appropriate.

There are additional policies and procedures in support of this statement.



Signed: ..... Title: Joint Managing Director

## IMPLEMENTATION OF HEALTH & SAFETY POLICY

The Policy will be implemented in the following manner:

When planning for service activity, or where planning or tendering for contracts, provision will be made for the health, safety and welfare of employees and others.

In all of the Company's activities the Health & Safety Policy will be introduced during induction and implemented by: -

Providing and maintaining equipment and systems of work, which are carefully designed and continually monitored

Ensuring that optimum safety standards are complied with when using, handling, storing and transporting articles and other substances.

Ensuring that a high standard of instruction, training and supervision is given to employees and all necessary information regarding health and safety at work is provided.

Ensuring the workplace is maintained in a high standard of cleanliness, hygiene and housekeeping and there are safe and proper means of access to and egress from places of work.

Ensuring that adequate personal protective equipment is provided for all employees and used by them as specified in related risk assessment.

Ensuring that there are specific arrangements entered into when sub-contracting work so that the policy is adhered to by sub-contractors.

Ensuring that adequate facilities and arrangements are to be provided for welfare at work.

Ensuring that all employees comply with the relevant laws and Regulations and cooperate with those responsible for enforcing them. A system will be maintained for the prompt reporting of accidents and their investigation together with implementing any preventative measures or statistical appraisals if appropriate.

Ensuring that the responsibilities of employees in connection with health and safety are specified clearly in writing.



Signed: ..... Title: Joint Managing Director

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# COSHH POLICY STATEMENT

## GENERAL STATEMENT

The Company acknowledges that no substance can be considered completely safe. All reasonable steps will be taken to ensure that all exposure of employees to substances hazardous to health is prevented or at least controlled to within statutory limits.

The Company undertakes to control exposure by engineering means where reasonably practicable.

Where exposure cannot be adequately controlled by engineering means, appropriate personal protective equipment (PPE) will be provided free of charge after consultation with employees or their representatives.

All employees will be provided with comprehensive information and instruction on the nature and likelihood of their exposure to substances hazardous to health.

The implementation of this policy requires the total co-operation of all members of management and staff.

## INFORMATION AND TRAINING

The Company will give sufficient information and training to ensure full understanding of the hazards to health posed by substances in the workplace and the importance of the control measures provided. Information will also be given to others who may be affected, such as contractors, temporary staff and visitors.

Managers and supervisors of areas that use substances hazardous to health will be given additional training to ensure the proper management of the risks.

## CONTROLS

Modern working methods involve the use of substances, principally chemicals, which may pose a risk to the health of people using them. No chemical is completely safe in all circumstances and any airborne dust, in significant quantities, can damage health. Since the hazard to health posed by many substances is not known it is good practice to use working methods to minimise exposure. Where the hazards are known specific steps can be taken. The most important steps are:

- Identify the hazard
- Assess the risk
- Eliminate, prevent or control the risk
- Maintain and monitor the controls
- Monitor the health of the workforce
- Ensure assessments and controls are up to date



Signed:

Title: Joint Managing Director

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# ENVIRONMENTAL POLICY

We at Renteq Traffic Management Limited realise that:

Planned prevention or reduction of pollution is cheaper than rectifying after the event. It therefore makes sense to minimise waste and pollution to reduce long term costs, e.g. treat and recycle water rather than pay extraction and discharge costs.

Our policy begins with a consideration of the impact of the Company's activities on both the local and wider communities and will take account of transportation of raw materials, use of energy, distribution of finished product and discharge of emissions and wastes.

The Company therefore has the following commitments and objectives to:

- Comply with all relevant statutory regulation and codes of practice
- Maintain appearances and highest environmental standards within the Company premises;
- Take positive steps to conserve scarce and non-renewable resources;
- Assess, in advance if possible, environmental effects of new processes and developments and doing so minimise waste and pollution;
- Provide necessary information to enable proper use, storage and disposal of Company products to avoid harm to the environment;
- Provide necessary information to enable employees to operate processes properly and minimise effects on man and the environment;
- Keep the public informed of major new projects in the locality.
- Through detailed study of Environmental aspects and impacts, identify measurable targets and objectives and through plan-do-check-act improve Environmental performance.

## OVERALL

To develop the business paying full regard to the environment and taking into account the view of all parties whose interest may be affected.

This policy will be communicated to all employees.

## ORGANISATION

The Joint Managing Director has ultimate responsibility for this policy and through the Management team will direct this policy to all concerned.



Signed: ..... Title: Joint Managing Director

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# SMOKEFREE POLICY

## PURPOSE

This policy has been developed to protect all employees, service users, customers and visitors from exposure to secondhand smoke and to assist compliance with the Health Act 2006.

Exposure to secondhand smoke increases the risk of lung cancer, heart disease and other serious illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

## POLICY

It is the policy of Renteq Traffic Management Ltd that all our workplaces are smokefree, and all employees have a right to work in a smokefree environment. The policy shall come into effect on Sunday, 1 July 2007. Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace. This includes company vehicles. This policy applies to all employees, consultants, contractors, customers or members and visitors.

The Company does not promote or encourage smoking but are sympathetic with those who do smoke and as a consequence smoking will be permitted in external site areas that are not enclosed and away from designated no smoking areas.

Smoking is **NOT** permitted in any company vehicle at any time regardless if single user

## IMPLEMENTATION

Overall responsibility for policy implementation and review rests with **Sean Pannell**. However, all staff is obliged to adhere to, and support the implementation of the policy. The person named above shall inform all existing employees, consultants and contractors of the policy and their role in the implementation and monitoring of the policy. They will also give all new personnel a copy of the policy on recruitment/induction.

Appropriate 'no-smoking' signs will be clearly displayed at the entrances to and within the premises, and in all smokefree vehicles.

## NON-COMPLIANCE

Anyone who does not comply with the new smoke free law 2007 will be committing a criminal offence. We as a company have a legal obligation to prevent smoking in the workplace and will enforce company disciplinary procedures to maintain this position.

Those who do not comply with the smokefree law 2007 are personally liable to a fixed penalty fine and possible criminal prosecution brought to those individuals by the enforcing authority.

## HELP TO STOP SMOKING

The NHS offers a range of free services to help smokers give up. Visit [gosmokefree.co.uk](http://gosmokefree.co.uk) or call the NHS Smoking Helpline on 0800 169 0 169 for details. Alternatively you can text 'GIVE UP' and your full postcode to 88088 to find your local NHS Stop Smoking Service.



Signed: ..... Title: Joint Managing Director

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## DRUGS & ALCOHOL POLICY

This policy will be implemented on all sites under the control of Renteq Traffic Management Ltd and all depot / office complexes.

It defines the Company's intent with regard to its obligations under the UK's Transport and Works Act 1992 and other legislation relevant to Drug, Alcohol and Solvent abuse (Misuse of Drugs Act 1971).

Individuals who enter the workplace having consumed alcohol or illegal substances (drugs) can have a devastating effect not only on their own safety but on that of their colleagues as well. Some prescription drugs may have an adverse effect on performance and each individual has a duty to understand the effects that these drugs can have.

The Company recognises the inherent risk associated with Drug, Alcohol and Solvent abuse, and is intent of safeguarding its workplaces and work activities from these risks. It therefore has a duty to make all employees, suppliers, subcontractors and visitors aware of the control measures used to prevent accidents or injuries occurring due to Drug, Alcohol and Solvent abuse.

- Persons should not report for duty whilst under the influence of alcohol, solvent or having taken illegal substances (drugs).
- Alcohol, solvents or illegal substances shall not be bought onto or consumed within the workplace.
- Persons should not attend work whilst taking prescribed drugs without having first checked with their doctor/pharmacist the risk of the drugs affecting their fitness for work and having informed their supervisor.

So as to ensure that the workplace is kept free of the dangers which can be associated with employees, subcontractors and visitors, who are under the influence of Drug, Alcohol or Solvents, entry to the workplace will be refused to employees, suppliers, subcontractors and visitors who have, or who are suspected of having, recently taken part in Drug, Alcohol or Solvent abuse. Thus enforcing the disciplinary procedure on employees who break the rules.

*If an employee suspects an employee(s), subcontractor(s) or visitors, are under the influence of alcohol or illegal substances (drugs) they are to contact an appropriate line manager immediately to seek remedial action.*

For those persons who are found to be working with blood alcohol levels above the legal drink drive limit or under the influence of illegal drugs will be liable to face the disciplinary procedure.

For those persons who are in receipt of prescription drugs, which may result in risk to themselves or others, will be transferred to non-safety critical tasks for the duration of the treatment.

Any person who is discovered in the possession of and or in the trading of illegal substances will be reported to the police.

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The Company is not looking to victimise employees who admit to having drink or drug related problems, and those who approach the Company for help and are willing to undergo treatment will be encouraged on the recovery route. Although approaches of this nature will not be honoured if they have been made subsequent to, or just prior to a Company check that would reveal that alcohol or illegal substances had recently been consumed.

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Signed: ..... Title: Joint Managing Director

## MANUAL HANDLING POLICY

Renteq Traffic Management recognises that work related musculo-skeletal injuries from manual handling can affect all staff. It will take all reasonable steps to reduce, and will have the aim of eliminating, these injuries and will make diligent attempts to avoid putting staff at risk.

Work activities which involve hazardous manual handling will have been identified by the procedures involved in hazard identification and risk assessment under the Management of Health and Safety at Work Regulations 1992. These activities include such operations as the lifting, lowering, pushing, pulling, supporting, carrying and moving of loads by hand or by bodily force. The Manual Handling Operations Regulations 1992 apply to these activities.

### **DUTIES OF RESPONSIBLE PERSONS**


To secure the health and safety of workers with regard to manual handling operations, Responsible Persons in each department, unit or work area should ensure that, for work under their control:

- Manual handling operations which present a risk of injury are identified:
- Handling operations which present a risk of injury are avoided, so far as is reasonably practicable, by eliminating the need for the load to be moved or by the introduction of automation or mechanisation:
- Those operations which cannot be avoided are assessed using an ergonomic approach which considers the task, the load, the environment and individual capability to determine the level of risk. The assessment should be recorded to show that it has taken place and to allow for easy review if circumstances change:
- Measures required to eliminate the risk, or reduce it to the lowest level which is reasonably practicable, are identified from the information in the risk assessment and are used to implement a safe system of work:
- All new work which might involve manual handling operations is assessed and safe systems of work are implemented before the work commences :
- Annual reviews of assessments are made to ensure that they are still valid but re-assessment is carried out immediately if any of the components of the work situation have changed:
- Incidents which result in musculoskeletal injury to staff are fully investigated and risk assessments and systems of work are reviewed in the light of such incidents:
- Staff recruited to posts involving manual handling are suitable for the work they are required to undertake, that job descriptions sent to applicants for employment include details of manual handling tasks where these are part of requirement of the post, that staff in post continue to be suitable for the work and that staff are not pressurised by supervisors or systems of work into undertaking operations (either by weight or rate of work) which are beyond their safe capability:
- Suitable information, training and supervision is provided for all employees engaged in manual handling tasks and that such training is recorded, monitored, evaluated and reviewed:

- Sufficient information about loads and environment is given to other employers who have control of workers at Renteq Traffic Management Depots and to self-employed contractors which will enable them to meet their responsibilities under the Regulations:
- Premises outside the Renteq Traffic Management Depots at which employees may have to perform manual handling operations are safe and free from risk so far as is reasonably practicable:
- Any specific arrangements for complying with the Regulations which are introduced are documented and incorporated into the local safety policy.

**DUTIES OF EMPLOYEES**

- The co-operation of employees is essential in reducing and eliminating the risks from manual handling. Staff should therefore ensure that they comply with the following requirements:
- They should follow the safe system of work designed and introduced by the management and should not deviate from this without good reason:
- They should use any mechanical aids which have been provided for their use and for which they have been trained. Any faults with mechanical aids should be immediately reported to the manager/supervisor:
- They should assist and cooperate with the process of the assessment of risk:
- They should assist the manager with the implementation of staff training, should attend training sessions as required and should apply the knowledge gained from training to their daily work:
- They should report all accidents and occurrences which either caused, or could have caused, injury:
- They should inform the manager/supervisor if they are unable to undertake their normal manual handling duties because of injury, illness or any other condition:
- They should not undertake any manual handling operation which they believe is beyond their capability:
- They should report any unsafe systems of work to the manager/supervisor



Signed: ..... Title: Joint Managing Director

## PREVENTION OF VIOLENCE TOWARDS EMPLOYEES IN THE WORKPLACE POLICY STATEMENT

In recognition of the, "general duty under Section 2 of the Health and Safety at Work etc. Act 1974", and more specifically the current edition of the Management of Health and Safety at Work Regulations to provide safe systems and places of work including adequate information, instruction and supervision. Management accepts that any actual or implied threat of violence to employees is wholly unacceptable and will make every effort to eliminate or reduce to an acceptable level the risks of violence.

"Violence is behaviour which produces damaging or hurtful effects, physically or emotionally, on people" and can be defined as any incident in which an employee is abused, threatened or assaulted. Violence can take many forms including physical violence, verbal abuse and threats (with or without a weapon), rude gestures and innuendoes and sexual or racial harassment.

In order to meet its obligations to employees, the Management is committed to the following policy principles.

The risks faced by employees in carrying out their responsibilities and the increasing number of threats in our society are acknowledged.

Actual or threatened assaults on employees are wholly unacceptable and these guidelines are issued to provide assistance to employees in dealing with violent or aggressive behaviour.

Management recognises and acknowledges certain duties may carry additional risks to employees in dealing with violent or aggressive behaviour.

There is a commitment of the Management to supporting its employees who are subject to assault in the course of their employment. The extent of such support will depend on the individual circumstances of each incident and will be determined accordingly. In all such cases, legal advice may be available and where necessary, representation provided, subject to certain requirements being satisfied (i.e. available legal resources, sufficiency of evidence and there being no conflict of interests). Other and more practical means of support may also be offered (e.g. time off - availability of counselling - positive staff welfare approach).

Every assault reported will be investigated thoroughly by Management and a written report submitted.

A central file of such incidents will be kept by Management and information relating to incidents collated. Copies will also be sent where applicable to the Insurance provider.



Signed: ..... Title: Joint Managing Director

## SUPPLIER DIVERSITY POLICY

At Renteq Traffic Management we value diversity and recognise that it is key to achieving an efficient and flexible supply chain. Diversity is welcomed with equal opportunities for all businesses regardless of ethnic origin, gender, disability, age, sexuality and faith.

We will engage small, medium and large businesses to support our objectives for competitive and innovative supply solutions.

We are committed to expanding opportunities for minority business enterprises, including race, disability and gender, so they may participate in our procurement process. There are positive benefits in introducing more competition either directly or through sub-contractors from previously untapped suppliers because we believe a healthy business is a diverse business.

Through comprehensive and thorough supplier vetting and selection processes, we will endeavour to provide opportunities to a diverse range of suppliers that will develop their skills and expertise to meet potential needs of Renteq Traffic Management and their customers.

Our aim is to create sustainable relationships with a diverse supply base and work with suppliers compatible in their approach to diversity and inclusivity.

We will work with our suppliers to develop their understanding of Renteq Traffic Management's approach to diversity and appoint the most appropriate suppliers developing our supply base to reflect our principles.

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Signed..... Title: Joint Managing Director

## EQUAL OPPORTUNITIES POLICY

The Company recognises that discrimination in the workplace in any form, is unacceptable and in most cases unlawful. We have therefore adopted an Equal Opportunities Policy to ensure that all job applicants and employees are treated fairly and without favour or prejudice. We are committed to applying this policy throughout all areas of employment; recruitment and selection, training, development and promotion. In all situations people will be judged solely on merit or ability. The following sets down the key points of the policy, and any breach of the policy will lead to disciplinary action which may include dismissal.

Each and every employee has a duty to observe and apply the policy at all times.

The policy will be implemented in accordance with the requirements of the Rehabilitation of Offenders Act 1974, the Sex Discrimination Acts 1975 and 1986, the Race Relations Act 1976, and the Disability Discrimination Act 1995.

To ensure that we reach the widest cross section of the community, all vacancies will be advertised through the appropriate agencies or an independent media.

We will ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, ethnic, or national origin, sex, marital status, sexual orientation, disability, political opinion/affiliation, age, religion or belief.

Our application form will be as simple and straight forward as possible and we will not ask for unnecessary information.

Interview questions will be related to the requirements of the job and we will not seek irrelevant qualifications. Applicants will be short listed/selected solely on the basis of capability.

Each and every employee has an obligation to make a positive contribution towards creating an environment of equal opportunity throughout the business.

The Grievance Procedure is available to any individual who believes that they have been discriminated against, and the Company would urge those individuals to pursue their rights through this channel.



Signed..... Title: Joint Managing Director

## NON HARASSMENT POLICY

The Company recognises that harassment in the workplace in any form is unacceptable and in most cases is also unlawful. We are committed to ensuring that we are able to provide a working environment, which is harmonious and acceptable to all.

It is the duty of each employee to respect the feelings and well being of all their colleagues. What might be acceptable to one person might be upsetting and/or intimidating to another person. Harassment is unacceptable language or behaviour, which causes the recipient of such actions to be embarrassed, offended, or threatened. Harassment can take many forms and can range from relatively mild banter to actual physical violence.

The following outlines examples of the type of behaviour which the Company would consider constitutes harassment, for which the perpetrator(s) will be liable for disciplinary action and in serious cases liable to summary dismissal.

- Coarse or insensitive jokes and pranks;
- Coarse or insensitive comments about appearance or character;
- Display of offensive material - written or pictorial;
- Deliberate exclusion from conversation or activities;
- Unwelcome familiarity or body contact
- Abusive, insulting, or threatening language
- Demands or threats to intimidate or obtain favours;
- Threatened or actual violence;
- The above is not an exhaustive list

The Company understands the sensitive nature of complaints of harassment, but would urge any individual if they feel that they are the victim of such behaviour, to implement the Grievance Procedure in order that the situation can be satisfactorily resolved. Individuals are assured that should they raise such a grievance that the matter will be dealt with promptly in a discreet and caring manner.



Signed..... Title: Joint Managing Director

# RISK MANAGEMENT POLICY

## INTRODUCTION

Renteq Traffic Management Board of Directors is responsible for overseeing risk management within the company while the management team implement policy. All staff are responsible for encouraging good risk management practice within their areas of responsibility. Key risk indicators will be identified, monitored and reviewed on a regular basis

The company has adopted the following definition of risk for the purposes of this policy.

‘A risk is anything that can impede or enhance an organisation’s ability to meet its current or future objectives’

In developing this policy, the company agreed that:

- The main risks which present opportunities or hazards to meet the company’s objectives will be explicitly identified and assessed
- A priority among risks will be agreed, and attention focussed on those priorities.
- Control systems to cover the risks will be put in place.

## ROLES AND RESPONSIBILITIES

The Board of Directors will through the Management:

- Monitor the management of significant risks to ensure that appropriate controls are in place
- Approve major decisions taking into account the company’s risk profile or exposure
- Satisfy itself that less significant risks are being actively managed, and that appropriate controls are in place and working effectively to ensure the implementation of policies approved by the council
- Review annually the company’s approach to risk management and approve changes where necessary to key elements of its processes and procedures
- Ensure implementation of risk management policy
- Identify and evaluate the significant risks faced by the company for consideration by the Board of Directors
- Provide adequate information for the Board of Directors and Management as appropriate, on the status of risks and controls
- Report annually to the Board of Directors on the effectiveness of the system of internal controls

## **RISK MANAGEMENT AS PART OF THE INTERNAL CONTROL SYSTEM**

Internal controls encompass a review of the risks inherent in each activity. The under noted controls are in place;

- Significant risks are identified and evaluated
- Key risks are monitored by the SQE Management Meeting chaired by the Managing Director
- Regular reports are made to the SQE Management Meeting as appropriate
- The business planning and budgetary process is used to set objectives, agree action plans and allocate resources. Progress towards meeting objectives is monitored regularly
- A framework of significant strategic risks and how they are to be managed is agreed and monitored on an annual basis
- Regular review of the framework ensures that emerging risks can be added as soon as they are identified
- Senior managers are required to identify, monitor and review on a regular basis significant risks in their own areas
- The SQE manager reports to the Board of Directors on the adequacy and effectiveness of the systems and internal controls. As part of the SQE Managers remit the SQE Manager reviews the work of internal and external auditors, therefore well placed to advice the Board of Directors on the adequacy and effectiveness of the system of internal controls

### **ANNUAL REVIEW**

The Board of Directors will review the effectiveness of the internal control systems and in doing so will;

- Review the previous year and examine the company's track record on risk management
- Consider the internal and external risk profiles for the coming year
- Consider whether the current internal control arrangements are likely to be effective

As part of its review, the Board of Directors will consider;

- The company's objectives and its financial and non-financial targets
- The management approach to risk
- The appropriateness of the level of delegation of authority
- Prioritisation of risks
- Timely identification and assessment of risks
- The ability of the company to learn from its problems and apply its learning.



Signed..... Title: Joint Managing Director

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## TRAINING POLICY STATEMENT

Renteq Traffic Management Ltd is conscious of the need to achieve and sustain a high quality of services currently provided in a manner that shall continue to satisfy the Company's quality and business objectives.

The Company will provide training for all personnel to keep them up to date with all modern practices.

The Company's training scheme has the full authority of the Directors and all employees are expected to co-operate in its implementation.

The Company aims to promote the systematic development of attitude, knowledge and skill.

The need for specific training will be identified along with any regard for retraining or the reinforcement of training for existing personal and the induction training of new recruits.

Renteq Traffic Management Ltd is aware of its legal duties under The Health and Safety at Work etc Act 1974 Section 2 (2)(c) to provide adequate information, instruction and training for its employees and its duties under the Management of Health and Safety at Work Regulations 1999, (as amended) regulation 13(2) to provide all employees with adequate health and safety training. The Policy therefore is to provide the necessary training and competent persons to suit the nature of work undertaken.



Signed..... Title: Joint Managing Director