

Our duty of care to employees, visitors and customers is to:-

- Keep all personnel and visitors safe from harm and work related ill health, this will always remain a priority of ACS.
- Take all possible precautions against accidents and work related ill health.
- Provide health and safety training to all our employees this ensures they are competent to carry out their roles.
- Shield our customers from harm and accidents by making certain any ACS staff that visit their premises are fully trained with regards to health and safety matters.
- Consult with our employees and customers on health and safety matters, providing them with advice and supervision where needed.
- Offer free occupational health services for our employees.
- Implement and maintain emergency procedures in all our offices.
- Keep ACS personnel and visitors to our offices safe by taking all possible precautions, managing equipment and the use of substances according to safe practices.
- Ensure staff and visitors are kept fully informed of health and safety related matters.
- Provide customers with information to ensure our products are used and stored safely.
- Engage the services of professional consultants and external auditing to ensure we are compliant and operating at best practice levels at all times.

### What we mean by Health & Safety

Our health and safety policies are professionally managed and regularly reviewed according to legislation.

We recognise the long-term viability of ACS relies upon the welfare of our valued staff and their willingness to be loyal to us and caring towards our customers. An intrinsic element of staff satisfaction is understanding the company they work for cares about their safety, well-being and general welfare, we intend to deliver on this expectation.

Visitors to our premises and those customers with whom we have a face to face relationships expect our duty of care to extend to them as well. ACS will ensure we are always vigilant in this respect and never knowingly allow risk to occur where it is preventable with forethought and vigilance.

This policy statement is approved by our Commercial Director, Harry Stevenson, who is responsible for health and safety matters.

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