



# ANTI-BRIBERY, CORRUPTION, FRAUD AND INTEGRITY POLICY

It is the policy of **TIS (NGA) Limited** to conduct all our business in an honest and ethical manner. We take a zero-tolerance approach to **bribery (UK Bribery Act 2010) corruption, malpractice, and maladministration**, and are committed to acting professionally, fairly, and with integrity in all our dealings wherever we operate. We are also committed to implementing and enforcing effective systems to identify, prevent, and respond to such misconduct.

This policy applies to all individuals working throughout the company, including senior managers, directors, employees (whether permanent, fixed-term, or temporary), consultants, contractors, trainers, assessors, candidates and any other person providing services to us.

## Definitions:

- A **Bribe** is a financial or other advantage offered, given, requested or received:-
  - to anyone to persuade them to or reward them for performing their duties improperly, or
  - to any public official with the intention of influencing them in the performance of their official duties.
- **Fraud** is an intentional act or omission designed to deceive others, resulting in an unauthorised benefit, financial or otherwise, to the individual committing the act or to a third party.
- **Corruption** is the abuse of entrusted power for private gain, which may include bribery, extortion, nepotism, or any dishonest or unethical behaviour intended to benefit an individual or group at the expense of others.
- **Malpractice** refers to improper, illegal, or negligent professional conduct, particularly by employees or representatives in the performance of their duties.
- **Maladministration** is any action or inaction, including delays, incorrect advice or decisions, procedural failures, or unfair treatment, that leads to poor or unjust administration of company policies or services.

Employees are strongly encouraged to report any concerns or suspicions of bribery, corruption, malpractice, or maladministration as early as possible. Reports can be submitted anonymously using the Whistleblowing Form available in TIS Forms.

Reports made in good faith will be treated seriously and confidentially. No employee will suffer any detriment or retaliation as a result of raising genuine concerns, even if those concerns prove to be unfounded after investigation.

**Andrew Byron**

**John Wanless**

**Joint Managing Directors**

**5<sup>th</sup> January 2026**

Planned review January 2027



# ANTI-SLAVERY/HUMAN RIGHTS POLICY

This policy encompasses slavery, forced or bonded labour, indentured labour, underage labour, compulsory labour, and human trafficking — whereby individuals are deprived of their freedom and exploited for commercial or personal gain — as defined in the **Modern Slavery Act 2015**.

**TIS (NGA) LTD** is committed to combating slavery and human trafficking, and to acting with integrity in all aspects of our operations, relationships, and supply chains. We strive to create a working environment that respects internationally recognised human rights and upholds the highest ethical standards.

We operate a **zero-tolerance policy** towards:

- **Forced or bonded labour**
- **Child and underage labour**
- **Indentured labour**
- **Compulsory or involuntary labour**
- **Convict or prison labour used for commercial gain**

These practices are unlawful, violate fundamental human rights, and have no place in our business or supply chain. We expect the same high standards from all staff, employees, suppliers, subcontractors, agents, and any third parties with whom we do business.

A confidential reporting mechanism is in place to allow concerns or perceived wrongdoing to be raised without fear of retaliation. If any adverse human rights impacts are identified as caused or contributed to by our operations, we are committed to taking prompt and effective remedial action.

At **TIS (NGA) LTD**, we believe that addressing modern slavery and promoting human rights is not only a **legal requirement**, but also a **moral and ethical responsibility**. We are dedicated to fostering a culture in which all individuals are treated with **dignity, fairness, and respect**.

This policy is **reviewed annually by the Board of Directors** to ensure its effectiveness, compliance, and continued relevance in line with evolving legal and ethical standards.

**Andrew Byron**  
Joint Managing Directors

**John Wanless**

**5<sup>th</sup> January 2026**  
Planned review January 2027



# CARBON REDUCTION PLAN

TIS (NGA) Limited (the Company) is working towards reducing our carbon emissions and aligning with the UK's long-term Net Zero objectives. As a service provider operating within scaffolding, rope access, insulation, industrial coatings, confined space rescue and industrial cleaning, we are implementing achievable carbon reduction measures within the framework of our ISO 14001 Environmental Management System.

At this stage, we are not making a formal commitment to Net Zero by a specific date, but we continue to improve our carbon performance year-on-year.

The company are working towards establishing a complete emissions baseline. At present we monitor fuel, waste and energy usage and will expand reporting as data availability improves.

## Materials Statement

All paint and insulation products are selected in accordance with the client's tender specification, which often dictates the required performance standards. While transitioning to low-VOC products is challenging under these requirements, we actively review and implement sustainable options wherever feasible. This includes using lower-VOC alternatives when permitted, minimising waste, and recycling packaging and off-cuts. Our ISO 14001 certified Environmental Management System supports continuous improvement in the environmental performance of our materials and processes.

## Carbon Reduction Approach

We aim to achieve measurable, practical reduction in our emissions by:

- Monitoring and reducing fuel consumption
- Reducing waste to landfill
- Improving operational efficiency
- Increasing recycling rates
- Reducing office/site energy usage
- Selecting lower-carbon materials where feasible

Our approach is aligned with ISO 14001's continual improvement principles.

## Why Hybrid/Electric Vehicles Are Not Currently Feasible

Due to the operational nature of our business, including the transport of scaffolding, access equipment, paint and insulation materials and industrial plant, the use of hybrid or electric HGVs and fully loaded LGVs is not currently feasible because:

- Payload capacity is insufficient for our materials
- Range limitations cannot support daily operational demands
- Charging infrastructure suitable for commercial vehicles is not available
- Current EV/HGV technology is not economically viable for adoption

We continue to review the market and will consider alternative vehicle technologies when they become technically and operationally viable.

## Carbon Reduction Measures Already Implemented

### Operational

- Route and logistics planning to reduce mileage
- Maximising vehicle loads to reduce number of trips
- Use of labour close to site locations to reduce travel requirements
- Consider use of rope access to reduce material-intensive access systems
- Regular maintenance of vehicles to optimise engine efficiency

### Material & Process Improvements

- Recycling of scaffolding boards and metal components
- Recycling blasting abrasives

### General Environmental Improvements

- Waste segregation and increased recycling
- Digital documentation to reduce paper consumption
- Office energy reduction measures (lighting, HVAC optimisation)
- Improve warehouse/yard energy efficiency (LED upgrades, timers, sensors)

## Planned Carbon Reduction Measures

### Short-term (1–3 years)

- Consider introducing telematics to monitor driving behaviour and fuel efficiency
- Enforce anti-idling policy across all fleet vehicles
- Further optimisation of delivery routing and scheduling
- Increase recycling rates on project sites
- Review renewable energy tariffs for office locations

### Medium-term (3–7 years)

- Assess feasibility of future electric or hydrogen-powered vehicles as technology develops
- Further reduce Scope 3 emissions by working with lower-carbon suppliers

### Long-term (7+ years)

- Transition fleet components where viable when market standards, charging infrastructure and payload capabilities improve
- Invest in low-carbon plant and equipment as technology permits
- Work with clients to implement innovative low-carbon methods

## Plan Responsibility

The Carbon Reduction Plan is overseen by the HSEQ/Compliance Department

Responsibilities include:

- Oversight of carbon reduction actions
- Integration into ISO 14001 management reviews
- Reporting progress to directors

This Carbon Reduction Plan has been reviewed and approved by the Joint Managing Directors and will be updated annually.



**Andrew Byron**



**John Wanless**

**Joint Managing Directors**

**5<sup>th</sup> January 2026**  
Planned review January 2027

# Carbon Reduction Plan



# DATA PROTECTION POLICY

From 1 January 2021, the UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018 became the UK law governing the processing of personal data.

The UK GDPR gives individuals more control and rights over the processing of their personal data. In addition, it introduces more accountability on data controllers like TIS(NGA) LTD to demonstrate compliance with data protection law.

Some of the highlights in UK GDPR are as follows:

All personal data must be processed lawfully, fairly and transparently. It must be collected for a specific and lawful purpose, limited to what is necessary to fulfil the purpose, kept accurate and for no longer in time than is necessary as well as processed in a secure way. TIS (NGA) LTD must be able to demonstrate compliance with these principles.

Data subjects (e.g. employees) must be provided with detailed information (usually through privacy notices) including an explanation as to the purpose and legal basis for processing.

Data subjects have increased rights in relation to the processing of their personal data. Some operate in only certain circumstances.

The rights include:

- the right to access to their personal data.
- the right to rectification of inaccurate personal data.
- the right to data portability (i.e., made available in a portable format to move it from one controller to another).
- the right to erasure (i.e., deletion of personal data).
- the right to object to processing.
- the right to restrict processing.
- rights in relation to automated decision-making, including profiling.

Greater safeguards exist when processing 'special category' personal data. This includes data relating to health, religion, race, sexual orientation, genetics, and biometrics.

We follow the UK National Cyber Security Centre (NCSC) "10 Steps to Cyber Security" guidance to help protect our information systems and personal data from cyber threats.

TIS (NGA) LTD must ensure data protection 'by design' and 'by default' which means it must ensure there are appropriate technical and organisational controls in place to process personal data securely.

Andrew Byron

John Wanless

**Joint Managing Directors**

**5<sup>th</sup> January 2026**  
Planned review January 2027



# DRUG & ALCOHOL POLICY

Maintaining a safe and healthy working environment is a primary concern for TIS (NGA) LTD. Our work in the Construction, Petrochemical, Offshore, and Marine industries necessitates the elimination of all risks, however small.

Drug and alcohol misuse adversely affects an individual's judgment, coordination, and ability to work safely, and it may endanger fellow workers or other people. To ensure safety and high performance, TIS (NGA) LTD's policy towards drug and alcohol misuse is as follows:

- Employees must not be in possession of drugs or alcohol on company premises.
- Employees must not be involved in the sale or distribution of drugs or alcohol during or after working hours, either on or off the premises.
- Employees must not consume drugs or alcohol while at work (including rest and meal breaks), either on or off company premises.
- No person will be allowed to undertake work if they are under the influence or suspected of being under the influence of drugs or alcohol.
- Employees are required to present themselves for work in an appropriate physical condition, without the presence of illegal drugs or alcohol in their system, at the start of the working day or when returning to work after a rest or meal break.
- Employees taking prescribed medications or using over-the-counter drugs that may affect their performance or safety are expected to notify their supervisor to ensure any necessary adjustments.

TIS (NGA) LTD will exercise any means it believes appropriate in enforcing this policy. Systems are established to allow random testing, and counselling support and assistance may be offered in situations as defined in company procedures. All testing and counselling processes will be handled confidentially and respectfully.

TIS (NGA) LTD may also, at its discretion, implement the Company's Disciplinary Procedures for violations of this policy, which may lead to disciplinary actions, up to and including termination.

This policy, which is part of the TIS (NGA) LTD management system for Quality, Health, Safety, and the Environment, forms part of every employee's terms and conditions of employment. All employees are required to review, understand, and adhere to this policy as a condition of their employment.

**Andrew Byron**

**John Wanless**

**Joint Managing Directors**

**5<sup>th</sup> January 2026**

Planned review January 2027



## ENVIRONMENTAL AND SUSTAINABILITY POLICY

**TIS (NGA) Limited** recognises both the importance of preventing pollution and the benefits of avoiding the greater costs of rectifying damage after the event. As a responsible organisation, we are committed to implementing and maintaining an Environmental, Social, and Governance (ESG) and Sustainability Policy that aligns with the requirements of **ISO 14001:2015**. We actively promote sustainable practices throughout all areas of our operations.

This policy applies to all individuals working within or on behalf of the company, including senior managers, directors, employees (permanent, fixed-term, or temporary), consultants, contractors, trainers, assessors, candidates, suppliers, and any other persons providing services to the organisation.

### Environmental Sustainability

The company commits to environmental protection and sustainable development by:

- Reviewing environmental business objectives based on our compliance obligations, while considering risks, opportunities, and the principles of sustainable development.
- Improving where economically and operationally feasible to protect the environment, prevent pollution, and meet contractual requirements, applicable statutory, authoritative, and regulatory requirements through the use of environmental procedures.
- Minimising waste to landfill by prioritising reuse, considering the recyclability of products at their end of life, and segregating and recycling waste where feasible.
- Implementing digital reporting systems to reduce paper consumption.
- Sourcing materials responsibly and encouraging suppliers and contractors to adopt sustainable practices that align with our environmental values.
- Reducing energy consumption and improving energy efficiency across all operations, while exploring the use of renewable energy sources wherever practicable.
- Mitigating climate change impact by implementing practices and technologies that reduce greenhouse gas emissions and carbon footprint.
- Fulfilling all legal and compliance obligations.
- Continually improving the environmental management system to enhance the company's environmental and sustainability performance in line with ISO 14001 principles.
- Raising awareness and promoting sustainability by communicating this policy within the company and to all interested parties, and by engaging employees in environmental stewardship initiatives.
- Operating and maintaining vehicles, plant, and equipment responsibly to provide maximum practicable environmental protection and reduce resource consumption.
- Providing the information and instruction necessary to ensure all materials used by the company are properly stored and used, and that waste is safely contained, disposed of, or recycled.
- Controlling the incidence of noise, emission of odour or dust into the atmosphere, road vehicle movement, and production of effluent to the lowest practicable level.
- Reviewing this policy regularly to ensure it remains relevant, effective, and aligned with evolving sustainability goals.

### SOCIAL SUSTAINABILITY

TIS (NGA) Limited is committed to promoting positive social impact across our organisation, supply chain, and the communities in which we operate. We support sustainable development by fostering a safe, fair, and inclusive working environment for all individuals associated with our business.

We commit to:

- Promoting health, safety, and wellbeing through a safe, supportive working environment for employees, contractors, and partners.

- Encouraging equality, diversity, and inclusion by ensuring fair treatment, equal opportunities, and a workplace free from discrimination.
- Investing in skills and development by providing training and opportunities for continuous learning to improve competence and professional growth.
- Supporting local communities by sourcing locally where practicable, participating in community initiatives, and engaging responsibly with stakeholders.
- Ensuring responsible labour practices throughout our supply chain, encouraging ethical behaviour, fair working conditions, and compliance with labour standards.

## GOVERNANCE

TIS (NGA) Limited upholds high standards of ethical conduct, integrity, and accountability. Strong governance is essential to sustainable performance, responsible operations, and maintaining trust with clients, employees, and stakeholders.

We commit to:

- Maintaining transparent and ethical business practices in compliance with all applicable laws, regulations, and industry requirements.
- Promoting accountability and leadership oversight for ESG and sustainability objectives at senior management level.
- Implementing risk management processes to identify and address ESG-related risks and opportunities.
- Ensuring data protection and confidentiality, managing information securely and responsibly in accordance with legal and contractual requirements.
- Encouraging ethical conduct throughout our supply chain, including adherence to anti-bribery, anti-corruption, and responsible procurement principles.
- Monitoring performance and reviewing governance practices regularly to ensure continual improvement and alignment with evolving client and regulatory expectations.

## OUR VISION

- *The environment is our future.* Waste elimination, positive social impact, strong governance, and a commitment to sustainable development are at the core of our strategic intent.



**Andrew Byron**



**John Wanless**

**Joint Managing Directors**

**5<sup>th</sup> January 2026**

Planned review January 2027



# EQUALITY DIVERSITY & INCLUSION POLICY

TIS (NGA) Ltd is committed to creating a work environment free from discrimination, harassment, and bullying, recognizing that the success of our organization depends on the talents and abilities of our workforce. We are dedicated to providing equal opportunities, fostering an inclusive culture that promotes diversity, respect, and fairness for all employees.

In line with the **Equality Act 2010** and the **Worker Protection (Amendment of Equality Act 2010) Act 2023**, we ensure protection from discrimination and harassment (e.g. sexual) including third-party harassment (e.g., from customers or contractors). We strive for a workplace where everyone is treated with dignity and respect and can reach their full potential.

## Key Policy Objectives

- **Equality and Fairness:** We offer equal opportunities in recruitment, training, promotion, and all aspects of employment. We aim to create a valued, respectful environment for all.
- **Third-Party Harassment:** In line with the **Worker Protection (Amendment of Equality Act 2010) Act 2023**, we will address and prevent harassment by third parties and take prompt action when necessary.
- **Workplace Behaviour:** We will not tolerate any form of harassment, bullying, or discriminatory behaviour, whether verbal, physical, or online.
- **Training and Awareness:** Appropriate training will be provided to all staff, including management, to ensure understanding of this policy and to respond effectively to harassment or discrimination.
- **Reporting and Complaints:** Employees are encouraged to report any incidents of discrimination or harassment, which will be addressed promptly. Records will be maintained for analysis and improvement.
- **Accountability:** All employees are responsible for contributing to a respectful and inclusive work environment. Non-compliance will result in disciplinary action.
- **Policy Review:** This policy will be reviewed annually to ensure compliance with relevant legal requirements, including the **Equality Act 2010** and the **Worker Protection (Amendment of Equality Act 2010) Act 2023**.

## Implementation and Responsibility

The **Joint Managing Directors** are responsible for overseeing the implementation and review of this policy, ensuring it is communicated to all employees, and providing the necessary training to support its goals.

At TIS (NGA) Ltd, we value diversity and are committed to providing a workplace where everyone can thrive, free from discrimination or harassment, including from third parties.

Andrew Byron

John Wanless

Joint Managing Directors

5th January 2026

Planned review January 2027



# FATIGUE & WORKING HOURS POLICY

TIS (NGA) Limited is committed to ensuring the safety and well-being of all employees by preventing fatigue-related incidents. No employee is expected to commence or continue work if they are fatigued to such an extent that their condition may compromise their safety or the safety of others.

To support this commitment, managers will:

- Not plan work for personnel who are fatigued or are likely to become fatigued during the work period.
- Exclude any employee from commencing or continuing work if they believe that person is fatigued.

No employee shall:

- Work more than twelve hours in any one shift.
- Work more than 72 hours in a calendar week.
- Have less than 12 hours rest between booking off and booking on for consecutive shifts.
- Work more than 13 shifts within any 14 consecutive days or, for telecommunication testing staff, a maximum of 23 turns of duty in any two consecutive 14-day periods, unless the risk of fatigue has been fully assessed and the exceedance is authorized prior to the shift by the line manager.

Travelling time will be limited to ensure that travel time and working hours do not exceed 14 hours in total.

This policy will be reviewed annually, when circumstances indicate a change is needed, or when legislation is introduced that necessitates change.

To manage fatigue risk effectively, the company will:

- Utilise Rail Diary for the assessment of fatigue risk on all rail contracts.
- Comply with NR-L2-OHS-003 Fatigue Risk Management.
- Adhere to the requirements of ISO 45001 and RISQS standards.

**Andrew Byron**  
Joint Managing Directors

**John Wanless**

**5<sup>th</sup> January 2026**  
Planned review January 2027



# HEALTH & SAFETY POLICY

TIS (NGA) Limited is committed to achieving high performance throughout the business. The management of occupational health and safety is an integral part of this. To this end the Company will commit to the comply with the ISO standard of 45001:2018

TIS (NGA) Limited put safety first and support our employees who refuse to undertake work which they consider would compromise their health or safety.

## The company will implement and maintain this policy with a commitment to:

- ▶ The company will implement and maintain this policy with a commitment to:
- ▶ Provide safe and healthy working conditions for the prevention of work-related injury, ill health, and to promote employee wellbeing.
- ▶ Carry out work in compliance with all relevant legislation, industry-specific standards, accrediting bodies, or authoritative guidance, including those relating to workforce wellbeing.
- ▶ Ensure the resources needed to sustain and improve Health and Safety, including wellbeing initiatives, are available — including materials, training, support, and infrastructure.
- ▶ Establish and review occupational health risks, including those affecting employee wellbeing, and implement, monitor, and mitigate them through audits and inspections.
- ▶ Set and commit to objectives that improve occupational health, safety, and wellbeing across the business and reduce overall risk.
- ▶ Appoint full-time Health Practitioner(s) to monitor and promote wellbeing, liaise with all levels of management, and enforce standards when required.
- ▶ Consult with employees on Health, Safety, and Wellbeing matters and aim for continuous improvement, including access to support resources.
- ▶ Embed wellbeing awareness into company culture through training and regular communications focused on promoting a healthy working environment.
- ▶ Provide access to confidential wellbeing support, such as employee assistance programmes and resources to help manage stress and work-related pressures.
- ▶ Ensure managers are trained to recognise signs of poor wellbeing, offer appropriate support, and direct employees to internal or external resources.
- ▶ Include wellbeing considerations within general risk assessments to identify potential stressors and prevent avoidable harm.
- ▶ Ensure all employees are suitably trained, experienced, and aware of how to maintain personal and team wellbeing at work.
- ▶ Provide the necessary tools, PPE, and wellbeing support to protect the workforce's physical and psychological health.
- ▶ Commit to the ongoing improvement of the company's business management system in relation to health, safety, and wellbeing.
- ▶ Consider employee wellbeing in the context of environmental or climate-related challenges that may impact work conditions.
- ▶ Review and reaffirm this policy annually, ensuring it reflects current best practice and the evolving wellbeing needs of the workforce.
- ▶ Consider wellbeing-related risks in all activities, especially those in high-risk areas such as live rail or confined spaces.

**Andrew Byron**

**John Wanless**

**Joint Managing Directors**

**5<sup>th</sup> January 2026**

Planned review January 2027



# INDUSTRIAL RELATIONS POLICY

TIS (NGA) Limited are committed to provide and maintain cooperative Industrial Relations Environment.

This environment is developed through effective communications, to ensure that everyone in the company understands the aims and objectives of the company and how each individual within the company contributes to the company's performance.

The company understands the importance of recognising the contribution of each employee to the success of the company and strives to develop a positive environment in which all employees are encouraged to improve their own and other's performance.

Staff skills and training is reviewed once each year as a minimum. The review includes an assessment of capabilities and shortfalls, and training requirements are agreed. Such individual assessments are preferred to a standard structured program because of the diversity of the marketplace environment and the different job skill requirements necessary for that environment.

All staff is given the training and development support opportunities to empower them in pursuit of their goals.

These goals are achieved without compromising safety and/or quality standards.

**Legal rights of employees:** - TIS monitors changing UK employment law and revises its conditions of employment where necessary to ensure that all employees benefit from current legislations.

**Union membership:** - While TIS does not require union membership for employees. The company has no objection to individual belonging to a union and will, if requested by an employee, negotiate with any union on its member's behalf.

**Andrew Byron**  
Joint Managing Directors

**John Wanless**

**5<sup>th</sup> January 2026**  
Planned review January 2027



# PERSONAL MOBILE PHONE AND IT EQUIPMENT USAGE POLICY

This policy applies to all TIS employees, consultants, temporary staff and Subcontractors regardless of their role or location (office, site or remote working).

This policy sets out the expectations for the appropriate use of personal mobile phones and company-issued IT equipment during working hours. It aims to support operational efficiency, uphold professional standards, and safeguard the company's digital assets across all service disciplines and work environments.

## MOBILE PHONE USAGE

### General Expectations:

Personal mobile phone use during working hours should be **limited and non-disruptive**. Phones should be kept on silent or vibrate mode in all shared or client-facing environments. Personal calls, texts, or messaging app use should be kept brief and preferably limited to break times unless urgent.

### Client and Site Considerations:

Mobile phone use during client meetings, site visits, or while operating machinery or tools is strictly prohibited unless required for business purposes. Employees must follow any additional site-specific mobile phone restrictions imposed by clients or project sites.

### Emergencies and Exceptions:

In the event of urgent personal matters, employees should notify their supervisor and handle the matter discreetly. Some employees (e.g. project managers or technical support staff) may require broader use of mobile phones for business communications.

### While Driving Company Vehicles:

The use of handheld mobile phones (or IT equipment) while driving a company vehicle is strictly prohibited. Hands-free devices may be used **only if they do not distract from safe vehicle operation**. Employees must pull over safely before making or taking calls, reading messages, or using navigation apps not pre-set before driving. Violations of this policy while driving may result in disciplinary action and may impact eligibility for company vehicle use.

### Emergencies and Exceptions:

If an urgent personal situation arises, employees should inform their supervisor and manage the matter responsibly. Employees in site-operational roles, whose job responsibilities require regular communication, may use mobile devices for business purposes, provided they follow all applicable safety and usage guidelines.

## IT EQUIPMENT USAGE

### Use of Company-Issued Devices:

Laptops, tablets, phones, and any other IT equipment provided by the company must be used **primarily for company business**. Devices must be secured with passwords and kept locked when unattended. Only company-approved software and applications may be installed.

### Personal Use:

Reasonable personal use is permitted (e.g., checking personal email during breaks), provided it does not affect work performance, security, or bandwidth. Use of company systems for outside business ventures, freelance work, or unrelated projects is strictly prohibited.

### Data Security and Confidentiality:

Employees are responsible for protecting company data, especially when working remotely or on client sites. Transferring files or data to personal devices, cloud storage, or third-party applications without prior approval from IT is prohibited. Lost, stolen, or compromised devices must be reported immediately to IT and line management.

## MONITORING AND COMPLIANCE

TIS (NGA) Ltd reserves the right to monitor IT systems and usage for security, compliance, and operational purposes. Use of company-issued devices or systems constitutes consent to such monitoring.

Andrew Byron

John Wanless

Joint Managing Directors

5<sup>th</sup> January 2026

Planned review January 2027

## DISCIPLINARY ACTION

Failure to comply with this policy may result in:

- A verbal or written warning
  - Suspension of access to devices or systems
  - Disciplinary measures, up to and including termination of employment
  - Legal action in cases of data breach or misuse of company resources
- 

## ACKNOWLEDGEMENT

I confirm that I have read, understood, and agree to comply with the **Personal Mobile Phone and IT Equipment Usage Policy**. I understand that compliance with this policy forms part of the terms and conditions of my employment with TIS (NGA) Ltd.

**Employee Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Manager/Supervisor Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Registered in England & Wales: TIS (NGA) Ltd

Registered Address: Unit 15 Royce Avenue. Cowpen Lane Industrial  
Estate. Billingham, TS23 4EA

Company Number: 09850784. VAT Registration: 307 7243 12

# QUALITY POLICY

TIS (NGA) Limited is committed to providing a professional service that fulfils all compliance obligations and satisfy all applicable requirements. To achieve this, TIS has developed an integrated management system which meets the requirements of ISO 9001:2015 and NHSS Sector Scheme 19A.

In establishing the quality policy, the company will: -

- Commit to implementing and maintaining a policy that meets the requirements of ISO9001:2015 and NHSS19A.
- Ensure quality objectives are established for the business and are compatible with the context and strategic direction of the company.
- Ensure that the resources needed to sustain and improve where possible the compliance of the Business is available, including all materials, support, training, and infrastructure.
- Satisfy all contractual requirements.
- Understanding customer and applicable statutory, authoritative, and regulatory requirements and ensuring they are met.
- Taking accountability for the effectiveness of the Business Management System (BMS).
- Seek continuous improvement of the BMS through regular review.
- Communicate the importance of an effective quality management system conforming to the BMS.
- Establish meaningful partnerships with suppliers and interested parties.
- Consider and communicate the company impact on climate change.

The company's quality policy shall: -

- Be available and be maintained as documented information.
- Be communicated, understood, and applied within the Company
- Be available to relevant interested parties, as appropriate.
- Be reviewed as appropriate.

Quality is our Keystone.



Andrew Byron



John Wanless

Joint Managing Directors

**5<sup>th</sup> January 2026**  
Planned review January 2027



# RISK MANAGEMENT POLICY

## 1. Policy Statement

TIS (NGA) Ltd trading as **Teesside Industrial Services** recognises that effective risk management is vital to the safety of our employees, the delivery of our services, the protection of our clients' assets, and the long-term sustainability of our business.

We are committed to systematically identifying, assessing, and controlling risks across all areas of our operations in compliance with UK legislation, industry standards, and client requirements.

Our approach covers health and safety, environmental protection, financial stability, legal compliance, information security, and safeguarding our reputation. This policy is supported at Board level and will be reviewed annually to ensure its continuing relevance and effectiveness.

## 2. Purpose and Scope

The purpose of this policy is to:

- Provide a structured framework for risk management throughout the company.
- Ensure risks are effectively identified, evaluated, controlled, and monitored.
- Embed a culture of risk awareness and responsibility at every level of the organisation.

This policy applies to:

- All employees of Teesside Industrial Services.
- Contractors, subcontractors, agency staff, and others engaged to work on our behalf.
- All company sites, facilities, projects, and client locations.

## 3. Objectives

Our risk management objectives are to:

- Protect the health, safety, and wellbeing of employees, contractors, clients, and the public.
- Prevent environmental harm and operate in line with environmental regulations.
- Safeguard company assets and ensure continuity of service delivery.
- Ensure compliance with all relevant UK legislation, including but not limited to:
  - **Health and Safety at Work etc. Act 1974**
  - **Management of Health and Safety at Work Regulations 1999**
  - **The Control of Substances Hazardous to Health Regulations 2002 (COSHH)**
  - **The Construction (Design and Management) Regulations 2015 (CDM)**
  - **Data Protection Act 2018 and UK GDPR**
  - **Equality Act 2010**
- Reduce the likelihood of accidents, incidents, business disruption, and regulatory breaches.
- Strengthen client and stakeholder confidence through robust and transparent practices.

## 4. Risk Identification

Risks are identified through:

- Task-specific risk assessments and method statements (RAMS).
- Regular site inspections, safety audits, and client reviews.
- Reporting of incidents, near misses, and unsafe conditions.
- Employee consultation, toolbox talks, and joint safety committees.
- Lessons learned from past projects and industry benchmarking.
- A director-level assessment of the company-wide risks, their likelihood, and mitigation.

We consider risks in the following categories:

- **Health & Safety:** falls from height, confined spaces, manual handling, plant and machinery, hazardous substances.
- **Environmental:** waste management, emissions, pollution control, sustainability impacts.
- **Operational:** project delays, supply chain issues, equipment downtime, workforce availability.
- **Financial:** cash flow management, insurance, penalties for non-performance.
- **Legal & Compliance:** breaches of statutory requirements, contractual obligations, or industry standards.
- **Reputation:** client satisfaction, public perception, community impact.
- **Information Security:** GDPR compliance, safeguarding client and employee data, protection of IT systems.

## 6. Roles and Responsibilities

- **Board of Directors:** Provides oversight, approves the risk policy, and ensures resources are available.
- **Senior Management:** Implements risk controls and monitors performance.
- **Project and Site Managers:** Ensure compliance with RAMS and risk procedures at operational level.
- **Supervisors:** Lead by example, enforce safe systems of work, and escalate issues.
- **Employees:** Take responsibility for their own safety, follow procedures, and report hazards or near misses.
- **Contractors/Subcontractors:** Expected to comply fully with Teesside Industrial Services' risk management standards.

## 7. Monitoring and Review

### 7.1 Performance Monitoring

- **Inspections and Audits:** Routine site inspections and internal audits are carried out to ensure compliance with risk control measures, RAMS, and client requirements.
- **Safety and Risk Performance Monitoring:** We monitor safety and risk through other practical measures. These include tracking reported incidents and near misses, maintaining training records, completing regular inspections or audits, and conducting periodic reviews of safety procedures and risk controls.
- **Incident and Near-Miss Reporting:** All incidents, unsafe acts, and near misses are reported, investigated, and logged, ensuring lessons are learned and corrective actions implemented.
- **Management System Reviews:** Regular checks ensure our systems remain aligned with ISO standards (e.g. ISO 45001, ISO 14001, ISO 9001 where applicable).

## 7.2 Review and Improvement

- **Risk Register Updates:** The Risk Register is reviewed at least once a year, or more often if there are major changes, new projects, emerging risks, or incidents. Updates are made to ensure risks are identified, assessed, and managed appropriately across all areas of the business.
- **Management Review Meetings:** Senior management meets at least quarterly to review risk performance, analyse trends, and set priorities for improvement.
- **Annual Policy Review:** This policy will be formally reviewed every 12 months, or sooner if there are significant operational, legal, or organisational changes.
- **Client and Stakeholder Feedback:** Feedback from clients, auditors, regulators, and employees is actively sought and used to strengthen our approach.
- **Corrective and Preventive Actions:** Identified shortcomings are addressed promptly, with root cause analysis undertaken to ensure permanent solutions.

## 7.3 Controls and Mitigation

- Monitor industry best practices and integrate mitigation strategies where appropriate
- When available consult with client health and safety representatives to ensure accurate, on-site information, risks and hazards are fully understood.
- Perform annual evaluation of our held insurance policies to ensure that company risk is adequately covered.

## 8. Communication and Training

This policy will be communicated to all employees, contractors, and stakeholders through:

- Induction training and refresher sessions.
- Toolbox talks and safety briefings.
- Company mobile app, noticeboards, and management meetings.

## 9. Continuous Improvement

Teesside Industrial Services is committed to continual improvement by:

- Reviewing lessons learned from audits, incidents, and client feedback.
- Benchmarking against industry best practice and adopting safer technologies.
- Encouraging employee engagement and reporting of hazards without fear of reprisal.



**Andrew Byron**

**Joint Managing Directors**



**John Wanless**

**5<sup>th</sup> January 2026**  
Planned review January 2027



# SAFEGUARDING YOUNG WORKERS POLICY

TIS (NGA) LTD is committed to ensuring the safety of all its workers. This Policy applies to all Young People.

Under health and safety legislation, every employer must ensure, so far as reasonably practicable, the health and safety of all their employees, irrespective of age. As part of this, there are certain considerations that need to be made for a young person, which for the purposes of this policy is defined as someone under eighteen years of age, this includes anyone on a Works Experience placement.

This Policy has been developed to ensure that Young People, who are viewed as potentially at risk, are given maximum protection and to enable the business to promptly take all required steps necessary to ensure this.

Under the Management of Health & Safety at Work Regulations, the Company is committed to ensure that young people are protected from risks that exist as a consequence of their lack of experience and lack of awareness of potential risks.

As such the Company's Line Managers and Supervisors are responsible for the day-to-day implementation of this policy and for ensuring that any relevant issues are dealt with in the appropriate manner including but not limited to considering elements such as:

- the layout of the workplace
- the physical, biological and chemical agents they will be exposed to
- how they will handle work equipment
- how the work and processes are organised
- the extent of health and safety training needed
- risks from particular agents, processes and work

Andrew Byron

John Wanless

**Joint Managing Directors**

**5<sup>th</sup> January 2026**  
Planned review January 2027



# SOCIAL MEDIA POLICY

This Policy aims to provide clear guidance and understanding of TIS (NGA) Ltd expectation from employees on the acceptable use of all forms of social media platforms including Facebook, Twitter, Instagram, YouTube, Myspace, LinkedIn, and all other social networking sites and internet posting facilities, including blogs.

There has been a large growth in the use of social media in recent years and the Company accepts the many positive benefits and that social media can be a great way of keeping in touch with people, customers and suppliers.

However, employee's use of social media can pose risks to our confidentiality, reputation and can jeopardise our compliance with legal obligations.

The Company does not permit employees to use social media on work computers, or devices at any time for personal use.

Comments posted on social networking sites may, in some circumstances, be damaging to the reputation of the Company and our customers. It may also result in claims of bullying or harassment or can potentially break General Data Protection Regulations.

Internal information can become externally available easily as users may not realise that what they post could be accessed by an unrestricted audience for a long time – for example if you were to discuss a work-related topic with a colleague on a social media platform, it could well be that one of our competitors is able to read your discussion as well.

Although TIS (NGA) LTD operates exclusively in a business-to-business environment, there is a growing need to use social media platforms for marketing and Corporate Social Responsibility purposes. Those platforms that are used by the Company have strict guidelines with nominated individuals from the company managing them.

Andrew Byron

John Wanless

**Joint Managing Directors**

**5<sup>th</sup> January 2026**

Planned review January 2027



# SOCIAL VALUE AND CORPORATE RESPONSIBILITY POLICY

## Policy Statement

Social Value and Corporate Responsibility refers to the way in which TIS (NGA) Ltd regulates itself to ensure that all business activities are conducted in an honest, ethical, and responsible manner. This policy governs the conduct of all employees, contractors, and organisations appointed to act on behalf of the company.

TIS (NGA) Ltd is a UK-based, multi-discipline services company providing scaffolding, insulation, rope access, coatings, industrial cleaning, and rescue services and ex-electrical services. We recognise the importance of delivering social value alongside our operational activities and are committed to making a positive contribution to the communities, clients, and environments in which we operate.

This policy is informed by the principles of the Public Services (Social Value) Act 2012 and aims to ensure that the company operates ethically, respects human rights, and considers the social, economic, and environmental impacts of its activities.

## Our Commitment

TIS (NGA) Ltd is committed to meeting, and where practicable exceeding, all relevant legislation. Where legislation does not exist, the company will seek to apply recognised best practice appropriate to the size and nature of the business.

All business undertakings will be conducted as honestly and ethically as possible in accordance with this policy.

## Employees and Workforce Wellbeing

We recognise that our employees are central to the delivery of our services and social value commitments. We are committed to:

- Maintaining clear lines of communication with employees
- Providing a safe, respectful, and positive working environment
- Carrying out annual performance reviews and supporting personal development
- Ensuring employees are paid correctly and on time
- Ensuring wages meet or exceed the National Living Wage

## Ethical Conduct and Tax Compliance

- TIS (NGA) Ltd is committed to acting professionally, fairly, and with integrity in all business dealings and relationships, wherever we operate.
- The company has a zero-tolerance approach to all forms of tax evasion, whether under UK law or the law of any foreign country. Effective systems and controls are implemented to prevent tax evasion and the facilitation of tax evasion.
- All employees and those who have, or seek to have, a business relationship with the company are expected to familiarise themselves with and act in accordance with the company's Anti-Tax Evasion Policy.

## Customers and Service Delivery

Every employee is responsible for ensuring that all interactions with customers, clients, and the public reflect professionalism, efficiency, and honesty. TIS (NGA) Ltd strives to consistently deliver high-quality services that meet client requirements and contractual obligations.

## Supply Chain and Supplier Standards

Where practicable, TIS (NGA) Ltd seeks to utilise local suppliers and subcontractors. We expect our suppliers and business partners to operate to acceptable ethical standards, including compliance with:

- The Modern Slavery Act 2015
- The Bribery Act 2010

We are committed to paying suppliers fairly and on time and maintaining clear and transparent communication.

## Environmental Responsibility

We are committed to minimising the environmental impact of our operations by:

- Using recycling methods for all practical waste streams
- Utilising recycled materials where feasible in service delivery
- Encouraging employees to consider environmental responsibility in both their working and personal lives
- Complying with all applicable environmental legislation

## Community Engagement

TIS (NGA) Ltd aims to support the communities in which it operates by:

- Making charitable donations where feasible
- Supporting local sponsorship initiatives
- Encouraging the employment of local people
- Participating in community-focused activities when operationally appropriate

## Monitoring and Review

- This policy will be reviewed periodically to ensure it remains appropriate to the size and nature of the business and continues to meet client, regulatory, and stakeholder expectations.

## Responsibility

- Overall responsibility for this policy rests with the Company Directors. All employees, subcontractors, and business partners are expected to uphold the principles set out in this policy.



**Andrew Byron**



**John Wanless**

**Joint Managing Directors**

**5<sup>th</sup> January 2026**

Planned review January 2027



# TRAINING & DEVELOPMENT POLICY

TIS (NGA) LTD is committed to ensuring that people within the organisation are given sufficient training and information to allow them to carry out their duties efficiently, effectively and, above all, safely whilst allowing the individual the opportunity for greater development within the organisation.

The employees of the Company represent our greatest asset and our continued success depends on our representation of motivated, qualified professionals. By providing opportunities, facilities and financial help, the Company aims to ensure that all employees are in possession of the knowledge, skills and experience necessary to perform their jobs to the common standard recognised in our industry.

The implementation of this policy is the responsibility of all employees and training reviews will be conducted as part of the Company's performance review/site assessments, and will be reviewed annually in alignment with the Company's wider business objectives. The reviews will take the form of annual meetings with line managers and/or Senior Management.

Recommendations for additional training either 'in-house', or external will then be submitted to the Company's Management and the Directors.

Training Schemes are prepared and then approved by the Board of Directors. The Company will monitor and evaluate training (both internal and external) and therefore in order to continually improve, feedback from training is essential and will also ensure we remain focused on the value and the benefits to TIS (NGA) LTD and the individual.

The Company is committed to employee training and personal growth. In return, the Company seeks the commitment of the employee to the agreed training.

**Andrew Byron**  
Joint Managing Directors

**John Wanless**

**5<sup>th</sup> January 2026**  
Planned review January 2027



# WORKSAFE POLICY

## Work Safe and CIRAS Reporting Policy

TIS (NGA) Limited is committed to ensuring the safety of its employees and everyone working on its behalf. Establishing and maintaining safe systems of work, executed by a competent workforce exhibiting strong safety behaviors, is at the core of this commitment. No individual employed by TIS (NGA) Limited, nor anyone representing the company, will ever be expected to perform a task if it poses an unacceptable risk to themselves or others.

## Work Safe and Refusal to Work Policy

Under this policy, every employee has the absolute right to refuse any work they believe to be unsafe. Exercising this right will not lead to disciplinary action or negatively affect their career prospects within TIS (NGA) Limited. Any refusal to work due to health and safety concerns will be addressed promptly and positively, ensuring the employee is involved and kept informed throughout the resolution process.

### Key Guidelines

- Employees are encouraged to report unsafe conditions, practices, or behaviours without hesitation.
- No work activity will commence until an approved risk assessment and method statement (RAMS) is in place.
- All tasks must adhere to TIS (NGA) Limited's **Safe Working Procedures**, which are tailored to specific disciplines and activities.

### Work Refusal Procedure

If an employee believes a task cannot be conducted safely and invokes the Work Safe Policy, they must:

1. **Report the Concern:** Notify the senior person on site immediately, clearly stating the reason for stopping work under the Work Safe Policy.
2. **Assessment of the Situation:** The senior person will review the concern in collaboration with the employee to evaluate the risks and determine the necessary steps.
3. **Agree on a Safe Solution:** Before work resumes, an agreement must be reached confirming:
  - A comprehensive risk assessment has been conducted.
  - A safe system of work is in place.
  - The identified risks have been mitigated effectively.

If a safe working method cannot be agreed upon, the task will not proceed, and the issue will be escalated to the Managing Director for further resolution. No work will resume until all safety concerns have been thoroughly addressed and resolved.

### CIRAS Reporting

TIS (NGA) Limited fully supports the use of the **Confidential Incident Reporting and Analysis System (CIRAS)**. Employees are encouraged to use CIRAS to report any safety concerns they feel cannot be raised through internal company channels. CIRAS offers an independent and confidential platform for reporting safety issues, ensuring employees can voice concerns without fear of reprisal. TIS (NGA) Limited values CIRAS as a vital tool in fostering a transparent and safe work environment.

### Reporting and Escalation

- Any instance of work refusal must be documented and reported to the Managing Director, along with the details of the concern and actions taken.
- Employees are reminded that CIRAS remains available for reporting any safety concerns outside the company's standard reporting procedures, providing an alternative, confidential means of escalation.
- Work will not resume until the issue prompting the refusal has been fully addressed, and all parties agree on a safe course of action.

TIS (NGA) Limited remains committed to maintaining a workplace where safety is the highest priority, and employees feel empowered to uphold these standards at all times.

Andrew Byron

John Wanless

**Joint Managing Directors**

**5<sup>th</sup> January 2026**  
Planned review January 2027