

H&S POLICY STATEMENT

Friction Technology Ltd is a specialist manufacturer of friction materials for the automotive, power and manufacturing sector, based in Caernarfon, North Wales. We acknowledge our responsibility to protect the health and safety of everyone affected by its activities. It is the Company's intention that Friction Technology Ltd. be recognised for its excellent health & safety culture.

To achieve this, the Company commits to:

- Complying with all relevant legal and other requirements as a minimum;
- The prevention of work-related injury and ill health of its employees, visitors and contractors as a result of its activities, by providing safe and healthy working conditions;
- Eliminate hazards and reduce occupational health and safety risks, by monitoring and operational controls;
- Providing and maintaining plant, equipment and systems of work that minimise risk to safety and health;
- Providing sufficient information, instruction, supervision and training to its employees to allow them to safely carry out their activities;
- Providing a safe working environment for its employees and the public through effective risk assessment and implementation of company procedures;
- Providing appropriate occupational health monitoring for its employees;
- Providing a framework for setting and reviewing measurable objectives for the business;
- Continually improving the health and safety management system performance;
- Encouraging the appropriate participation and consultation of workers to ensure the system remains effective, credible and robust.

The Company manages health, safety and welfare through the establishment and continual development of appropriate documentation, procedures, defined responsibility and accountability.

We expect our employees to comply with statutory safety legislation, the company's Health and Safety policies and procedures and any relevant safety rules and regulations originated by our customers, customers agents, and/or any Government Agency with regard to safety requirements.

The Directors and Managers of Friction Technology Ltd fully support this Policy and will lead by example in order to demonstrate the health & safety culture expected of its employees. This Policy will be reviewed when required, but at least annually and shall be made available at pertinent locations across the company and to all customers, stakeholders and interested parties upon request.

Signed: *Steve Magee* (Director)

SMOKING POLICY

This policy has been developed to protect all employees and non-employees from exposure to second-hand smoke and to assist compliance with the smoke free provisions of the Health Act 2006 and the related regulations for Wales which come into force April 2007.

It is the Policy of Friction Technology, that:

- All our workplaces are smoke free and all employees have a right to work in a smoke free environment
- All smoking (including electronic cigarettes) is prohibited throughout the entire workplace with no exceptions. This includes company vehicles and workplace entrances.
- This policy applies to all employees, contractors, clients, clients agents, visitors etc
- Smoking is only allowed in the designated smoking area outside the building (outside unit 4). Employees smoking in this area are responsible for ensuring this area is clear of cigarette ends.

The company disciplinary procedures will be followed if a member of staff does not comply with the policy.

For help in stopping smoking contact Help Me Quit - you can visit their website, call 0800 250 6885 or texting HMQ to 80818 requesting a call back. All services are free.

Signed: *Steve Magee* (Director)

Refusal to Work Policy

The purpose of this Policy is to ensure that all employees are aware of the manner in which Friction Technology Ltd. gives the opportunity to stop working, should employees (or other interested parties) consider the working environment or the working practice to be unsafe.

In order to carry out this policy, responsibilities for health and safety have been clearly defined, allocated and accepted at all levels. All employees must play their part in implementing this policy if safety standards are to constantly improve.

The Refusal to Work process is as follows:

If an employee (or individual) believes that a task or condition will endanger either themselves or others, work should cease, and the situation be immediately reported to the person in charge of that area or to the Director.

The situation will then be reviewed by the person in charge and consideration will be given to the safety impact on the individual and others. Wherever possible, immediate and appropriate action must be taken to resolve the situation.

As a result of the review, the system of work will either be confirmed as safe or amended. If the individual is satisfied with this outcome, they will resume work. If the individual remains dissatisfied, the Managing Director/Senior Manager will further investigate the situation considering all relevant details/background to the situation.

If the situation cannot be resolved, a review will be undertaken by the Managing Director/Senior Manager against all legislative standards and industry best practice to determine the safety impact of the task or condition. If the review fails to produce a satisfactory outcome, the disputed system of work will cease, and Friction Technology Ltd. will utilise external health and safety support and the matter dealt with as soon as practically possible.

The Health & Safety support will liaise with the relevant person and consider the disputed working arrangements, making any necessary changes and advise the Managing Director/Senior Manager accordingly.

If necessary, any changes to working arrangements will be documented and implemented by the Managing Director/Senior Manager. This may include amendments to internal Procedures, Work Instructions, Processes, Risk/COSHH Assessments. Additional levels of training and competence may be required by individuals or further briefings as appropriate. Full details of the eventual, agreed outcome will be forwarded to the person raising the concerns where appropriate. Suitable documented records will be maintained.

This Policy shall be briefed to all personnel on initial induction. Friction Technology Ltd. personnel shall not be penalised for legitimately refusing to work on grounds of Health and Safety.

Signed: *Steve Magee* (Director)

Workplace Health and Wellbeing Policy

Mental ill health and stress are associated with many of the leading causes of disease and disability in our society. Promoting and protecting the mental wellbeing of the workforce is important for individuals' physical health, social wellbeing and productivity. The aim of this Policy to create a workplace environment that promotes the mental wellbeing of all employees.

Mental health wellbeing in the workplace is relevant to all employees and everyone can contribute to improved mental health wellbeing at work. Addressing workplace mental wellbeing can help strengthen the positive factors of employment, reduce risk factors for mental ill health and improve general health. The implementation of this policy will also be supported by other health and safety policies e.g., sickness absence, alcohol, drug and substance abuse, and bullying and harassment.

We acknowledge that certain working conditions and practices can negatively affect employees' mental wellbeing, including aspects of work organisation and management, and environmental and social conditions that have the potential for psychological as well as physical harm.

In order to ensure that this Policy is effectively implemented we will commit to the following:

- Provide new employees with a comprehensive induction programme providing an understanding of the organisation, the established policies and procedures, and the role they are expected to carry out.
- Provide support and assistance for employees experiencing mental health difficulties.
- Providing opportunities for employees to look after their mental wellbeing
- Ensure individuals suffering from mental health problems are treated fairly and consistently and are not made to feel guilty about their problems.
- Encourage staff to consult their own GP, or a counsellor of their choice if they are experiencing mental health issues
- Investigate the contribution of working conditions and other organisational factors to mental ill health and remedy this where possible.
- In cases of long-term sickness absence, put in place, where possible, a graduated return to work.
- Make every effort to identify suitable alternative employment, in full discussion with the employee, where a return to the same job is not possible due to identified risks or other factors.
- Treat all matters relating to individual employees and their mental health problems in the strictest confidence and share on a 'need to know' basis only with consent from the individual concerned.
- Deal with issues around mental health and stress effectively
- Providing a work environment that promotes and supports mental wellbeing for all employees offering assistance, advice and support to people who experience a mental health problem while in employment
- Identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress. These risk assessments will be regularly reviewed
- Provide adequate resources to enable managers to implement the organisation's agreed workplace mental wellbeing policy.

This Policy will be reviewed annually for its continued suitability and made available to all employees.

Signed: *Steve Magee* (Director)