



Employee Relations Statement

The Michael Lonsdale Group inclusive of (Michael Lonsdale Ltd, Michael J Lonsdale Ltd, Michael J Lonsdale (Electrical) Ltd and E7 Building Services Ltd, strives to continually improve the quality of its service in the mechanical and electrical building services sector, enabling growth in a competitive industry. Its success relies upon shared values of teamwork, training, leadership development and commitment to delivering the highest quality to its clients.

It aims to have open and transparent processes in all aspects of its dealings with employees, suppliers, sub-contractors and clients. Effective client, people and project management is based on open and honest working relationships with realistic outcomes that are beneficial to all parties. Continued commercially successful projects occur through the transparency of approach.

Principles

In order to create a positive and effective working environment, the Group is committed to:

- Compliance with all employment and health and safety law requirements by providing employment contracts, handbooks, policies and procedures to support staff in the workplace. In addition, there are induction programmes and training courses on technical, management and leadership and health and safety areas.
- Ensuring that the workplace is free from discrimination and that equal opportunities for all is embedded in the company culture.
- Recognising staff as an important and highly valued resource to be empowered and rewarded.
- Maintaining open and ongoing working relationships with employees and any elected representatives during their employment. This includes establishing formal communication channels and systems.
- Ensuring that all subcontractors adhere to Group policies and procedures to ensure safety and compliance of client and organisational requirements.
- Ensuring that the interests of clients prevail in the delivery of projects and programmes of work.
- Advising clients of the progress of work, including any issues relating to employee relations or health and safety.

Responsibilities

All employees have a responsibility to understand the principles of this policy and each Director within the Group will work to ensure that the values and culture of the organisation reflect and support the policy. This policy is made available to all employees and any employee, client or supplier. Issue will be considered against the principles set out above. Issues that arise are to be resolved informally but where this is not possible



there are formal arrangements in place including grievance and disciplinary procedures and local compliance and operational procedures.

The Director of Health and Safety including the appointed HR Consultant will monitor the application of the policy.

Name: **Michael Hoodless**

Signature:

A handwritten signature in black ink, appearing to read "M Hoodless", with a horizontal line underneath the name.

For and on behalf of the

Michael J Lonsdale Group Board of Directors

(Michael J Lonsdale Limited/ Michael J
Lonsdale (Electrical) Limited

Position: Executive Chairman

E7 Building Services Limited

Date: 5/01/2020