



**NEVER
COMPROMISING
SERVICE**

POLICY PACK

QUALITY POLICY



Policies

Introduction

Network Construction Services (NCS) is an employment company providing certificated and competent temporary and perm workers for the railway, utilities and construction industries throughout the UK. NCS has identified all relevant internal and external interested parties and their impact upon the business. Constant monitoring and review of these requirements will continually improve the Quality Management System. It is the Policy of this company to provide its customers with a high quality service and ever improving levels of satisfaction. NCS is dedicated to continual improvement of its services through process control, employee empowerment and management commitment

Policy Statement

Our business intends to be the first choice consultancy for our clients and candidates for recruitment services and the employer of choice by exceeding expectations.

Aim

The Company aims to provide consistently high quality recruitment solutions with the highest level of personal service across the sectors in which we operate, building long term relationships with clients and candidates through professional competence, integrity, enthusiasm and commitment. The service provision will be dynamic and sympathetic towards an ever changing marketplace of today. The Company also aims to ensure the business continuity and protecting the Company's information asset from internal, external, deliberate or accident threats. The Company will set clear objectives which will be monitored and reviewed regularly to ensure they remain relevant and appropriate for the business and drive continued improvement.

Our vision is based on making a significant positive difference to our customers by findings exceptional talent for our clients and the best jobs for our candidates.

Commitment

The Company will implement a documented Quality Management System to comply with applicable legislation and standards. We will maintain certification to ISO 9001 Quality Management. We will commit resources to seeking innovation, engagement and harvest a positive culture, where people report concerns and take action. This will extend to suppliers and other stakeholders.

Details of how the requirements of this policy are achieved are set out in other supporting procedures. All personnel are made aware of this policy, during induction training, and are encouraged to demonstrate their own support to the system by continuous active participation. This policy will be reviewed at least annually and significant changes communicated to all personnel.



Matt Traynor
Managing Director
January 2021

SAFETY POLICY



Policy Statement

Network Construction Services (NCS) will make every effort that is reasonably practicable to ensure those affected by our work remain safe. The Company will comply with the terms of the Health and Safety at Work Act 1974 and all subsequent legislation, including customer and regulatory bodies' requirements. We acknowledge that health and safety is fundamental to the success of the business and we will not jeopardise the health and safety of our employees or others in pursuit of financial success.

Aim

The Company aims to have zero accidents and ill-health incidents and will make every reasonable effort to eliminate or reduce risk. We aim for all of our employees and workers to have an understanding of hazards and control measures and display exemplary and safe behaviours. We will seek to engage with our employees and workers through a variety of means, including good consultation and communication and promoting good practice, healthy life-style and mental health.

In the unfortunate event that an incident happens, we aim to report and investigate it swiftly, seeking ways to learn from occurrence. The Company will endeavour to achieve its 'Statement of Intent' and 'Aim' by clearly defining objectives that will give local direction and purpose. The Company will identify, plan and implement a concise, yet robust strategy that will set the route for achieving the objectives. The objectives and strategy will be monitored and reviewed regularly to ensure they remain relevant and appropriate for the business and to continually improve.

Commitment

The Company will implement a documented Health and Safety Management System to comply with applicable legislation and standards. We will commit resources to seeking innovation, engagement and harvest a positive health and safety culture, where people report concerns and take action. While the management of the Company will do all that is within its powers to ensure the health and safety of its employees and workers, it is the duty of each employee and worker to take reasonable care of their own and other people's welfare and to report any situation which may pose a threat. In situations where our workers are under the direct control and supervision of our clients, we will work closely with our clients to co-ordinate and co-operate effectively and safely. Details of how the requirements of this policy are achieved are set out in other supporting procedures. All personnel are made aware of this policy, during induction training, and are encouraged to demonstrate their own support to the system by continuous active participation. This policy will be reviewed at least annually and significant changes communicated to all personnel.

Matt Traynor
Managing Director
January 2021

ENVIRONMENTAL POLICY



Introduction

Network Construction Services (NCS) is committed to providing a first class service to customers whilst minimising the effects of our business activities on the environment by a process of continual improvement. We take a balanced view of the results of our actions and are committed to achieving long term environmental, social and economic sustainability. We do not believe in seeking short term economic benefit at the expense of future generations.

Environmental

NCS is committed to conducting its operations with full regard to environmental legislation, guidance and client policy. We will set and regularly review environmental targets and objectives. We seek to prevent pollution wherever possible and work to improve environmental awareness and commitment amongst staff and temporary workers.

Some ways we seek to reduce our impact on both the local and global environment are:

- Raising awareness of the impact of our operations on local communities and minimising such disturbances.
- Keeping our CO2 emissions to a minimum by using low-emission vehicles and reducing travel wherever possible.
- Being aware of the environmental impact on the resources we purchase and seek to use sustainable sources.
- Keep waste to a minimum and recycle wherever possible.
- Use renewable sources of energy whenever possible.

Social

NCS recognise how our actions and service provision can have a social impact and bring social value to communities. We believe being socially responsible will ultimately decrease inequality and environmental degradation and improve business performance. For long term success and growth, NCS needs the support of employees, workers, customers and suppliers to promote a stable society. As an organisation, NCS wants to make a positive contribution to those communities in which we operate and be a company that people want to work for and a company that our customers and suppliers prefer to work with. We take our social impact and social value very seriously, constantly seeking ways to leave a skills legacy, engage with local people and connecting with local communities, creating a truly diverse and inclusive workforce and supporting our supply chain.

Economic

Growth and profit are vital for NCS to survive and thrive and we therefore aim to:

- Keep waste to a minimum
- Use resources effectively and efficiently
- Invest in our future and the future of our workforce
- Consider the whole-life-cost implications of our decisions

It is a condition of working for NCS that you comply with customer's environmental policies and procedures when working on their sites. Non-compliance could result in disciplinary measure being taken and/or prosecution.

This policy will be reviewed annually.

A handwritten signature in black ink, appearing to read 'Matt Traynor', is positioned above the name and title of the signatory.

Matt Traynor
Managing Director
January 2021

SMOKE FREE POLICY



Introduction

This policy has been developed to protect all staff, existing employees, consultants, contractors, customers and visitors from exposure to second-hand smoke and to assist compliance with the Health Act 2006 and 2009 and Health and Social Care Act 2012.

Exposure to second-hand 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 Statement

It is the policy of Network Construction Services (NCS) that all our workplaces are smoke-free, and all employees and workers have a right to work in a smoke-free environment. The policy effective from 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 staff, existing employees, consultants, contractors, customers and visitors.

Overall responsibility for policy implementation and review rests with the Managing Director. However, all staff, existing employees, consultants, contractors, workers, customers and visitors are obliged to adhere to, and support the implementation of the policy. All new personnel will be made aware 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 company vehicles.

Local disciplinary procedures will be followed if a member of staff does not comply with this policy. Those who do not comply with the smoke-free law may also be liable to a fixed penalty fine and possible criminal prosecution.

Help to stop smoking

The NHS offers a range of free services to help smokers give up. Visit www.nhs.uk/smokefree or call the NHS Smoking Help line on **0300 123 1044** for details.

A handwritten signature in black ink, appearing to read 'Matt Traynor', located at the bottom right of the page.

Matt Traynor
Managing Director
January 2021

WORKING HOURS POLICY



Introduction

Network Construction Services (NCS) acknowledges the increase in risk to our employees, workers, contractor, visitors and those affected by working excessive hours. The company will make every effort to ensure all employees and workers are not fatigued and fit for duty. The company will ensure all workers adhere to the working time rules set out in legislation, industry standards and customer requirements, including travelling to and from a place of work.

Policy Statement

The company aims to promote and encourage all employees and workers of the working time limits and the impact fatigue can have on working safety. The company aims to ensure that all workers that are to reactively exceed planned hours in light of an emergency will be subject to a risk assessment and authorisation to perform the exceedance. The company will aim to employ suitable and sufficient control measures as a result of the risk assessment. The company recognises the fact that managing working time will help to control fatigue and assist our clients in providing a safe and healthy place of work.

The company is committed to actively manage working hours to ensure total compliance with the Working Time Regulations (and in accordance with any legislation applicable and in force from time to time). This includes the management of rest breaks, rest periods and holiday entitlement. The company utilises and employs a host of resources and procedures to ensure working time limits are adhered to and unscheduled increases and overtime are risk managed and recorded. This policy applies to all employees and workers who are a minimum of 18 years old and who work in a safety critical environment, such as multi-sponsored rail workers.

Working Time Limits

- No more than 13 turns of duty to be worked in any 14-day period (consecutive days).
- No more than 12 hours to be worked per turn of duty.
- Total hours of work shall include travel to and from worksite.
- Minimum rest period of 12 hours between booking off from a turn of duty to booking on for next turn.
- No more than 72 hours to be worked per calendar week (Saturday to Friday).
- Door to door time should not be planned to exceed a maximum of 14 hours.

Exceeding Working Time Limits

In emergency situations, to cover essential work only and provided no alternative arrangements can be made, the limits shown above may be exceeded if authorised and a suitable risk assessment carried out by a nominated client representative. The person authorising the variation must assess each individual operative as suitable to work in excess of the pre-booked hours. A record of the assessment, the actual times worked, and the reason why authority was given must be recorded on the individual's timesheet.

It is the Company Policy to restrict journey times to and from worksites to a minimum allocating labour sourced from local areas if available.

This policy will be reviewed annually.

Matt Traynor
Managing Director
January 2021

DRUGS & ALCOHOL POLICY



Policy Statement

Network Construction Services (NCS) will make every effort that is reasonably practicable to protect the health and safety of employees, workers and others. The Company recognises that health and safety can be put at risk by those who misuse alcohol or drugs (including the misuse of prescribed or non-prescribed medication). Being under the influence of alcohol or drugs whilst on the Company's premises or working on the Company's behalf is a breach of this Policy and will result in disciplinary action. Accepting this Policy makes a fit to work declaration.

Our Aim

The Company aims to promote health and well-being and to minimise problems at work arising from the effects of alcohol and drugs. Identifying employees and workers with possible problems from the effects of alcohol and drugs is an important part of this policy. The Company also aims to comply with the terms of relevant legislation including customer requirements and industry standards. Every effort will be made to prevent all employees and workers from reporting or endeavour to report for duty whilst under the influence of drugs or alcohol. Our aim is for employees and workers to report fit to work.

Our Commitment

The Company is committed to total compliance with this Policy, which is supported in full by the Directors. The Directors are also equally committed to the provision of appropriate resources, such as information, training and supervision, as necessary to implement this Policy. A zero tolerance on reporting or attempting to report for duty whilst under the influence of drugs or alcohol is held by the Company. Being in

possession of alcohol and drugs in the work place and consuming alcohol or drugs whilst on duty may result in disciplinary action. (Under the influence includes failing a test level as specified by any of our clients). Any drugs or alcohol dependency declared prior to potential discovery will be dealt with sympathetically, whilst maintaining dignity.

The deployment of this policy shall be done fairly, consistently and in a supportive manner. Necessary resources to undertake pre-appointment/employment testing as required by clients' policies and enforcing authorities' shall be provided. A minimum of 5% of the Primary Sponsored workforce or designated as a safety critical work or key safety post (those whose work, activities and decisions can affect the health and safety of others) shall be subject to a random, unannounced screening. The period of this screening shall run from January to December (1 calendar year) 'For Cause' testing following an accident or where it is suspected a worker is unfit through drugs or alcohol shall be also performed. Any appeals will be dealt with promptly and records of testing and the results will be retained by the company.

This policy will be reviewed annually.

A handwritten signature in black ink, appearing to read 'Matt Traynor', with a stylized flourish at the end.

Matt Traynor
Managing Director
January 2021

ANTI-BRIBERY POLICY



Introduction

Network Construction Services (NCS) is committed to doing the right thing, the right way. Our Code of Ethics and Behaviours outlines the standards and behaviours that we uphold to ensure honesty and integrity are maintained. This is more important than ever because of the strict new rules brought in by the new Bribery Act. Network Construction Services (NCS) considers that bribery and corruption has a detrimental impact on business by undermining good governance and distorting free markets.

A breach of Network Construction Services Anti-Bribery policy by an employee will be treated as grounds for disciplinary action, which may result in a finding of gross misconduct and immediate dismissal.

This policy will be reviewed annually.

Policy Statement

We operate a zero tolerance approach to the making or receiving of bribes or corrupt payments, in any form. This type of conduct is absolutely prohibited, whether committed by employees or anyone else acting on the Company's behalf.

This policy sets out what is and is not acceptable in general terms, but if you are in any doubt as to whether any conduct could amount to bribery, the matter should be referred to the Group Company Secretary, who is the Chief Compliance Officer for this policy. It is essential that you read and comply with this policy.

Network Construction Services (NCS) is committed to applying the highest standards of ethical conduct and integrity in its business activities. Every employee and individual acting on Network Construction Services (NCS) behalf is responsible for conducting company business honestly and professionally. Employees and others acting for or on behalf of Network Construction Services are strictly prohibited from making, soliciting or receiving any bribes or unauthorised payments. As part of its anti-bribery measures, Network Construction Services is committed to engage only in transparent, proportionate, reasonable and bona fide hospitality and promotional expenditure.

A handwritten signature in black ink, appearing to read 'Matt Traynor'.

Matt Traynor
Managing Director
January 2021

PPE POLICY



Policy Statement

Network Construction Services (NCS) acknowledges its legal obligation to ensure the safety of employees and workers in the workplace by providing Personal Protective Equipment (PPE) free of charge. The Company will ensure that the PPE provided is suitable and sufficient to provide adequate protection against the applicable risk. The Company will also ensure that the quality of PPE meets the required industry standard as a minimum.

Aim

The Company aims to promote health and safety and encourage all employees and workers to wear and maintain appropriate PPE at all times. It is the intention of the Company to ensure, through proper use of the personal protective equipment that any risks are reduced to a minimum. The Company will provide suitable information, instruction, training and supervision to enable a fuller understanding of the importance of PPE. The implementation of this Policy requires total co-operation and all PPE must be worn and used in accordance with the manufacturer's instructions. The company aims to perform regular site based audits of PPE and check that it remains fit for purpose.

Commitment

The Company will source and supply, free of charge, all necessary PPE to ensure all employees and workers (including prescription safety glasses). All employees and workers that have been issued with PPE must ensure it is stored, cleaned and maintained correctly and report any items that may be damaged or are no longer suitable. Those that must wear vision correction aids (glasses) will also be issued with goggles (over glasses). It is recognised that over glasses can be uncomfortable to wear and can make seeing uncomfortable, importing risk. If the worker is expected to wear safety glasses all of the time, then I would recommend providing prescribed safety glasses.

Ordinary prescription glasses do not provide adequate protection from impact injury to the eyes. If the worker wears prescription glasses and is potentially exposed to impacts from flying objects, he/she qualifies for prescription safety glasses with side shields. To ensure worker safety, the worker will be issued non-prescription over glasses to be worn until the prescription glasses are received. An eVoucher will be issued to workers from the Compliance Team. This policy will be reviewed at least annually and significant changes communicated to all personnel.

A handwritten signature in black ink, appearing to read 'Matt Traynor', is positioned above the printed name and title.

Matt Traynor
Managing Director
January 2021

SAFE DRIVING POLICY



Policy Statement

Network Construction Services (NCS) will make every effort that is reasonably practicable to ensure that the impact of the company's activities, including driving will be controlled to an extent that protects the health, safety and wellbeing of all employees and others. The company recognises that the use of a motor vehicle on company business (driving a company vehicle or driving on company business) is a hazardous task and requires specific measures to control the risks, including occupational risks.

Aim

The Company acknowledges that protecting the health, safety and welfare of its employees and others when driving a company vehicle or driving on company business is fundamental to the success of the Company and allows us to discharge our legal and moral obligations. We aim to have zero Road Traffic Accidents.

The Company aims to comply with the terms of relevant legislation, including customer and other regulatory bodies and best practice. The Company will aim to prevent any incidents from driving a company vehicle or driving on company business through the diligent application of supporting procedures, ensuring all drivers that have been given authorisation to drive on company business will be considered competent and all vehicles supplied and used will be fit for purpose as far as is reasonable. Driving time and performance will be closely monitored and all drivers will be made aware of their duties under health and safety, occupational risks and road traffic legislation.

Commitment

The Company will implement a documented Health and Safety Management System to comply with applicable legislation and standards. While the management of the Company will do all that is within its powers to ensure the health and safety of its employees and workers, it is the duty of each employee and worker to take reasonable care of their own and other people's welfare and to report any situation which may pose a threat. This includes

actions taken to maintain total concentration whilst driving, the safe operation of the vehicle, plan journeys as diligently as possible and not use equipment, such as mobile phones. In situations where our workers are under the direct control and supervision of our clients, we will work closely with our clients to co-ordinate and co-operate effectively and safely. Details of how the requirements of this policy are achieved are set out in other supporting procedures. All personnel are made aware of this policy, during induction training, and are encouraged to demonstrate their own support to the system by continuous active participation. This policy will be reviewed at least annually and significant changes communicated to all personnel.

Code of Conduct

We expect all drivers to comply with road traffic legislation, be conscious of road safety and demonstrate safe driving and other good road safety habits. The following actions will be viewed as serious breaches of conduct:

- Driving when unfit to do so (under the influence of alcohol, drugs, fatigued) – this not an exhaustive list.
- Driving while disqualified, or not correctly licensed
- Reckless or dangerous driving
- Failing to stop after an accident
- Breaking the law, compromising the safety of yourself and others and not adhering to this policy.
- Any actions that warrant suspension of license (inc. not paying fines or charges)

The Company will record and monitor travel times and working hours. Vehicles with defects (unsafe or illegal condition) must not be driven and reported immediately. You must ensure that the vehicle you are driving is safe, legal, fully insured and taxed. Smoking is prohibited in vehicles provided by the company or private vehicles that are used to carry employees and others on business. Drivers of company vehicles shall be liable for the insurance excess.

Matt Traynor
Managing Director
January 2021

EQUAL OPPORTUNITIES POLICY



Our Aim

The Company's objective is to ensure that the talents of employees are used to the full and that no job applicant or employee receives less favourable treatment on the grounds of sex, sexual orientation, age, marital status, race or ethnic origin, religious belief or disability or is disadvantaged by conditions or requirements which cannot be shown to be relevant to performance. Without exception, all employees are expected to respect and act in accordance with this policy.

Policy Statement

To achieve our aim, the company intends to fulfill its social responsibility towards its employees and the communities in which it operates; recognise its legal obligations under the Age Discrimination Act, Race Relations Act, The Sex Discrimination Act, The Equal Pay Act, Disability Discrimination Act and the Equality Act. Review periodically its selection criteria and procedures to maintain a system where individuals are selected, promoted and treated solely on the basis of their merits and abilities which are appropriate to the job; seek to give all employees equal opportunity and encouragement to progress within the Company by implementing a positive action programme; distribute and publicise this policy throughout the Company and elsewhere as is from time to time appropriate; provide facilities for any employee who believes that inequitable treatment has been applied to him or her within the scope of this policy to raise the matter through the appropriate grievance procedure.

Discrimination

The Company will regard the following as discrimination:

- The less favourable treatment of an employee or prospective employee on the grounds of sex, sexual orientation, race or ethnic origin, age, marital status, religious belief or disability;
- The imposition of an unjustified requirement or condition which is such that fewer women, persons from ethnic minorities, married or disabled persons can comply and which is to their detriment because they cannot comply;
- The less favourable treatment of a person who has threatened proceedings, given evidence or information, taken any action or made any allegation of discrimination on the grounds of sex, sexual orientation, race, marital status or disability;
- The use of threatening abusive or insulting language or behaviour with intent to cause another employee, prospective employee or visitor, harassment alarm or distress;
- The display of any writing sign or other visible representation which is threatening abusive or insulting to another employee, prospective employee or visitor, such that the person feels harassment alarm or distress.

This policy will be reviewed annually.

Matt Traynor
Managing Director
January 2021

MODERN SLAVERY POLICY



Introduction

We are committed to improving our practices to combat slavery and human trafficking. We recognise that slavery and human trafficking is a real yet hidden issue in our society. We will not tolerate slavery and human trafficking in our business or supply chain. We are committed to acting ethically and with integrity in all our business dealings and relationships and to implementing and enforcing effective systems and controls to ensure that any form of slavery is not taking place in our own business or supply chains.

Policy Statement

The company is committed to ensuring there is no modern day slavery and human trafficking within its business and that from within its supply chain, including sub-contractors, and partners. The Company acknowledges responsibility to the Modern Slavery Act 2015 and will ensure transparency within the organisation and with suppliers of goods and services to the organisation. The company will not support or deal with any business knowingly involved in slavery or human trafficking.

The company Directors and senior management shall take responsibility for implementing this policy statement and its objectives and shall provide adequate resources (training, etc.) and investment to ensure that slavery and human trafficking is not taking place within the organisation and within its supply chain. A full copy of this policy and a copy of the Modern Slavery Act 2015 is accessible to all employees electronically and hard copy can be obtained upon request. The implementation and operation of this management system underlines our commitment to this policy. Formal procedures, including disciplinary procedures are already in place should this policy be breached.

Our supply chains

Our supply chains are based in the UK and include the provision of products like Personal Protective Equipment (PPE), Equipment and office supplies. We also procure services like training, medical, drug and alcohol screening. We conduct due diligence on all suppliers assessed by our Compliance Team as critical and/or major to the business before allowing them to become one of our suppliers. This due diligence includes assessing regulatory licences and certificates, compliance with such regulatory bodies, checks to determine the financial stability of the supplier as well as carrying out supplier audits, where appropriate.

This policy will be reviewed annually.

Matt Traynor
Managing Director
January 2021

WORKSAFE POLICY



Introduction

Network Construction Services (NCS) will make every effort that is reasonably practicable to ensure those affected by our work remain safe. The Company will comply with the terms of the Health and Safety at Work Act 1974 and all subsequent legislation, including customer and regulatory bodies' requirements. We intend to support our employees and others in their right to refuse to work on the grounds of health and safety.

Policy Statement

The purpose of this policy is to provide employees and workers a means by which they are able to raise concerns if they have reason to believe there is serious malpractice or dishonesty. It is designed to protect employees and workers wishing to raise specific serious concerns that may be in the public interest and may include:

- A serious risk to the health and safety of any individual
- Improper conduct or unethical behaviour
- Environmental damage
- Failure to comply with legal obligations or with statute

The Company will ensure that any employee or worker who makes a disclosure in such circumstances will not suffer any detriment. However, any employee not acting in good faith or who makes an allegation frivolously, without having reasonable grounds, or for personal gain, may be subject to disciplinary proceedings. The individual raising a concern under this policy is afforded with protection from the Company and also in accordance with the Public Interest Disclosure Act 1998, and therefore it is preferable that the individual puts his/her name to any disclosure. Confidentiality will be afforded to the individual provided that this is compatible with a proper investigation.

Our Aim

The Company aims to work closely with all clients and other parties to ensure all hazards are identified and risks are managed. In the unfortunate circumstance that a risk is deemed unacceptable by an employee or worker then appropriate actions must be taken. The Company aims to promote this policy and will encourage employees and workers to stop work immediately, report to a position of safety and communicate the issue with an appropriate representative. The Company will aim to ensure all reports of unsafe working are managed professional, effectively and efficiently. Efforts will be made to ensure the confidentiality of all unsafe working reports.

Commitment

The Company is committed to total compliance with this Policy, which is supported in full by the Directors. The Directors are also equally committed to the provision of appropriate resources, such as information, training and supervision, as necessary to implement this Policy. The Company operates a 'no blame' culture and no disciplinary action will be taken against any employee or worker neither will the employee or worker be subjected to any form of discrimination as a result of a refusal to work on the grounds of considering the tasks unsafe, unless after thorough investigation, independent of line management, it is deemed that the process has been knowingly used to obstruct the course of production and not due to a safety consideration. If after investigation an agreement cannot be reached the dispute is escalated to board level. Details of how the requirements of this policy are achieved are set out in other supporting procedures. All personnel are made aware of this policy, during induction training, and are encouraged to demonstrate their own support to the system by continuous active participation. This policy will be reviewed at least annually and significant changes communicated to all personnel.

This policy will be reviewed annually.

Matt Traynor
Managing Director
January 2021

DATA PROTECTION POLICY



Introduction

Network Construction Services (NCS) takes its responsibilities with regard to the management of the requirements of the General Data Protection Regulation (GDPR) very seriously. This policy sets out how the University manages those responsibilities. The Company obtains, uses, stores and otherwise processes personal data relating to potential staff and workers, current staff and workers, former staff and workers, current and former workers, contractors, and contacts, collectively referred to in this policy as data subjects. When processing personal data, the Company is obliged to fulfil individuals' reasonable expectations of privacy by complying with GDPR and other relevant data protection legislation (data protection law).

Policy Statement

The purpose of this policy is to ensure that we are clear about how personal data must be processed and the Company's expectations for all those who process personal data on its behalf; comply with the data protection law and with good practice; protect the Company's reputation by ensuring the personal data entrusted to us is processed in accordance with data subjects' rights and protect the Company from risks of personal data breaches and other breaches of data protection law.

Personal data protection principles

The Company is responsible for, and must be able to demonstrate compliance with, the data protection principles listed below:

1. processed lawfully, fairly and in a transparent manner (Lawfulness, fairness and transparency).
2. collected only for specified, explicit and legitimate purposes and not further processed in a manner incompatible with those purposes (Purpose limitation).

3. adequate, relevant and limited to what is necessary in relation to the purposes for which it is Processed (Data minimisation).
4. accurate and where necessary kept up to date (Accuracy).
5. not kept in a form which permits identification of data subjects for longer than is necessary for the purposes for which the personal data is processed (Storage limitation).
6. processed in a manner that ensures its security, using appropriate technical and organisational measures to protect against unauthorised or unlawful processing and against accidental loss, destruction or damage (Security, integrity and confidentiality).

Our Aim

Network Construction Services not only intends to comply with its obligations under the General Data Protection Regulations (GDPR) May 2018, but also wishes to assure both employees and all other persons about whom it retains personal data, that this will be processed in compliance with the Regulations and will be stored in a secure, confidential and appropriate manner. The data will only be stored whilst relevant and will not be disclosed to any person without the employee's or other person's personal written authority or unless required by law.

This policy will be reviewed annually.

Matt Traynor
Managing Director
January 2021

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