

# Company Policies Document

02/01/2024



BACA Workwear & Safety are very passionate about keeping our staff, suppliers and customers safe. Therefore it is of upmost importance to us to maintain up-to-date records of procedures and policies in relation to Health & Safety, Environmental and Quality processes.



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One of the Company's core values is to uphold sound, responsible and fair business operations. It is committed to promoting and maintaining the highest possible ethical standards in relation to all its business activities. The Company's reputation for maintaining lawful business practices is of paramount importance to it and this policy is designed to preserve these values. The Company therefore has a zero-tolerance policy towards bribery and corruption and is committed to acting fairly and with integrity in all its business dealings and relationships wherever it operates and implementing and enforcing effective systems to counter bribery.

This policy sets out the Company's position on any form of bribery and corruption and provides guidelines aimed at:

- Ensuring compliance with anti-bribery laws, rules and regulations, not just within the UK, but also in any other country within which the Company may carry out its business or in relation to which its business may be connected.
- Enabling employees and persons associated with the Company to understand risks associated with unlawful conduct and to enable and encourage them to be vigilant and to effectively recognise, prevent, avoid and report any wrongdoing, whether by themselves or others.
- Providing suitable and secure reporting and communication channels and ensuring that any information that is reported is properly and effectively dealt with.
- Creating and maintaining a rigorous and effective framework for dealing with any suspected instances of bribery or other unethical conduct.

This applies to all permanent and temporary employees of the Company (including any of its intermediaries, subsidiaries or associated companies). It also applies to any individual or corporate entity associated with the Company or who performs functions in relation to, or for and on behalf of, the Company, including, but not limited to, Directors, agency workers, casual workers, contractors, consultants, seconded staff, agents, suppliers and sponsors ("associated persons").

All employees and associated persons are expected to adhere to the principles set out in this policy.

## Legal obligations

The key UK legislation on which this policy is based is the Bribery Act 2010 and it applies to the Company's conduct both in the UK and abroad.

A bribe is an inducement or reward offered, promised or provided to gain any commercial, contractual, regulatory or personal advantage.

It is an offence in the UK to:

- Offer, promise or give a financial or other advantage to another person (i.e. bribe a person) whether within the UK or abroad, with the intention of inducing or rewarding improper conduct.
- Request, agree to receive or accept a financial or other advantage (i.e. receive a bribe) for or in relation to improper conduct.
- Bribe a foreign public official

You can be held personally liable for any such offence.

It is also an offence in the UK for an employee or an associated person to bribe another person in the course of doing business intending either to obtain or retain business, or to obtain or retain an advantage in the conduct of business, for the Company. The Company can be liable for this offence where it has failed to prevent such bribery by associated persons. As well as an unlimited fine, it could also suffer substantial reputational damage in connection with this offence.

All employees and associated persons are required to:

- Comply with any anti-bribery and anti-corruption legislation that applies in any jurisdiction in any part of the world in which they might be expected to conduct business.
- Act honestly, responsibly and with integrity.

### Registered Office:

**BACA Workwear & Safety Ltd**  
Clayfield Close, Moulton Park,  
Northampton, NN3 6QN

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**E** sales@bacasafety.co.uk  
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 [www.linkedin.com/company/baca-safety-ltd](https://www.linkedin.com/company/baca-safety-ltd)

Registered in England & Wales Number: 07035020

- Safeguard and uphold the Company's core values by operating in an ethical, professional and lawful manner at all times.

Bribery of any kind is strictly prohibited. Under no circumstances should any provision be made, money set aside or accounts created for the purposes of facilitating the payment or receipt of a bribe.

The Company recognises that industry practices may vary from country to country or from culture to culture. What is considered unacceptable in one place may be normal or usual practice in another. Nevertheless, a strict adherence to the guidelines set out in this policy is expected of all employees and associated persons at all times.

If in doubt as to what might amount to bribery or other unethical conduct or might constitute a breach of this policy, you should refer the matter to your line manager or to (name), the Company's Anti-Corruption Officer.

For the Company's rules and procedures in relation to the receipt of business gifts from third parties such as clients, customers, contractors and suppliers and corporate hospitality offered to or received from such third parties, please refer to the Company's Receipt of Gifts Policy and Corporate Hospitality Policy. These policies form part of the Company's zero tolerance policy towards any form of bribery and should be read in conjunction with this policy.

The giving of business gifts to clients, customers, contractors and suppliers is not prohibited provided the following requirements are met:

- The gift is not made with the intention of influencing a third party to obtain or retain business or a business advantage, or to reward the provision or retention of business or a business advantage.
- It complies with local laws.
- It is given in the Company's name, not in the giver's personal name.
- It does not include cash or a cash equivalent (such as gift vouchers).
- It is of an appropriate and reasonable type and value and given at an appropriate time.
- It is given openly, not secretly.
- It is approved in advance by a Director of the Company.

Essentially, it is not acceptable to give, promise to give, or offer, a payment, gift or hospitality with the expectation or hope that a business advantage will be received, or to reward a business advantage already given, or to accept a payment, gift or hospitality from a third party that you know or suspect is offered or provided with the expectation that it will obtain a business advantage for them.

For the avoidance of doubt, any payment or gift to a public official or other person to secure or accelerate the prompt or proper performance of a routine government procedure or process, otherwise known as a "facilitation payment", is also strictly prohibited. Facilitation payments are not commonly paid in the UK but they are common in some other jurisdictions.

## Responsibilities and reporting procedure

It is the contractual duty and responsibility of all employees and associated persons to take whatever reasonable steps are necessary to ensure compliance with this policy and to prevent, detect and report any suspected bribery or corruption in accordance with the procedure set out in the Company's Public Interest Disclosure Policy. You must immediately disclose to the Company any knowledge or suspicion you may have that you, or any other employee or associated person, has plans to offer, promise or give a bribe or to request, agree to receive or accept a bribe in connection with the business of the Company. For the avoidance of doubt, this includes reporting your own wrongdoing.

The duty to prevent, detect and report any incident of bribery and any potential risks rests not only with the Directors of the Company but applies equally to all employees and associated persons.

The Company encourages all employees and associated persons to be vigilant and to report any inappropriate or unlawful conduct, suspicions or concerns promptly and without undue delay so that investigation may proceed and any action can be taken expeditiously. For example, if a client or potential client offers you

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something to gain a business advantage with the Company or indicates to you that a gift or payment is required to secure their business.

In the event that you wish to report an instance or suspected instance of bribery, you should follow the steps set out in the Company's Public Interest Disclosure Policy. Confidentiality will be maintained during the investigation to the extent that this is practical and appropriate in the circumstances. The Company is committed to taking appropriate action against bribery or other unethical conduct. This could include either reporting the matter to an appropriate external government department, regulatory agency or the police and/or taking internal disciplinary action against relevant employees and/or terminating contracts with associated persons.

The Company will support anyone who raises genuine concerns in good faith under this policy, even if they turn out to be mistaken. It is also committed to ensuring nobody suffers any detrimental treatment as a result of refusing to take part in bribery or corruption, or because of reporting in good faith their suspicion that an actual or potential bribery or corruption offence has taken place or may take place in the future.

All employees and associated persons must ensure that any contract or agreement entered into by them for or on behalf of the Company contains an appropriate clause aimed at ensuring that any third party to the contract is aware of and agrees to adhere to the contents of this policy and further, that the contract expressly sets out the consequences of non-compliance including, where appropriate, clear provision for terminating the contract in the event of non-compliance or the commission of any relevant bribery offence.

#### **Record-keeping**

All accounts, receipts, invoices and other documents and records relating to dealings with third parties must be prepared and maintained with strict accuracy and completeness. No accounts must be kept "off the record" to facilitate or conceal improper payments.

#### **Sanctions for breach**

Breach of any of the provisions of this policy will constitute a disciplinary offence and will be dealt with in accordance with the Company's disciplinary procedure. Depending on the gravity of the offence, it may be treated as gross misconduct and could render the employee liable to summary dismissal. As far as associated persons are concerned, breach of this policy could lead to the suspension or termination of any relevant contract, sub-contract or other agreement with the associated person.

#### **Monitoring compliance**

The Company's Anti-Corruption Officer has lead responsibility for ensuring compliance with this policy and will review its contents on a regular basis. They will be responsible for monitoring its effectiveness and will provide regular reports in this regard to the Directors of the Company who have overall responsibility for ensuring this policy complies with the Company's legal and ethical obligations.

#### **Training**

The Company will provide training to all employees to help them understand their duties and responsibilities under this policy.

The Company's zero tolerance approach to bribery will also be communicated to all business Directors at the outset of the business relationship with them and as appropriate thereafter.

#### **Examples of potential risks**

The following is a non-exhaustive list of possible issues which may raise bribery concerns and which you should report in accordance with the reporting procedure set out above:

- A third party insists on receiving a commission or fee before committing to signing a contract with the Company or carrying out a government function or process for the Company.

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- A third-party requests payment in cash, or refuses to sign a formal commission or fee agreement, or to provide an invoice or receipt for a payment made.
- A third party requests an unexpected additional commission or fee to facilitate a service.
- A third party demands lavish, extraordinary or excessive gifts or hospitality before commencing or continuing contractual negotiations or provision of services.
- You are offered an unusually lavish, extraordinary or excessive gift or hospitality by a third party.
- You receive an invoice from a third party that appears to be non-standard or extraordinary.
- The Company is invoiced for a commission or fee payment that appears large given the service stated to have been provide

Signed on behalf of BACA Workwear & Safety Ltd:

Position:

*A. Calder*

Date: 02/01/2024

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Modern slavery is a crime and a violation of fundamental human rights. It takes various forms, such as slavery, servitude, forced and compulsory labour and human trafficking, all of which have in common the deprivation of a person's liberty by another in order to exploit them for personal or commercial gain. We have a zero-tolerance approach to modern slavery and 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 modern slavery is not taking place anywhere in our own business or in any of our supply chains.

We are also committed to ensuring there is transparency in our own business and in our approach to tackling modern slavery throughout our supply chains, consistent with our disclosure obligations under the Modern Slavery Act 2015. We expect the same high standards from all of our contractors, suppliers and other business partners, and as part of our supplier processes, we include specific prohibitions against the use of forced, compulsory or trafficked labour, or anyone held in slavery or servitude, whether adults or children, and we expect that our suppliers will hold their own suppliers to the same high standards.

This policy applies to all persons working for us or on our behalf in any capacity, including employees at all levels, directors, staff, agency workers, volunteers, interns, contractors, external consultants, third-party representatives and business partners.

This policy does not form part of any employee's contract of employment and we may amend it at any time. It is included in our non-contractual Employee Handbook.

### **Responsibility for the policy**

The board of directors have overall responsibility for ensuring this policy complies with our legal and ethical obligations, and that all those under our control comply with it.

The compliance manager has primary and day-to-day responsibility for implementing this policy, monitoring its use and effectiveness, dealing with any queries about it, and auditing internal control systems and procedures to ensure they are effective in countering modern slavery.

Management at all levels are responsible for ensuring those reporting to them understand and comply with this policy and are given adequate and regular training on it and the issue of modern slavery in supply chains.

You are invited to comment on this policy and suggest ways in which it might be improved. Comments, suggestions and queries are encouraged and should be addressed to the compliance manager.

### **Compliance with the Policy**

You must ensure that you read, understand and comply with this policy.

The prevention, detection and reporting of modern slavery in any part of our business or supply chains is the responsibility of all those working for us or under our control. You are required to avoid any activity that might lead to, or suggest, a breach of this policy.

You must notify your manager or the compliance as soon as possible if you believe or suspect that a conflict with this policy has occurred, or may occur in the future.

You are encouraged to raise concerns about any issue or suspicion of modern slavery in any parts of our business or supply chains of any supplier tier at the earliest possible stage.

If you believe or suspect a breach of this policy has occurred or that it may occur you must notify your manager or report it in accordance with our Whistleblowing Policy as soon as possible.

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If you are unsure about whether a particular act, the treatment of workers more generally, or their working conditions within any tier of our supply chains constitutes any of the various forms of modern slavery, raise it with your manager or the compliance officer.

We aim to encourage openness and will support anyone who raises genuine concerns in good faith under this policy, even if they turn out to be mistaken. We are committed to ensuring no one suffers any detrimental treatment as a result of reporting in good faith their suspicion that modern slavery of whatever form is or may be taking place in any part of our own business or in any of our supply chains. Detrimental treatment includes dismissal, disciplinary action, threats or other unfavourable treatment connected with raising a concern. If you believe that you have suffered any such treatment, you should inform the compliance manager immediately. If the matter is not remedied, and you are an employee, you should raise it formally using our Grievance Procedure.

### **Communication and Awareness of this Policy**

Training on this policy, and on the risk our business faces from modern slavery in its supply chains, forms part of the induction process for all individuals who work for us, and regular training will be provided as necessary.

Our zero-tolerance approach to modern slavery must be communicated to all suppliers, contractors and business partners at the outset of our business relationship with them and reinforced as appropriate thereafter.

### **Breaches of this Policy**

Any employee who breaches this policy will face disciplinary action, which could result in dismissal for misconduct or gross misconduct.

We may terminate our relationship with other individuals and organisations working on our behalf if they breach this policy.

Signed on behalf of BACA Workwear & Safety Ltd:

Position:



Date: 02/01/2024

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## *Certificate of Membership*

*This is to certify that*  
*Baca Workwear & Safety Ltd*

*Is a member of the*  
*British Safety Industry Federation*

01/11/2023

*From*

31/10/2024

*To*

*Signed*



*John Gill—Chair*



*Alan Murray—Chief Executive Officer*

This policy has been developed to further support our stated corporate values. In the course of our business we aim to uphold basic rights, to set a good example in our working practices, and where possible to influence those with whom we engage to do likewise. We aim to:

- Actively contribute where we can to improving economic, environmental and social conditions.
- Support and respect the protection of internationally proclaimed human rights through our employees, suppliers and contractors.
- Ensure that minors are properly protected; and not to employ children or support the use of child labour.
- Ensure that all employees enter our employment of their own free will; and not to support any form of forced or compulsory labour.
- Provide a safe and healthy working environment and to take adequate steps to prevent accidents and injury to health by minimising, as far as is reasonably practicable, the causes of workplace hazards.
- Hold regular consultations with all employees to discuss any areas of concern.
- Offer equality of opportunity to all employees and not engage in or support discrimination in hiring, compensation, access to training, promotion, termination or retirement based on ethnic and national origin, caste, religion, disability, sex, age, sexual orientation, union membership, or political affiliation.
- Promote exemplary standards of behaviour and prevent the use of coercion, verbal abuse or physical punishment; challenge unacceptable behaviour in whatever form. Develop and maintain equitable employee grievance and disciplinary procedures.
- Comply with applicable laws on working hours, including over-time.
- Ensure that wages paid meet or exceed the national minimum wage and are sufficient to meet basic needs and to provide some discretionary income. Ensure that employees understand how their pay and benefits package is made up and that payment is made in line with applicable laws and in a manner convenient to workers.
- Establish and maintain appropriate procedures to evaluate and select major suppliers and contractors which include ongoing demonstration of their ability to meet the requirements of our social policy, values and principles.
- Participate in community activities that actively foster economic, environmental, social and educational development.
- Uphold the highest standards in business ethics, honesty and integrity and support the establishment of high ethical standards for all businesses.

**Signed on behalf of BACA Workwear & Safety Ltd:**

Position:



**Date:** 02/01/2024

25/8/2021

BCSRP v.1

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- Ensure that minors are properly protected; and not to employ children or support the use of child labour.
- Ensure that all employees enter our employment of their own free will; and not to support any form of forced or compulsory labour.
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- Hold regular consultations with all employees to discuss any areas of concern.
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- Uphold the highest standards in business ethics, honesty and integrity and support the establishment of high ethical standards for all businesses.

**Signed on behalf of BACA Workwear & Safety Ltd:**

Position:



Date: 02/01/2024

02/01/2024

BCSRP v.1

**Registered Office:**

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## Equal Opportunites Policy

BACA Workwear & Safety is an equal opportunity employer and is committed to a policy of treating all its employees and job applicants equally. The Company will avoid unlawful discrimination in all aspects of employment including recruitment and selection, promotion, transfer, opportunities for training, pay and benefits, other terms of employment, discipline, selection for redundancy and dismissal.

It is the policy of the Company to take all reasonable steps to employ and promote employees on the basis of their abilities and qualifications without regard to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality and ethnic or national origins), religion or belief, sex and/or sexual orientation. In this policy, these are known as the 'protected characteristics'. The Company will appoint, train, develop and promote on the basis of merit and ability alone.

Employees have a duty to co-operate with the Company to ensure that this policy is effective to ensure equal opportunities and to prevent discrimination. Action under the Company's disciplinary procedure will be taken against any employee who is found to have committed an act of improper or unlawful discrimination.

Employees should draw the attention of their line manager to suspected discriminatory acts or practices. Employees should support colleagues who suffer such treatment and are making a complaint.

**Signed on behalf of BACA Workwear & Safety Ltd:**

**Position:**



**Date:** 02/01/2024

02/01/2024

BQP v.1

**Registered Office:**

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**Purpose**

The purpose of this policy is to define the ethical stance of this organisation, and to ensure that all employees are familiar with this. Please also refer to the Organisation's Employee Handbook and the Anti-Bribery Policy.

**Definition**

It is important to this organisation that we treat all customers, suppliers and employees ethically. This means we have standards and values that are key to this organisation – and these must be adhered to in all of our interactions.

**Our ethical stance**

*Customer Focussed: Delivering on our promise, taking ownership and to improve and develop*

*Hardworking: Being accountable, working efficiently and being solution focussed*

*Positive & Friendly: Being welcoming, enjoying what we do and working effectively as a team*

*Honest & Trustworthy: Being dependable, maintaining high levels of integrity and being respectful*

**Induction process**

All employees must be introduced to the ethical stance and values of the organisation during the induction process. Line managers are responsible for ensuring that this has happened, and that employees have understood all aspects of the ethical stance.

**Training**

All employees should participate in the training session run by the HR department explaining the ethical stance of the organisation and how this has an impact on the activities carried out within the organisation.

**Interactions with customers and suppliers**

All interactions with customers and suppliers should follow the ethical stance of the organisation. Any deliberate non-adherence with the ethical stance might result in disciplinary action.

**Product development**

The development of all products and services within the organisation must be carried out within the guidelines set by the ethical stance.

**Communication**

All communications from the organisation must adhere to the ethical stance as set out in this policy.

This policy will be reviewed annually to ensure that it remains relevant, both internally with all employees and externally regarding changing social and moral attitudes and business best practise

Signed on behalf of BACA Workwear & Safety Ltd:

Position:



Date: 02/01/2024

02/01/2024

BEP v.1

**Registered Office:**

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The following is a statement of the organisation's health and safety policy in accordance with Section 2 of the Health and Safety at Work etc. Act 1974.

It is the policy of BACA Workwear & Safety Ltd to ensure so far as is reasonably practicable, the health, safety and welfare of all employees working for the company and other persons who may be affected by our undertakings.

BACA Workwear & Safety acknowledges that the key to successful health and safety management requires an effective policy, organisation and arrangements, which reflect the commitment of senior management. To maintain that commitment, we will continually measure, monitor and revise where necessary, an annual plan to ensure that health and safety standards are adequately maintained.

The Managing Partner will implement the company's health and safety policy and recommend any changes to meet new circumstances. BACA Workwear & Safety Ltd recognises that successful health and safety management contributes to successful business performance and will allocate adequate finances and resources to meet these needs.

The management of BACA Workwear & Safety Ltd looks upon the promotion of health and safety measures as a mutual objective for themselves and employees. It is therefore, the policy of management to do all that is reasonably practicable to prevent personal injury and damage to property. Also, the organisation aims to protect everyone, including visitors and members of the public, insofar as they come into contact with our activities, from any foreseeable hazard or danger.

All employees have duties under the Health and Safety at Work etc. Act 1974 and are informed of their personal responsibilities to take due care of the health and safety of themselves and to ensure that they do not endanger other persons by their acts or omissions. Employees are also informed that they must co-operate with the organisation in order that it can comply with the legal requirements placed upon it and in the implementation of this policy. BACA Workwear & Safety Ltd will ensure continued consultation with the workforce to enable all viewpoints and recommendations to be discussed at regular intervals.

The organisation will ensure a systematic approach to identifying hazards, assessing the risks, determine suitable and sufficient control measures and informing employees of the correct procedures needed to maintain a safe working environment.

We will provide, so far as is reasonably practicable, safe places and systems of work, safe plant and machinery, safe handling of materials and substances, the provision of adequate safety equipment and ensure that appropriate information, instruction, training and supervision is given.

We regard all health and safety legislation as the minimum standard and expect management to achieve their targets without compromising health and safety.

**Signed on behalf of BACA Workwear & Safety Ltd:**

Position:



**Date:** 02/01/2024

02/01/2024

BH&SP v.1

**Registered Office:**

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Registered in England & Wales Number: 07035020

To Whom It May Concern,

31<sup>st</sup> March 2023

**RE:** BACA UK Holdings Ltd and BACA Workwear and Safety Ltd & Techco Ltd

**Our Reference:** G309123

We can confirm that we act as insurance brokers on behalf of the above insured, and that the following covers are in place:

#### Employers Liability

<b>Insurer:</b>	Aviva Insurance Limited
<b>Policy number:</b>	100709577CCI
<b>Cover period:</b>	1 <sup>st</sup> April 2023 to 31 <sup>st</sup> March 2024
<b>Indemnity limit:</b>	£10,000,000 any one occurrence
<b>Cover Basis:</b>	Insurers will indemnify the above client in respect of their legal liability to pay compensation and claimants costs and expenses in respect of death, bodily injury, illness or disease sustained by employees during their course of employment

#### Public Liability

<b>Insurer:</b>	Aviva Insurance Limited
<b>Policy number:</b>	100709577CCI
<b>Cover period:</b>	1 <sup>st</sup> April 2023 to 31 <sup>st</sup> March 2024
<b>Indemnity limit:</b>	£2,000,000 any one occurrence
<b>Cover Basis:</b>	Insurers will indemnify the above client in respect of their legal liability to pay compensation payments and legal costs if a member of the public sues your business because they've been injured or their property has been damaged

#### Products Liability

<b>Insurer:</b>	Aviva Insurance Limited
<b>Policy number:</b>	100709577CCI
<b>Cover period:</b>	1 <sup>st</sup> April 2023 to 31 <sup>st</sup> March 2024
<b>Indemnity limit:</b>	£2,000,000 in the aggregate
<b>Cover Basis:</b>	Insurers will indemnify the above client in respect of their legal liability to pay compensation claims if someone is injured or their property is damaged by a product that you've sold. In certain situations you may be liable even if you haven't actually manufactured the product



## Public and Products Liability (Excess Layer)

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<b>Insurer:</b>	American International Group UK Limited
<b>Policy number:</b>	0032038519
<b>Cover period:</b>	1 <sup>st</sup> April 2023 to 31 <sup>st</sup> March 2024
<b>Excess layer:</b>	£8,000,000 Any one occurrence but limited to any one Period of Insurance in respect of the Products Liability
<b>Layer limit of indemnity:</b>	£2,000,000 Any one occurrence but limited to any one Period of Insurance in respect of the Products Liability

### Please Note:

The information provided in this document provides a brief overview of covers in place at the time this was sent. The full details of the above policies, including terms and conditions, are provided in their respective policy documentation. The expiry date given represents the normal expiry date of the policy. This document does not change cover provided. The cover stated above may change or be cancelled, and we are under no obligation to advise you as such.

Please contact us if you require any further information.

Yours faithfully,



Richard Simon  
Account Handler  
U B T (Eu) Ltd  
Tel: 0203 301 3666  
Email: Richard.simon@ubteam.com

# ISO 9001:2015

## BACA Workwear & Safety Ltd.

Direct House, Clayfield Close,  
Moulton Park Ind. Est.  
Northampton, NN3 6QN.

*Membership of  
ITCC International Limited  
ISO 9001:2015 Quality Management  
Certification Scheme.*

### Scope of Activity:

The sale and supply of: Workwear, PPE, Work Place products, training and sales, service and hire of Specialist breathing and health and safety equipment.

#### Certificate No:

**4155499**

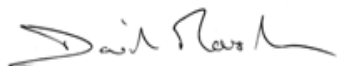
Issued: June 2023

1st Surveillance: by end June 2024

2nd Surveillance: by end June 2025

Re-certification: by end June 2026

Approved By:



ITCC International Ltd.

Certificate validation will be carried out annually.



[www.itccinternational.com](http://www.itccinternational.com)

Expiry: End June 2026



This Document remains the property of ITCC International Ltd and will be returned to them if so requested.

Registered Office: 310 Wellingborough Road, Northampton, NN1 4EP, UK

# ISO 14001:2015

## BACA Workwear & Safety Ltd.

Direct House, Clayfield Close,  
Moulton Park Ind. Est.  
Northampton, NN3 6QN.

*Membership of  
ITCC International Limited  
ISO 9001:2015 Quality Management  
Certification Scheme.*

### Scope of Activity:

The sale and supply of: Workwear, PPE, Work Place products, training and sales, service and hire of Specialist breathing and health and safety equipment.

#### Certificate No:

**4157166**

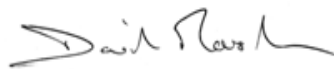
Issued: June 2023

1st Surveillance: by end June 2024

2nd Surveillance: by end June 2025

Re-certification: by end June 2026

Approved By:



ITCC International Ltd.

Certificate validation will be carried out annually.



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Expiry: End June 2026



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Registered Office: 310 Wellingborough Road, Northampton, NN1 4EP, UK

# ISO 45001:2018

## BACA Workwear & Safety Ltd.

Direct House, Clayfield Close,  
Moulton Park Ind. Est.  
Northampton, NN3 6QN.

*Membership of  
ITCC International Limited  
ISO 9001:2015 Quality Management  
Certification Scheme.*

### Scope of Activity:

The sale and supply of: Workwear, PPE, Work Place products, training and sales, service and hire of Specialist breathing and health and safety equipment.

#### Certificate No:

**4157182**

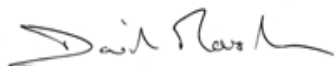
Issued: June 2023

1st Surveillance: by end June 2024

2nd Surveillance: by end June 2025

Re-certification: by end June 2026

Approved By:



ITCC International Ltd.

Certificate validation will be carried out annually.



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The objectives of BACA Workwear & Safety Ltd are to supply Industrial safety products, workwear, specialist breathing equipment and training. We provide a unique service to our customers, developing products and solutions to meet our client Individual specifications.

To achieve this objective, the organisation will maintain an effective and efficient Quality Managements System based upon the requirements of ISO 9001:2015.

- Establish measurable quality and business objectives that are consistent with the context and strategic direction of the organisation and address risks and opportunities associated with them;
- Ensure quality objectives help the organisation achieve customer requirements by:
  - Responding promptly and accurately to customers enquiries and contracts;
  - A constant pursuit of quality, value and reliability In the services that the company supplies to Its customers;
  - Constantly striving with Its customers In seeking to establish the highest quality standards;
  - Adopting a forward-looking view on future business decisions which may have an Impact on quality;
  - Training all member of staff In the need and responsibilities of quality management;
- Monitor and measure the effectiveness of Its business objectives through management reviews and Internal audit process;
- Proactively seek feedback from customers on how well its products/services meet their requirements and set objectives for continual improvement;
- Analyse the causes of any complaint or problem, and take appropriate action to prevent recurrence;
- Select and work closely with supplier who enable the organisation to create and deliver a reliable performance;
- Recruit employees who are customer-focused and support them with the appropriate training and systems to ensure their competence always meets the organisations requirements;
- Provide a work environment that promotes the wellbeing of its employees and encourages positive teamwork;
- Encourage all employees to identify problems and make suggestions to improve all aspects of the organisations product/services and business processes;
- Ensure that all employees are aware of the quality policy and are committed to the effective implementation of the Quality Management System;
- Ensure that the organisation complies with all the necessary regulatory and legal requirements

This company undertakes to supply only safety equipment and/or related services that fully comply with the standards and regulations and claims made relating to those products and/or related services. Where appropriate, this company will maintain up to date technical files and associated documentation to ensure that regulatory compliance information can be supplied upon request. Where products are sourced from external organisations which hold technical files relating to the products being offered, this company will request confirmation that these files are current, complete, contain appropriate conformity assessment information and, where relevant, regulatory compliance certificates and will take all necessary steps to confirm the validity of the compliance documentation held by that external supplier in respect of the products being sourced.

Where services are provided related to safety equipment sourced from external organisations, this company will maintain approval from the manufacturer that the services provided are assessed and approved by the external organisation.

The continual improvement of the organisations Quality Management System is fundamental to the success of the its business, and must be supported by all employees as an integral part of their daily work.

**Signed on behalf of BACA Workwear & Safety Ltd:**



**Position:** Managing Director

02/01/2024

BQP v.1

**Registered Office:**

**BACA Workwear & Safety Ltd**  
Clayfield Close, Moulton Park,  
Northampton, NN3 6QN

**T** 01604 499 400  
**E** sales@bacasafety.co.uk  
**W** www.bacasafety.co.uk

 [www.linkedin.com/company/baca-safety-ltd](https://www.linkedin.com/company/baca-safety-ltd)

Registered in England & Wales Number: 07035020



## *Registered Safety Supplier*

*This is to certify that*

*Baca Workwear & Safety Ltd*

*is a*

*BSiF Registered Safety Supplier*

*and undertakes to maintain or verify valid compliance certificates for all PPE and regulated equipment it offers and not knowingly to supply any product which is counterfeit or illegally conformity assessed and marked*

01/11/2023

31/10/2024

**Signed** From

To

**On behalf of Member Organisation**

**Alan Murray—Chief Executive Officer**

**British Safety Industry Federation**

Fourth floor Offices, The Roberts Building, 48 Maylands Avenue, Hemel Hempstead, Hertfordshire HP2 4QS

Telephone: 01442 248744 E Mail: [enquiries@bsif.co.uk](mailto:enquiries@bsif.co.uk)

Registered in Wales. Registration Number 3053596



## 1.0. Policy objective

- 1.1 To protect the information that BACA Workwear & Safety handles, stores, exchanges, processes and has access to, and to ensure the ongoing maintenance of its confidentiality, integrity and availability.
- 1.2 To ensure controls are implemented that provide protection for information and that they are proportionate to their value and the threats to which they are exposed.
- 1.3 To ensure that BACA Workwear & Safety complies with all relevant legal, customer and other third party requirements relating to information security and the protection of personal information.

## 2 Policy

### 2.1 Emails

- 2.1.1 Employees must apply extreme caution when opening emails and/or attachments received from unknown senders. If in doubt, they should move the email to their junk folder and report it to ICT Director.
- 2.1.2 Employees must not send unsolicited, unauthorised or illegal materials to any individual.
- 2.1.3 Employees must not use company email accounts to send emails that are not related to their work.

### 2.2 Passwords

- 2.2.1 Access to all company-owned electronic devices (including removable media) must require the submission of either a password or fingerprint ID.
- 2.2.2 All passwords must be unique to each individual employee and they must not under any circumstances be shared or disclosed by an employee to any other person.
- 2.2.3 All passwords:
  - Are not to contain the user's account name or parts of the user's full name that exceed two consecutive characters
  - Be at least eight characters in length
  - Contain characters from three of the following four categories:
    - English uppercase characters (A through Z)
    - English lowercase characters (a through z)
    - Base 10 digits (0 through 9)
    - Non- alphabetic characters (for example !, \$, #, %)

### 2.3 Use of Company Equipment (desktops, laptops, tablets, phones, removable media, servers)

- 2.3.1 A record of every item of company equipment issued to an employee must be maintained by the ICT Director.
- 2.3.2 The use of all company equipment will be monitored by ICT Director.

02/01/2024

BISP v.1

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Registered in England & Wales Number: 07035020

2.3.3 All company equipment used to store information must be encrypted and protected with up-to-date anti-malware software.

2.3.4 Removable media must only be used to store and transfer data and only with the written authorisation of ICT Director.

2.3.5 All equipment must be completely cleared of any stored information prior to its disposal.

2.3.6 Employees must not:

- Use any company equipment that has not been issued to them without written authorisation from ICT Director;
- Allow any other individual to use any company equipment that has been issued to them without written authorisation from ICT Director;
- Deliberately cause damage to any company equipment, including maliciously deleting, corrupting or restricting access;
- Allow company equipment to be used to maliciously delete, corrupt or restrict access to any the information accessed using it;
- Deliberately introduce viruses or other harmful sources of malware onto company equipment;
- Use company equipment to access external websites or networks that they have not been authorised to access and are not related to the company's activities;
- Use company equipment to knowingly access, download or store materials from the internet that are illegal, immoral, unethical or deemed to be indecent or gross in nature;
- Use company equipment to send unsolicited, unauthorised or illegal materials to any internal or external recipient;
- Install software onto any company equipment without written authorisation from ICT Director;
- Modify, delete or remove software from any company equipment without written authorisation from ICT Director;
- Attempt to bypass or over-ride any controls used to monitor the use of company equipment;
- Attempt to bypass or over-ride any back-up processes;
- Use any company equipment for any personal reasons, other than those authorised by the ICT Director;
- Leave any company equipment unattended in an unsecure area;

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- Use or store any company equipment in environments or areas where there is a reasonable risk of them becoming damaged by impact, water ingress, extreme temperatures or electromagnetic fields.
- 2.3.7 Employees must:
- 2.3.7.1 Ensure that access to any company equipment they use is locked down with a screen saver or equivalent whenever they leave it unattended;
  - 2.3.7.2 Report to ICT Director whenever they suspect company equipment has been infected with a virus or malware or accessed by another person;
  - 2.3.7.3 Report to ICT Director whenever they suspect the anti-malware and/or encryption software applied to any company equipment is not working correctly or has been compromised;
  - 2.3.7.4 Report to ICT Director whenever they suspect a back-up process has not been completed successfully;
  - 2.3.7.5 Immediately report to ICT Director if any company equipment is known or suspected to be lost or stolen;
  - 2.3.7.6 Ensure company equipment is carried as hand luggage when travelling.
- 2.3.8 Line managers must ensure that any equipment issued to employees who report to them is returned immediately:
- 2.3.8.1 If they are suspended from their duties;
  - 2.3.8.2 Before they leave the company;
  - 2.3.8.3 Before commencing any "Gardening Leave" or any temporary leave of absence (e.g. maternity leave);
  - 2.3.8.4 Recorded using a **Termination Checklist**.
- 2.3.9 Line managers must notify ICT Director as soon as they receive formal notice from an employee to terminate their employment. QA Co-ordinator will then decide whether any equipment issued to the employee should be returned whilst they complete their notice period.
- 2.4 **Access to Information**
- 2.4.1 ICT Director will, as far as is reasonably practical, ensure that access to any information stored or processed by the company is automatically logged in every instance and that these logs are protected and retained for a minimum of 3 months.
  - 2.4.2 Any access privileges provided to an employee to any software system or application, network driver, electronic or hard copy folders/files must be authorised in writing by ICT Director

2.4.3 Employees must not:

- Attempt to access any software system or application, network driver, electronic or hard copy folders/files that they have not received formal authorisation to access from ICT Director. In particular, they should not attempt to access the following without authorisation:
- Information relating to customers, suppliers or other third parties who they do not have any dealings with or is not required for them to fulfil their role or responsibilities;
- Commercially sensitive information relating to contracts, proposals, orders, payments, confidential meetings or invoices;
  - Information relating to employees that is not required for them to fulfil their role or responsibilities;

2.4.4 Attempt to bypass or over-ride any controls used to monitor access to information;

- Store information anywhere other than the designated software or folder for that type/category of information;
- Share or distribute any information (including by email) to individuals if they are not aware whether the individual has been granted access to it.
- Employees must:
- Immediately report any instances to ICT Director where they identify or suspect that they have been given access to information that is not relevant to their role or responsibilities;
- Immediately report any instances to ICT Director where they identify or suspect that they have the ability to modify or delete any information that is not relevant to their role or responsibilities;
- Avoid, as far as possible, emailing information in the form of spreadsheets or editable documents. Wherever possible, information should be shared in the form of links to the location where the information is stored.

2.4.5 Line managers must ensure that access to information by any employees who report to them is revoked immediately:

- If they are suspended from their duties;
- Before they leave the company;
- Before commencing any "Gardening Leave" or any temporary leave of absence (e.g. maternity leave).

2.4.6 Line managers must:

- Notify ICT Director as soon as they receive formal notice from an employee to terminate their employment. QA Co-ordinator will then

02/01/2024

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Registered in England & Wales Number: 07035020

decide whether any changes need to be made to the employee's access privileges while they complete their notice period.

- Notify ICT Director if any employee changes role. QA Co-ordinator will then decide whether any changes need to be made to the employee's access privileges.

## **2.5 Access to BACA Workwear & Safety's Site/Buildings**

2.5.1 Access to the Company's server room is restricted to individuals authorised by ICT Director? <Geoffrey holds key, who has key when he is not on premises?>).

2.5.2 Employees must not:

- Attempt to access any rooms or site areas that have controlled access unless they have been granted access to them by their Line Manager;
- Tailgate or allow tailgating through any secure access door;
- Deliberately hold open a controlled access door by wedging, latching or placing an item against it.

2.5.3 Employees must:

- Promptly report any problems relating to access controls to the ICT Director
- Accompany visitors that are in their care at all times, and not allow them to enter any unauthorised location;
- Immediately report to the ICT Director and challenge, if confident and safe to do so, any person who is suspected of being in an area that they are not authorised to be in.

## **2.6 Information Backups**

2.6.1 ICT Director must ensure that:

- Full back-ups of all software applications and electronic files are completed every 24 hours and retained for 7 days;
- Additional full back-ups are completed and retained (and destroyed) as required to satisfy relevant contractual, legal and business continuity requirements;
- All back-ups are protected with an appropriate level of encryption;
- All back-ups are held in a ISO 27001-certified storage facility;
- The effectiveness of the back-up process is tested at least once a year by restoring an appropriate sample size of retained backups.

## **2.7 Paper Documents**

02/01/2024

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Registered in England & Wales Number: 07035020

2.7.1 Paper documents must be retained (and destroyed) as required to satisfy relevant contractual, legal and business continuity requirements;

2.7.2 All paper documents must be machine shredded prior to disposal.

### 2.8 Use of Suppliers

2.8.1 No supplier should be used to provide services involving the storage, processing, review, access or organisation of BACA Workwear & Safety's information without the authorisation of ICT Director.

2.8.2 No supplier should be used to provide services involving the storage, processing, review, access or organisation of any supplier's, customer's or any other third party's information without the authorisation of ICT Director.

### 2.9 Services to Customers

2.9.1 No services should be provided to customers that require BACA Workwear & Safety to process, review, access, or organise any information provided by the customer or on behalf of the customer, that are not covered within BACA Workwear & Safety's current Terms and Conditions without the authorisation of ICT Director. The implementation of this policy is fundamental to the success of BACA Workwear & Safety's business, and must be supported and adhered to by all employees.

**Signed on behalf of BACA Workwear & Safety Ltd:**

**Position:**



**Date:** 02/01/2024

02/01/2024

BISP v.1

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