



This document is uncontrolled if printed or opened from a location other than the DELTA QHEMS Intranet This document is uncontrolled if printed or opened from a location other than the DELTA QHEMS Intranet

DESS009 Quality Policy Rev 05 Issue Date 23.03.2012

## QUALITY POLICY

Delta Energy Services is fully committed to continuous review and improvement of its Quality Management System to suit our business environment. The management has an ongoing commitment to:

- Improve and develop our quality policy and its objectives.
- Ensure that customer needs and expectations are determined and fulfilled, with the aim of achieving customer satisfaction.
- Communicate, throughout the organisation, the importance of meeting customer needs and all relevant statutory and regulatory requirements.
- Ensure that Management Reviews are completed.
- Review and revise this policy, as necessary, at regular intervals.
- Report Internal Audit results, as a means of monitoring and measuring the processes and effectiveness of the Quality Management System.
- Ensure the availability of resources necessary to achieve its objectives.
- Comply with the requirements of ISO 9001:2008.
- Continually improve the effectiveness of the Quality Management System.

This policy is published to customers, and other interested parties, through [www.des-global.com](http://www.des-global.com)

**Robert Iles**

**Managing Director**



This document is uncontrolled if printed or opened from a location other than the DELTA QHEMS Intranet This document is uncontrolled if printed or opened from a location other than the DELTA QHEMS Intranet

Occupational Health and Safety Policy DESQS011 Occupational Health and Safety Policy Rev 04 Issue Date 23.03.2012

## Occupational Health and Safety Policy

Delta Energy Services has a zero philosophy to accidents. It is our aim to achieve a working environment which is free of work related accidents and ill-health. Delta Energy Services will achieve this by:

- Minimising injuries and ill health by risk assessing identified hazards and identifying control measures required to reduce those hazards.
- Ensuring compliance with all applicable legal requirements.
- Ensuring that all staff have the knowledge and competence they need to meet their individual and collective responsibilities.
- Maintaining and documenting an effective Occupational Health and Safety Management system.
- Measuring, monitoring and reviewing the Occupational Health and Safety performance to ensure continual improvement of the Occupational Health and Safety management and performance.
- Communicating this policy to all employees.
- Comply with the requirements of ISO 18001:2007.
- Setting and annually reviewing the Health and Safety objectives and targets.

This policy is published to customers, and other interested parties, through [www.des-global.com](http://www.des-global.com)

**Robert Iles**

**Managing Director**



This document is uncontrolled if printed or opened from a location other than the DELTA QHEMS Intranet This document is uncontrolled if printed or opened from a location other than the DELTA QHEMS Intranet

DESQS010 Rev 04 Issue Date Environmental Policy 23.03.2012

## Environmental Policy Statement

Delta Energy Services is committed to providing a first class service to our customers, whilst minimising the effects of our business activities on the environment. The Policy includes a commitment to:

- Conduct its operations in compliance with applicable environmental legislation, customer requirements and any other requirements to which the company subscribes.
- Set, and annually review, environmental objectives and targets.
- Continually improve its environmental performance, and prevent pollution.
- Work to improve environmental awareness and commitment for all employees and any other personnel.
- Make the environmental policy, objectives and targets available to interested parties
- Communicating this policy to all employees
- Comply with the requirements of ISO 14001:2004

This policy is published to customers, and other interested parties, through [www.des-global.com](http://www.des-global.com)

**Robert Iles**

Managing Director



This document is uncontrolled if printed or opened from a location other than the DELTA QHEMS Intranet This document is uncontrolled if printed or opened from a location other than the DELTA QHEMS Intranet

DESQS064- Alcohol and Drug Policy - Rev 3 - Issued: 21/05/2013

## Drug and Alcohol Policy

### **Introduction and Purpose**

The Delta Energy Services Policy on Alcohol and Drugs is a fundamental part of the Delta Energy Services strategy to safeguard the health, safety and welfare of its employees.

Alcohol and drug consumption/dependency affects individual health and work performance in terms of safety, efficiency, productivity and attendance. In addition, it can have a detrimental effect on colleagues and dependants. As a responsible employer, Delta Energy Services recognises the need to take measures to address the issue of alcohol and drugs in the workplace. This Policy has been developed to protect the health and safety of workers and to comply with the relevant legislation (Arbeidslivets lover – Working Environment Act of 17 June 2005 and UK Health and Safety Act 1974). In addition to employees, other persons working for or on behalf of Delta Energy Services are required to be aware of, and comply with, this Policy

### **Definitions**

#### **For the purposes of this Policy:**

'Alcohol' is defined as a beverage, condiment or food additive which contains alcohol in any form. An 'alcohol-related problem' is defined as any consumption of alcohol which interferes with an employee's health, safety, welfare and performance in any aspect of employment.

'Drugs' are defined as illegal substances, prescribed and over-the-counter medications. A 'drug-related problem' is defined as any use of drugs, or substances which in themselves are legal but may be subject to abuse, such as glue or solvents, which interferes with an employee's health, safety, welfare and performance in any aspect of their employment.

### **Obligations of Employees**

Employees are required to be aware of and comply with this Policy to ensure that their performance or ability to carry out their activities at work, safely and competently, is not impaired in any way. All employees should observe the following, and note that failure to do so may result in disciplinary action being taken. All employees engaged in normal work activity or on scheduled/agreed duty cover, either at home or elsewhere, are subject to the Policy in full for the duration of the periods of duty.

The limit for alcohol set by this Policy is in line with the Government's legal drink/drive limit, as amended from time to time. The current limit, as at the date of this Policy, is set 0.2 grams of alcohol per kilo of blood for Norway and 80 milligrams of alcohol in 100 millilitres of blood .

In the case of drugs, the threshold levels are determined in accordance with established legal and medical practice. Consumption, possession or sale of illegal drugs is prohibited. Delta Energy Services take a zero tolerance approach to the use of drugs. Possession and sale are also criminal offences under the 1992 Medicines Act (Legemiddeloven) and Misuse of Drugs Act 1971.

### **Specifically this means:-**

- a) Employees must not present themselves for work under the influence of alcohol or drugs so that their performance or ability to carry out their activities at work safely and competently is impaired in any way.



This document is uncontrolled if printed or opened from a location other than the DELTA QHEMS Intranet This document is uncontrolled if printed or opened from a location other than the DELTA QHEMS Intranet

- b) Consumption of alcohol or drugs during normal working hours. For clarity, the normal working hours, during which the policy applies, includes all periods of work such as shift work, overtime and extra duty.
- c) When representing Delta Energy Services outside normal working hours, employees are expected to take a responsible attitude to alcohol and drugs. Employees should bear in mind that they are representing the Company and must not do anything to jeopardise its reputation.
- d) This Policy covers those driving any vehicle on behalf of Delta Energy Services, in any capacity or at any location. This Policy covers travel to and from work, if it could reasonably be implied that alcohol or drugs were present outside the prescribed limits during normal working hours.
- e) Prescribed and over the counter medications are also covered by this Policy, as they may cause side effects that have potential safety implications. Employees therefore have a duty to advise their pharmacist/general practitioner/medical practitioner of this Policy, when being prescribed medication. On the advice of the medical practitioner, the employee must notify the Operations Director about any possible impact on his/her health and safety relating to his/her duties at work, so that current or alternative employment can be considered whilst he/she is being prescribed medication.
- f) Employees, or other persons obtaining treatment or medicines for themselves, should be aware of the conditions and side effects notified and seek out alternatives that do not impair performance through drowsiness or other symptoms.
- g) Any visitor who is attending the Company's premises or site, for business reasons, shall be required to comply with this Policy and will be asked to leave the premises or site if they are acting in a manner likely to cause a breach of this Policy.

#### Enforcement and Application

The principle adopted by Delta Energy Services is to have an environment free from the effects of drugs and alcohol. It is the responsibility of the Managing Director to enforce this Policy.

For clarity, the application of this Policy, in relation to four specific circumstances, is outlined below.

#### Breaks/Rest Periods

Alcohol may be consumed off site, but workers must remember that they will be returning to work and will be subject to the limits for the presence of alcohol and drugs set out in this Policy. Alcohol will not be served and may not be consumed on company premises at any time including any breaks, rest periods or after working hours.

#### Hospitality and Entertainment

Where employees are involved in corporate hospitality or entertainment of clients or other visitors outside of working hours, they are expected to take a responsible attitude to alcohol and drugs. Employees should remember that they may be returning to work and will be subject to the limits for the presence of alcohol and drugs set out in this Policy.



This document is uncontrolled if printed or opened from a location other than the DELTA QHEMS Intranet This document is uncontrolled if printed or opened from a location other than the DELTA QHEMS Intranet

## **Support for Employees**

Delta Energy Services is committed to providing appropriate professional help and support to employees who suspect or know they have an alcohol or drug-related problem and who seek help through the Managing Director or Operations Director. This is applicable to employees only.

It should be noted that help and support, as outlined below, will not be provided for any employee who has been involved in any accident or other situation where screening in accordance with this has been undertaken, nor where the employee discloses an alcohol or drug dependency problem during disciplinary proceedings.

Employees are therefore strongly encouraged to disclose any alcohol or drug dependency problems voluntarily and at the earliest opportunity. Any alcohol or drug problem disclosed to management by an employee will be treated in strict confidence.

## **Management referral**

An employee can be advised to seek assistance and make contact with their doctor following an interview with the Managing Director or Operations Director, where it is disclosed by the employee that they have a problem with alcohol or drugs.

Following a self-referral or informal management referral, feedback will only be given to management with the individual's consent and where there are issues of health and safety which may require adjustments to their role. Examples of situations where feedback may require to be given to management:-

- Where treatment, rehabilitation or counselling requires absence from work.
- Where the extent of the alcohol or drug-related problem may have an impact on performance or health and safety at work.

Time off during normal working hours will be granted where treatment, rehabilitation or counsel is required. If the employee cooperates with this programme, then employment rights and benefits will normally be protected during this period.

If an employee is absent from work, they will be entitled to return to or remain in the same job, unless there are justifiable reasons for not doing so. In that event, consideration will be given to finding suitable alternative employment.

It is the responsibility of the employee's manager, in conjunction with advice from a Doctor and Substance Abuse Counsellor, to determine a time frame for an employee to achieve a sustained improvement. A period of 6 months is often appropriate. Employees will be required to comply with an agreed programme of support during this time.

## **Performance Relating to Alcohol and Drugs**

Where an employee's health, attendance or work performance is affected by an alcohol or drug related problem, he or she will be dealt with under the relevant procedures for managing performance or attendance.



This document is uncontrolled if printed or opened from a location other than the DELTA QHEMS Intranet This document is uncontrolled if printed or opened from a location other than the DELTA QHEMS Intranet

Should it transpire that the employee's unsatisfactory attendance or work performance is related to an alcohol or drug related problem, he or she will be advised to contact their Doctor, or an appropriate external agency, to seek assistance in dealing with that problem.

After returning to work, following a period of absence associated with alcohol or drugs, the employee will undergo a return-to-work medical, which be completed by a doctor appointed by the Company.

Should an employee's health, attendance or work performance continue to be affected and unsatisfactory, further stages of the relevant procedure for management of performance or attendance will be followed and these could ultimately lead to dismissal. Misconduct related to consumption of alcohol or drugs is normally dealt with under the Company's Disciplinary Procedure and acts of gross misconduct may result in dismissal, unless the circumstances in which the misconduct is committed are considered to justify a reduced penalty.

In these circumstances, if the employee is thought to be unfit for work, he or she may be suspended from their duties whilst any investigations take place, to minimise danger to himself or herself and other employees.

Employees whose alcohol or drug-related problem comes to light in the course of disciplinary proceedings, should be aware that the admission of dependency may be a mitigating factor but will not necessarily result in the suspension of disciplinary action. All cases will be dealt with in the light of prevailing circumstances.

Any employee found to be in possession, to have been in possession or to have been trafficking illegal drugs may be dismissed.

## **Consultants**

Freelance consultants are required to comply with the policy on Alcohol and Drugs.

However, it should be noted that the support available to employees, which is detailed in this policy, is applicable to employees only. Where a consultant's health, attendance or work performance is affected by an alcohol or drug related problem, the individual's services will be terminated in accordance with the terms of the specific contract.

## **Responsibilities**

The Managing Director and Operations Director are responsible for the maintenance and review of the Policy on Alcohol and Drugs. This Policy will be reviewed to ensure its effectiveness and any changes arising from this review will be communicated to all employees.

Managers are responsible for the day-to-day implementation of this Policy and for dealing with issues which arise and are related to alcohol or drug use. They are responsible for ensuring all staff, contractors, agency personnel and visitors, with which they may be involved; are made aware of this Policy.

This Policy applies to all employees of Delta Energy Services. Employees are also responsible for ensuring any visitors to the Company premises are advised of their obligations.





This document is uncontrolled if printed or opened from a location other than the DELTA QHEMS Intranet This document is uncontrolled if printed or opened from a location other than the DELTA QHEMS Intranet

## **Modern Slavery Transparency Statement**

### **Introduction**

This is the Modern Slavery Transparency Statement of Delta Energy Services for the financial year ending December 2017. This statement is made pursuant to s.54(1) of the Modern Slavery Act 2015.

The Modern Slavery Act 2015 creates offences in respect of slavery, servitude, forced or compulsory labour and human trafficking ("Modern Slavery"). Delta Energy Services is committed to combatting all forms of Modern Slavery.

Delta Energy Services recognises that all businesses have a responsibility to ensure that modern slavery and human trafficking are not taking place in their business or supply chains.

### **Our Business**

Delta Energy Services recognises that Modern Slavery is not an issue confined to overseas recruitment. In particular we recognise the risks that arise from the use of foreign and migrant labour, and from supply chains both in the UK and overseas.

We operate as an employment business and employment agency that supplies contract and permanent staff to companies throughout the UK and abroad.

We have offices in the UK, Norway, USA, UAE, Indonesia and Australia and our aim to ensure the same high standards are maintained across all of global locations.

### **Our Supply Chains**

We have zero tolerance to slavery and human trafficking and expect all those in our supply chain and contractors to comply with our values.

As a staffing and inspection service provider, all candidates are interviewed prior to submission to a client. Where applicable their identification and right to work in the UK documentation is verified. This may include checking passports, utility bills and Visas where applicable.

In order to protect the integrity of our processes, we do not sub-contract provision of our labour supply.

Our supply chains include sourcing contractors, workers and staff for onward supply to clients. As these parties are directly sourced by Delta Energy Services, our link in any supply chain is predominantly as a supplier. Any supply chain into Delta Energy Services such as the purchase of office stationery and equipment, is incidental.

### **Our Policies on Slavery and Human Trafficking**

We are committed to ensuring that there is no modern slavery or human trafficking in our supply chains or in any part of our business.

Our workplace policies reflect our commitment to acting ethically and with integrity in all our business relationships and to implementing and enforcing effective systems and controls to ensure slavery and human trafficking is not taking place anywhere in our supply chains.

We have the following policies which incorporate ethical standards for our staff and our workers:





This document is uncontrolled if printed or opened from a location other than the DELTA QHEMS Intranet This document is uncontrolled if printed or opened from a location other than the DELTA QHEMS Intranet

- Anti-bribery
- Corporate Social Responsibility
- Dignity at Work Policy
- Whistleblowing Policy

## **Due Diligence processes for monitoring Slavery and Human trafficking**

Our contracts with clients and suppliers reflect the principles within our policies.

Prior to submission for interview with clients, all candidates are interviewed and our staff are encouraged to bring any concerns they have to the attention of management.

Additionally we carry out an annual internal audit of our own offices to ensure that our high standards, policies and practices are being met.

We are also subject to numerous client and independent checks and audits (i.e. ISO 9001, 18001 and 14001) that will help us to detect any issues in relation to modern slavery.

When entering into supplier agreements with providers for office supplies and sundries, wherever possible we utilise trusted companies with whom we have long standing relationships.

## **Training**

To ensure a high level of understanding of the risks of modern slavery and human trafficking in our supply chains and our business, we have reviewed our policies and procedures to ensure that all staff, current and new starts, have access to information that educates them about modern slavery and spotting the potential signs of modern slavery and includes information on sources of help should they, or their colleagues/friends be concerned about modern slavery.

On an ongoing basis, responsibility lies with the Management Team to ensure that training and our understanding of the issues involved in modern slavery are kept up to date.

This statement is made pursuant to section 54(1) of the Modern Slavery Act 2015 and constitutes our slavery and human trafficking statement for the financial year ending 31 December 2017.