



fluidity.
nonstop

IT'S ABOUT KEEPING YOUR PROCESSES RUNNING

**Company &
Accreditation
Information**

INTRODUCTION

We are regularly asked by customers and suppliers for information about our company, our quality, environment and health and safety systems, and the accreditations that we hold.

Getting this information together for each request takes a lot of time...time that we would prefer to spend giving our partners the excellent service that you expect of us.

We've brought together into this document all of the information that we are commonly asked for. We hope that you find the information useful and that it meets your needs. If you require anything further, please advise your normal AxFlow contact so we can consider your request.

We will update this document from time to time to ensure the information contained remains current and up to date, but will not automatically send out revised copies.

Many of the common documents are also available to download from our website, so please visit <https://www.axflow.com/en-gb/about/certificates> if you just need to update documents that you already hold.



Diane Booth, Finance Director, diane.booth@axflow.co.uk

March 2021

CONTENTS

• Company information, Contacts, Organisation & Insurances	3
• Policies & Corporate Social Responsibility	10
• Staff & training	19
• Management system	24
• Health & Safety	26
• Quality & Environment	29
• Subcontractors	37
• Other accreditations	39

Latest update 04-01-2022 - insurance documents updated, Russell Stratton added in Slough contacts.

COMPANY INFORMATION, CONTACTS, ORGANISATION & INSURANCES

COMPANY DETAILS

Company name	AxFlow Limited
Registered address	820 Yeovil Road, Slough Trading Estate, Slough, SL1 4JA
Telephone	01753 255600
Email	info@axflow.co.uk
Registration number	4087125
VAT number	GB 766167891
UTR number	3492427054
DUNS	220857846
Remittance email	remitt@axflow.co.uk

BANK DETAILS

Name	Handelsbanken
Address	1-2 Aire House, Sidings Court, Doncaster, DN4 5NL
Account name	AXFLOW LIMITED
Account number	64598697
Sort code	40-51-62
Currency	GBP
SWIFT / BIC	HANDGB22
GBP IBAN	GB51 HAND 4051 6264 5986 97
Euro IBAN	GB51 HAND 4051 6237 7732 50
USD IBAN	GB51 HAND 4051 6220 2165 81

Signed:


D M Booth (Nov 17, 2021 10:49 GMT)

Diane Booth
Finance Director
17-11-2021

CONTACTS


Managing Director	Tony Peters - tony.peters@axflow.co.uk
Financial Director	Diane Booth - diane.booth@axflow.co.uk
Financial Controller	Olga Sibli - olga.sibli@axflow.co.uk
HR Manager	Emma Holmes - emma.holmes@axflow.co.uk
QHSE Advisor	Nigel Jackson - nigel.jackson@axflow.co.uk, 07767 692670

OPERATIONAL BASES

Slough	820 Yeovil Road, Slough Trading Estate, Slough, SL1 4JA 01753 255600, info@axflow.co.uk Operations Manager: Russell Stratton/Guy Walker - russell.stratton@axflow.co.uk/ guy.walker@axflow.co.uk, 01753 255630 Internal Sales Manager: Kam Bhogal - kamal.bhogal@axflow.co.uk, 01753 255605
Installation & Service (South)	820 Yeovil Road, Slough Trading Estate, Slough, SL1 4JA, 01753 255600 Manager: Ben Davis - ben.davis@axflow.co.uk, 07932 754530
Installation & Service (North)	Unit 9a, Fieldhouse Business Park, Old Fieldhouse Lane, Huddersfield, HD2 1FA 01484 543649, service@axflow.co.uk Manager: Tom Cooper - tom.cooper@axflow.co.uk, 07774 616661
Durham	Unit 16, Chilton Industrial Estate, Avenue 3, Chilton, Ferryhill, DL17 0PB 0191 329 3189, service@axflow.co.uk Manager: Tom Cooper - tom.cooper@axflow.co.uk, 07774 616661
Aberdeen	Unit 3, Harlaw Centre, Howe Moss Crescent, Kirkhill Industrial Estate, Dyce, Aberdeen, AB21 0GN, 01224 729367, infoscot@axflow.co.uk Manager: Stephen Matthews - stephen.matthews@axflow.co.uk, 07776 990215
Radstock	14 Haydon Industrial Estate, Radstock, BA3 3RD 01761 433285, radstock@axflow.co.uk Manager: David Lawton - david.lawton@axflow.co.uk, 07795 037218

CERTIFICATES OF INCORPORATION & CHANGE OF NAME

FILE COPY




**CERTIFICATE OF INCORPORATION
ON CHANGE OF NAME**

Company No. 4087125


The Registrar of Companies for England and Wales hereby certifies that
TELLERWOOD LIMITED

having by special resolution changed its name, is now incorporated
under the name of
AXFLOW LIMITED


Given at Companies House, Cardiff, the 15th November 2000



C04087125E



THE OFFICIAL SEAL OF THE
REGISTRAR OF COMPANIES




C O M P A N I E S H O U S E

HC0068

Incorporation

FILE COPY




**CERTIFICATE OF INCORPORATION
OF A PRIVATE LIMITED COMPANY**

Company No. 4087125


The Registrar of Companies for England and Wales hereby certifies that
TELLERWOOD LIMITED

is this day incorporated under the Companies Act 1985 as a private
company and that the company is limited.


Given at Companies House, Cardiff, the 10th October 2000



N04087125E




THE OFFICIAL SEAL OF THE
REGISTRAR OF COMPANIES



C O M P A N I E S H O U S E

HC0078

Change of name



Certificate of Insurance

To whom it may concern

This is to certify that we have issued an insurance policy as follows


Policyholder	Avel Johnson Holding AB		
Policy number	LP0000048990		
Insurance period	1 January 2022 - 31 December 2022		
Named insured	AxFlow Ltd		
Geographical area	World Wide		

Scope of cover		Per occurrence	Aggregate
General Liability and Product Liability Insurance		10 000 000 GBP	10 000 000 GBP

The Policy currency is in SEK so fluctuations in exchange rates may affect the sums stipulated in this Certificate.

Sub-limits are, unless agreed otherwise in the policy, included in the Total Sum Insured.

Note: This Certificate of Insurance neither affirmatively nor negatively amends, extends nor alters the coverage afforded by the Policy numbered in this certificate. Sum insured and/or sub-limits shown may have been reduced by paid claims.



16 December 2021

Issued by

Robert Andersson


Robert Andersson
unliability.industry@if.se

Phone: +46 (0)771-43 00 00
Email: industry@if.se
Website: if-insurance.com

Registered office: Stockholm, Sweden
Reg no: 51640-8402

1 / 1

General (public) & product liability insurance



Certificate of Employers' Liability Insurance(a)

(Where required by regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 1998 (the Regulations) one or more copies of this certificate must be displayed at each place of business at which the policyholder employs persons covered by the policy.)

1. **Policy number** 47/SZ29205664/01
2. **Name of policyholder** AxFlow Limited and Meller Holdings Limited and The Pump Company Limited
3. **Date of commencement of insurance policy** 01 January 2022
4. **Date of expiry of insurance policy** 31 December 2022

We hereby certify that subject to paragraph 2:-

1. The policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Jersey, the Island of Guernsey and the Island of Alderney (b); and
2. (a) the minimum amount of cover provided by this policy is no less than £5 million (c);
(b) ~~the cover provided under this policy relates to claims in excess of £~~ but not exceeding £.

Signed on behalf of Allianz Insurance plc
Authorised Insurers

Jonathan Dye
Jonathan Dye
Chief Executive

Notes

(a) Where the employer is a company to which regulation 3(2) of the Regulations applies, the certificate shall state in a prominent place, either that the policy covers the holding company and all its subsidiaries, or that the policy covers the holding company and all subsidiaries except any specifically excluded by name, or that the policy covers the holding company and only the named subsidiaries.

(b) Specific applicable laws provided for in regulation 4(6) of the Regulations.

(c) See regulation 3 (7) of the Regulations and delete whichever of paragraphs 2(a) or 2(b) does not apply. Where 2(b) is applicable specify the amount of cover provided by the relevant policy.

Allianz Insurance plc, Registered in England number 8833. Registered Office: 17 Ludlowke, Guildford, Surrey GU1 1LD, United Kingdom.
Financial Services Register number: 121640.
Prudential Regulation Authority and the Prudential Conduct Authority and the Prudential Regulation Authority.
Financial Services Register number: 121640.
www.allianz.co.uk

ACOM3211/1/07/8

Employers liability insurance

Certificate of Motor Insurance



Certificate Number: BV/11409 189 600

1 DESCRIPTION OF VEHICLE-- ANY MOTOR VEHICLE OWNED BY OR HIRED OR LEASED OR LOANED TO THE POLICYHOLDER

2 Name of Policyholder:
AXFLOW LTD AND/OR MELLER HOLDINGS LTD

3 Effective Date of Commencement of Insurance for the Purposes of the Relevant Law: **4 Date of Expiry of Insurance:**
12.00 hrs 01 Jan 2022 12.00 hrs 01 Jan 2023

5 Persons or Classes of Persons Entitled to Drive:
Any person driving with the Policyholder's permission.

6 Limitations as to Use:
For social, domestic and pleasure purposes and for the Policyholder's business or profession.

The policy does not cover Use for hire or reward, racing, reliability trials, speed testing in any competition irrespective of whether this takes place on any race track or circuit, or motor trade purposes.

I hereby certify that the Policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Guernsey, the Island of Jersey and the Island of Alderney.

Jonathan Dye

Jonathan Dye
Chief Executive

Authorised Insurers
Allianz Insurance plc

Advice to Third Parties
Nothing contained in this Certificate affects your rights as a Third Party to make a claim.

NOTE: For full details of the Insurance cover reference should be made to the Policy.
www.allianz.co.uk Registered in England Number 141695
Allianz Insurance plc is a member of the Association of British Insurers, and is authorised by the Financial Conduct Authority and the Prudential Regulation Authority. Financial Services Register number 121849.

Motor insurance

Certificate of Insurance

To whom it may concern



This is to certify that we have issued an insurance policy as follows

Policyholder Avel Johnson Holding AB
Policy number LP0000048990
Insurance period 1 January 2022 - 31 December 2022
Named insured AxFlow Ltd
Geographical area World Wide

Scope of cover		General Liability and Product Liability Insurance	
Total Sum Insured	Per occurrence	Aggregate	Aggregate
Professional Indemnity	10 000 000 GBP	10 000 000 GBP	10 000 000 GBP
Total Sum Insured	5 000 000 GBP	Aggregate	Aggregate
		5 000 000 GBP	5 000 000 GBP

The Policy currency is in SEK so fluctuations in exchange rates may affect the sums stipulated in this Certificate.

Sub-limits are, unless agreed otherwise in the policy, included in the Total Sum Insured.

Note: This Certificate of Insurance neither affirmatively nor negatively amends, extends nor alters the coverage afforded by the Policy numbered in this certificate. Sum insured and/or sub-limits shown may have been reduced by paid claims.

16 December 2021

Issued by

Robert Andersson

Robert Andersson
uwliability.industri@if.se



IF P&C Insurance Ltd (publ)
Address: SE-166 80 Stockholm, Sweden
Working address: Berks väg 13, Södra

Phone: +46 (0)771-43 00 00
Email: industri@if.se
Website: if-insurance.com

Registered office: Stockholm, Sweden
Reg.no: 16481-8102

1 / 1

General & product liability and Professional indemnity insurance



AXFlow Ltd ("you")
820 Yeovil Road
Slough Trading Estate
SL1 4JA

Dear Sirs,

Client Information Letter

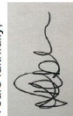
Re: Axflow Ltd – Aviation/Airside Liability

We, Aon UK Limited, are insurance brokers acting on your behalf only in accordance with our terms of business agreement. We have agreed to provide this letter to confirm that the contract(s) of insurance described on the attached pages (the 'Insurances') are in force at the date of this letter.

All of the Insurances are subject to their specific policy terms, conditions and exceptions, not all of which may be summarised on the attachment. Please refer to the actual policies if full terms and conditions are required.

We accept no obligation to inform any other person or entity should any of the Insurances be cancelled, assigned or changed in such manner as to affect the accuracy of this document. Unless we specifically agree otherwise in writing, and to the fullest extent permitted by law, we do not accept any liability to anyone other than you, our client (and any such liability to you will be subject to the limitations contained in our terms of business agreement, and/or any other agreement, with you) for the content of this letter and its attachments.

Yours faithfully,



Katie Liburd-Young
Client Service Advisor
For and on behalf of Aon UK Ltd

Aon UK Limited
Registered office: The Aon Centre | The Leadenhall Building | 122 Leadenhall Street | London | EC3N 4AN
Registered in England & Wales No. 210251741 Registration No. 463 940 146
Aon UK Limited is authorised and regulated by the Financial Conduct Authority

3 The Embankment
Sovereign Street
Leeds
LS1 4BU
t 0113 291 5234
e Katie.Liburd-Young@aon.co.uk

4th January 2022

Attachment to letter dated 4th January 2022

The Insurances

Aviation Premises

Insurer: Starr International (Europe) Limited
Policy No: SIEL2003758-01
Policy Period: 1st January 2022 – 31st December 2022

Cover: Legal liability for damages in respect of Bodily Injury or Property Damage caused by an Occurrence at the situation detailed below as a direct result of the services granted by the Insured, caused by the fault or negligence of the Insured or any of his employees engaged in the Insured's business or by a defect in the Insured's premises, ways, works, machinery or plant used in the Insured's business

Sum Insured: Combined Single Limit (bodily injury/property damage) GBP50,000,000 any one Occurrence

Personal Injury Extension AV/NOA is subject to a sub limit of USD25,000,000 (or currency equivalent) (or individual policy limit as defined above whichever the lesser) any one offence and in the aggregate, being within the Combined Single Limit and not in addition thereto.

Extended Coverage Endorsement (Aviation Liabilities) - AV/NE2G (war, hijacking and other perils). Sub limit of Insurers Legal Liability USD50,000,000 (or currency equivalent) (or individual policy limit as defined in the Sum Insured above) whichever the lesser) any one occurrence and in the aggregate.

Situation: All airport premises locations. (as defined in the information) where the Insured conducts business.

Vehicles: Maximum number of vehicles aside at any one time across all locations:

HGV's	-	0
Non-HGV's	-	4

Excess: Deductible: in respect of property damage caused by the use of the Insured's motor vehicle(s) – GBP1,500 each and every loss

Aviation insurance letter

Aviation insurance details



Certificate of Insurance

NOTE: This insurance certificate describes the insurance cover as per the date of issuance of the certificate and it does not imply any restriction for the insurance to be changed or cancelled.

The undertaking of Zurich Insurance plc (Ireland), Sweden Branch, does not in any case include, neither as against the insured nor against any third party, anything other than stated in the insurance contract documents in force at the time of application.

Zurich Insurance plc (Ireland), Sweden Branch
(herein called Zurich)

Zurich certifies that the following insurance agreement has been entered into:

Insured Axel Johnson International AB, including subsidiaries.

Type of insurance Contractors All Risk, according to the terms and conditions as outlined in the Policy

Policy number 33788

Policy period 2022-01-01 – 2023-01-01

Sum Insured	25.000 KSEK
Project works	3.000 KSEK
Offshore works	2.000 KSEK
Tools, machinery and equipment	20.000 KSEK
Existing property (ROI)	20.000 KSEK
Access and Restoration costs	10.000 KSEK
Expediting expenses	10.000 KSEK

Place and date Stockholm, 2021-12-16

Zurich Insurance plc (Ireland), Sweden Branch

Kristina Hilmerson
Senior Service Specialist Construction

Zurich Insurance plc (Ireland), Sweden Branch
Reg. no. 5161024-2026, Reg. in Ireland: 2012/12/16/0101/1
Postal address: P.O. Box 5069, 55-102 12, STOCKHOLM
Sweden
Telephone: +46 8 773 82000 Fax: +46 8 773 81170

Zurich Insurance plc
a public limited company incorporated in the Republic of Ireland
Registered office: Zurich House, Ballsbridge Park, Dublin 4, Ireland
Reg. no. 131601 in the Corporate Registrar Office, Ireland

Contract works insurance details

POLICIES & CORPORATE SOCIAL RESPONSIBILITY

In addition to management system policies (please see later in this document), we also have policies and procedures to meet our obligations for Corporate Social Responsibility. Some of these are issued in the UK, and some by Axel Johnson International, our parent company, for the entire group.

Our policies and procedures can be found in...

- AxFlow UK's contract of employment and employee handbook - issued to all UK staff. All staff are required to sign both documents.
- Axel Johnson Code of Ethics - issued to all staff across the entire group. Staff are asked to sign to confirm they will commit to comply with the Code of Ethics.
- Axel Johnson Code of Conduct - issued to all suppliers and subcontractors who are asked to sign to confirm that they will comply with the Code of Conduct.
- We have polices covering...
 - Quality, environment and health & safety management
 - Anti-bribery and corruption
 - Conflicts of interests
 - Gifts and hospitality
 - Equal opportunities and diversity
 - Child and forced labour
 - Information security and data confidentiality

In addition to this documentation Axel Johnson from time to time provide training for all staff across the entire group. This is commonly online, and covers topics such as whistleblowing, environmental responsibility and sustainability. All staff are required to complete these courses.

EMPLOYEE HANDBOOK EXTRACTS

CONTENTS	
INTRODUCTION	4
This Handbook	4
SECTION 1 – WORKING WITH US	6
Personal details, home address and next of kin	6
Dress code	6
Code of Ethics	6
Environmental Policy and Strategy	8
Expenses	8
Guidelines on Use of Company Vans	11
Guidelines on Use of Company Cars	13
Employees' Property	15
Parking	15
Incident Weather/Travel Arrangement Disruption	15
Salary	16
Flexitime	16
Equal Opportunities	18
Company Rules	18
Right of Search	22
Discipline	22
Grievance	25
Harassment	28
Public Interest Disclosures	30
Anti-Bribery and Corruption Policy	31
Data Protection	31
Data Retention Period	38
Electronic Communications Policy	39
Training	45
SECTION 2 – Looking after yourself and others	47
Health and Safety	47
Equipment and protective clothing	47
Accidents and First Aid	48
Fire Safety	48
Risk Assessments and Measures to Control Risk	48
Hygiene	49
Fitness for Work	49
Computers and Display Screen Equipment	49
Alcohol and drugs at work	49
Smoking Policy	51
SECTION 3 – Time for yourself	52
Annual Leave	52
Sickness Absence Management	53
Public Duties	59
Maternity	60
Adoption	61
Paternity	65
Shared Parental Leave	67
Parental Leave	72
Emergency Leave	73
Flexible Working	74
Employee Handbook Receipt	77

CONTENTS	
INTRODUCTION	4
This Handbook	4
SECTION 1 – WORKING WITH US	6
Personal details, home address and next of kin	6
Dress code	6
Code of Ethics	6
Environmental Policy and Strategy	8
Expenses	8
Guidelines on Use of Company Vans	11
Guidelines on Use of Company Cars	13
Employees' Property	15
Parking	15
Incident Weather/Travel Arrangement Disruption	15
Salary	16
Flexitime	16
Equal Opportunities	18
Company Rules	18
Right of Search	22
Discipline	22
Grievance	25
Harassment	28
Public Interest Disclosures	30
Anti-Bribery and Corruption Policy	31
Data Protection	31
Data Retention Period	38
Electronic Communications Policy	39
Training	45
SECTION 2 – Looking after yourself and others	47
Health and Safety	47
Equipment and protective clothing	47
Accidents and First Aid	48
Fire Safety	48
Risk Assessments and Measures to Control Risk	48
Hygiene	49
Fitness for Work	49
Computers and Display Screen Equipment	49
Alcohol and drugs at work	49
Smoking Policy	51
SECTION 3 – Time for yourself	52
Annual Leave	52
Sickness Absence Management	53
Public Duties	59
Maternity	60
Adoption	61
Paternity	65
Shared Parental Leave	67
Parental Leave	72
Emergency Leave	73
Flexible Working	74
Employee Handbook Receipt	77

Equal Opportunities

The aim of this statement is to set out the Company's stance in relation to Equal Opportunities. This statement and its principles apply to all applicants, employees, contractors, suppliers and other individuals who carry out work or provide services and goods to the Company.

PRINCIPLES

The Company as an employer has a policy of promoting equal opportunities for everyone.

All employees must ensure their familiarity with this statement.

The Company will not tolerate discrimination. Should you feel that you have suffered from harassment or bullying, you must raise this with your manager immediately. Where you wish to raise the issue formally, the Harassment procedure should be used.

STATEMENT

The Company will:

- provide and promote equal opportunities, regardless of an individual's race, colour, ethnic or national origin, religion or belief, age, disability, gender, reassignment, sex, sexual orientation, marital or civil partnership status, pregnancy or maternity leave, trade union membership or non membership;
- take into account good practice in equal opportunities when developing or updating Company practices, policies and procedures;
- apply best practice and ensure that any selection criteria used in its recruitment processes will make sure that individuals are selected, promoted and treated on the basis of their relevant skills, merits and attributes;
- ensure that employees are not treated less favourably when they are offered any training or development opportunities, and that any such opportunities are relevant to the business and individual's requirements.

Company Rules

The Company has a number of rules in place which must be followed by all employees; any breach of these rules will normally result in disciplinary action being taken in accordance with the Company's Disciplinary Policy. These rules apply to all employees and any individual who may carry out work for the Company such as contractors, agency workers or volunteers.

Where you are not sure of the meaning of any of the rules as detailed below you must contact your manager for clarification.

Any serious breach of the rules or breaches which may be deemed as gross misconduct will normally result in dismissal of employees or the termination of a contractor's agreement.

The following list of rules is not exhaustive:

18

Equal Opportunities

You are legally protected if you make a qualifying disclosure relating to any of the above points. Anyone wishing to make a disclosure is strongly recommended to raise the issue with a Director in the first instance so that, where appropriate, there is an opportunity to address the area of concern.

If you wish to make a disclosure that concerns a matter that cannot be dealt with through the above procedure, it should be raised with Protect, an independent whistleblowing company based at CAN Mezzanine, 7 - 14 Great Dover Street, London SE1 4YR (0207 404 6609).

Anti-Bribery and Corruption Policy

It is the Policy of the Company to ensure that our business is conducted according to ethical, professional and legal standards in a fair, honest and open manner.

The Company has a zero tolerance approach to all forms of bribery and corruption which include:

- The direct or indirect promise, offering or authorisation of anything of value;
- The offer or receipt of any kickback, loan, fee, reward or other advantage;
- The giving of aid, donations or voting designed to exert improper influence;
- Payments for lavish or inappropriate entertainment or travel;
- Favours including offers of employment;
- Facilitation payments;
- Inflated commissions;
- Fake consultancy agreements.

The Company opposes all forms of bribery and corruption, large as well as small, whether initiated by corrupt officials or corrupt companies or individuals, and whether it takes place in the public or private sector, in the UK or abroad.

We encourage employees, subcontractors and business partners to report any suspicions of bribery and/or corruption through formal 'whistle blowing' channels or more informally through our Company 'open door' policy which enables any individuals to discuss any concerns they may have with senior management in a confidential environment.

Failure to comply with this policy may result in disciplinary action, including dismissal or appropriate sanctions, in addition to civil and criminal charges.

Data Protection

The Company takes the security and privacy of your data seriously. We need to gather and use information or 'data' about you as part of our business and to manage our relationship with you. We intend to comply with our legal obligations under the Data Protection Act 2018 (the '2018 Act') and the EU General Data Protection Regulation ('GDPR') in respect of data privacy and security. We have a duty to notify you of the information contained in this policy.

31

Anti-Bribery and Corruption

Training on the control of substances hazardous to health (COSHH) will be provided as necessary.

Personal protective equipment (PPE), is provided where there are risks that cannot be adequately controlled by other means.

Hygiene

Any exposed cut or burn must be covered with a first-aid dressing

If you are suffering from an infectious or contagious disease or illness such as rubella or hepatitis you must not report for work without clearance from your own doctor.

Contact with any person suffering from an infectious or contagious disease must be reported before commencing work.

Fitness for Work

If you arrive for work and, in our opinion, you are not fit to work, we reserve the right to exercise our duty of care if we believe that you may not be able to undertake your duties in a safe manner or may pose a safety risk to others, and send you away for the remainder of the day with or without pay and, dependent on the circumstances, you may be liable to disciplinary action.

Computers and Display Screen Equipment

If you use a computer screen or other display screen equipment (DSE) habitually as a significant part of your work:

- (a) You should try to organise your activity so that you take frequent short breaks from looking at the screen.
- (b) You are entitled to a workstation assessment.
- (c) You are entitled to an eyesight test by an optician at our expense.

You should contact your manager to request a workstation assessment or an eye test. Eye tests should be repeated at regular intervals as advised by the optician, usually every two years. However, if you develop eye problems which may be caused by DSE work (such as headaches, eyestrain, or difficulty focusing) you can request a further eye test at any time.

We will not normally pay for glasses or contact lenses, unless your vision cannot be corrected by normal glasses or contact lenses and you need special glasses designed for the display screen distance. In such cases, we will pay the cost of basic corrective glasses or contact lenses or we will make a contribution of £75 towards the cost of more expensive glasses or contact lenses.

Alcohol and drugs at work

Misuse of alcohol and drugs (including legal highs) can lead to reduced levels of attendance, reduced efficiency and performance, impaired judgement and decision making and increased health and safety risks for you and other people. Irresponsible behaviour or the

49

Alcohol and Drugs at Work

This policy does not form part of any employee's contract of employment and we may amend it at any time.

This policy applies to current and former employees, workers, volunteers, apprentices and consultants. If you fall into one of these categories, then you are a data subject for the purposes of this policy.

We also have measures in place to protect the security of your data and the provisions for holding your data. This is in accordance with our data retention periods and Information Security policies.

The Company is a 'data controller' for the purposes of your personal data. This means that we determine the purpose and means of the processing of your personal data.

This policy explains how the Company will hold and process your information. It explains your rights as a data subject. It also explains your obligations when obtaining, handling, processing or storing personal data in the course of working for, or on behalf of, the Company.

DATA PROTECTION PRINCIPLES

Personal data must be processed in accordance with six 'Data Protection Principles'. It must:

- be processed fairly, lawfully and transparently;
- be collected and processed only for specified, explicit and legitimate purposes;
- be adequate, relevant and limited to what is necessary for the purposes for which it is processed;
- be accurate and kept up to date. Any inaccurate data must be deleted or rectified without delay;
- not be kept for longer than is necessary for the purposes for which it is processed; and
- be processed securely.

We are accountable for these principles and must be able to show that we are compliant.

HOW WE DEFINE PERSONAL DATA

'Personal data' means information which relates to a living person who can be identified from that data (a 'data subject') on its own, or when taken together with other information which is likely to come into our possession. It includes any expression of opinion about the person and an indication of the intentions of us or others, in respect of that person. It does not include anonymised data.

This policy applies to all personal data whether it is stored electronically, on paper or on other materials.

This personal data might be provided to us by you, or someone else such as a former employer, your doctor, or a credit reference agency, or it could be created by us. It could be provided or created during the recruitment process or during the course of the contract of employment (or services) or after its termination. It could be created by your manager or other colleagues.

We will normally collect and use the following types of personal data about you:

32

Data Protection

commission of offences resulting from the misuse of alcohol or drugs may damage our reputation and, as a result, our business.

You are expected to arrive at work fit to carry out your job and to be able to perform your duties safely without any limitations due to the use or after effects of alcohol or drugs (whether prescribed, over the counter, legal highs or illegal).

No alcohol may be consumed or brought onto the premises without the prior consent of the Managing Director.

Employees must not be operating machinery, or be in an area where machinery is being operated, with alcohol in their bloodstream.

Drivers are reminded that conviction for driving whilst under the influence of alcohol or drugs, especially those that result in loss of driving licence, may impact on their ability to carry out their role with Axflow Ltd.

Incapacity through alcohol whilst at work will not be tolerated and will lead to disciplinary procedures.

If we suspect you are under the influence, consuming or in possession of any illegal drugs, you may face internal disciplinary procedures and the police may be immediately notified.

Substance dependency is a condition where an employee's consumption of alcohol/drugs/solvents continually or repeatedly interferes with his/her health, work attendance or work performance. It is considered that dependency is a health or medical problem and Axflow will endeavour to assist employees in this situation.

Many medicines, obtained with or without a prescription, can affect performance at work; therefore, employees, particularly those in safety critical posts, must inform the pharmacist or doctor of their job before taking any medication.

All employees must also inform their immediate manager if they need to take any medication which may cause drowsiness, impair reflexes or reaction times or may affect their own or others' health and safety at work.

The misuse of solvents on Axflow's premises or whilst carrying out work activities is strictly prohibited.

Where there are concerns about your fitness for work, you may be asked to undergo a medical examination, or Alcohol & Drug testing. On occasion we may have cause to celebrate and will provide alcohol on Company premises; please note you are still responsible for your actions.

Searches

We reserve the right to conduct searches for alcohol or drugs on our premises, including, but not limited to, searches of lockers, filing cabinets and desks, bags, clothing, packages,

Any alcohol or drugs found as a result of a search will be confiscated and action will be taken under our Disciplinary Procedure.

Please refer to the Right to Search clause in the handbook for further information.

50

Alcohol and Drugs at Work

EMPLOYEE HANDBOOK RECEIPT

This Handbook has been drawn up by the Company to provide you with information on employment policies and procedures. It is important for you to read the Handbook carefully as this, together with your Contract of Employment, sets out your main terms and conditions of employment.

The information covers a wide range of subjects relating to your employment and in the event that information in this Handbook conflicts with terms and conditions as stated in your Contract of Employment, the Contract will take precedence.

If you have any questions or any part of the Handbook is unclear to you, please do not hesitate to raise any queries with your line manager.

It is important that you do this before signing that you have read, understood and are willing to abide by all the Company's terms and conditions.

I acknowledge receipt of this Employee Handbook, which is the property of the Company, and which forms an integral part of my Contract of Employment.

Received by (Employee)

Signed

Date

77

Receipt

CONTENT 2

Content

PREFACE	3
CODE OF ETHICS	4
The basics	4
Our core values	6
YOUR RIGHTS & RESPONSIBILITIES	7
Good to work with	7
Creating diversity & equality	8
General guidelines	9
Communication	10
BUSINESS ETHICS & POLICIES	11
Bribery & corruption	11
Conflicts of interest	12
Gifts & hospitality	13
Promoting fair play	14
ENVIRONMENT & SAFETY	15
Environmental responsibilities	15
Health & safety	16
CODE PRACTICE & MONITORING	17
Acting in accordance with the Code	17
Code of ethics compliance commitment	19

Axel Johnson International is a privately owned Swedish industrial group of more than 100 companies in 25 countries with a turnover of EUR 700 million. We have a long history of providing industrial solutions through a long-term approach to excellence in strategic niche markets, primarily technical components and solutions for industrial processes. Axel Johnson International is organised in four business groups: Fluid Handling Solutions, Industrial Solutions, Lifting Solutions and Transport Solutions.
www.axeljohnson.com

VERSION 1.2 20180216
CODE OF ETHICS - AXEL JOHNSON INTERNATIONAL



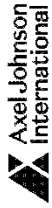
Code of Ethics



The basics

- What is it?** This is a centralized document clarifying the areas of business ethics that are important to all of us, both as individuals and as being a part of Axel Johnson International. The compliance documentation should serve as a guideline of how we should act in our everyday work.
- For who?** It applies to all employees, including contracted employees and members of the Board, in all companies controlled by Axel Johnson International.
- How?** It has been conceived and will be applied centrally. It will be managed by each company and its appointed Managing Directors to ensure awareness and clear communication routes.

Questions?
If you have any questions concerning the content or the use of this Code of Ethics, please contact your immediate Manager, HR representative or your Managing Director in the first instance. Reporting procedures are established to encourage speaking up about observations in your workplace – read more on page 18 about this.



Code of Ethics Compliance Commitment

I hereby confirm that I have read and understood the content of Axel Johnson International Code of Ethics and that I will observe these guidelines in my daily work.
I should always strive to assist the company's efforts to prevent unfairness and corruption by ensuring that all operations of the company continues to be characterized by honesty, transparency, integrity and fair play. I should report any violation or suspicion of violation of the Code of Ethics to my manager or follow escalation routes for reporting concerns.

Signature _____ Company _____

Printed name _____ Date _____

CONTENT 2

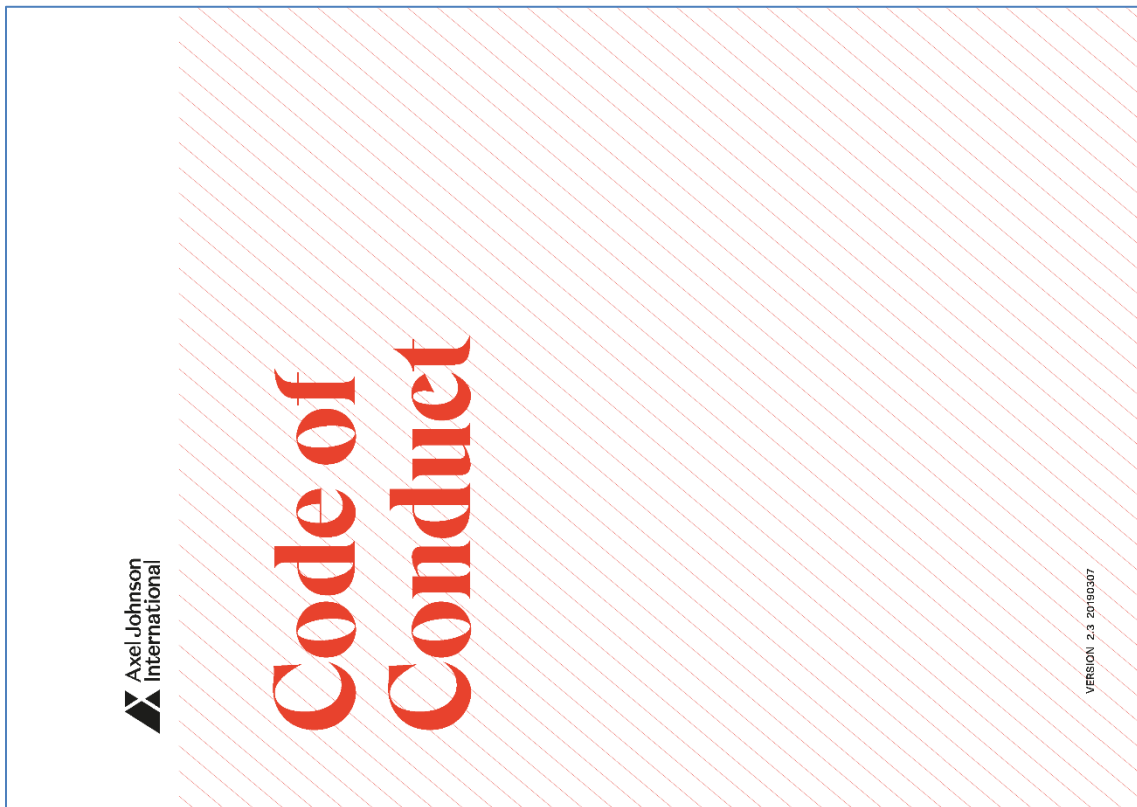
Content

PREFACE	3
INTRODUCTION	4
CHARTERS OF THE CODE OF CONDUCT	5
THE CODE OF CONDUCT	6
IMPLEMENTATION & OPERATING WITHIN THE CODE OF CONDUCT STANDARDS	10
APPENDIX	12
CODE OF CONDUCT COMPLIANCE COMMITMENT	13

Axel Johnson International is a privately owned Swedish industrial group of more than 110 companies in 27 countries, with combined annual sales of EUR 950 million. We drive business development and growth through a long-term approach to ownership in strategically selected niche markets, primarily technical components and solutions for industrial processes. Axel Johnson International is organized in five business groups: Fluid Handling Solutions, Industrial Solutions, Lifting Solutions, Power Transmission Solutions and Transport Solutions.
www.axelint.com

VERSION 2.3 20190307

CODE OF CONDUCT - AXEL JOHNSON INTERNATIONAL



The Code of Conduct

1. Labour and Human Rights

ILO C87, C182, C188, C198, Universal Declaration of Human Rights, UN Global Compact principle #1, 2

Suppliers to Axel Johnson International must uphold the human rights of workers, to treat them with dignity and respect as understood by the international community.

1.1 Forced Labour and Freedom of Movement

ILO 29, 105

The supplier must not participate in, or benefit from, any form of forced labour including bonded labour, forced prison labour, slavery, or human trafficking, in accordance with the ILO conventions. Workers must have the freedom of movement during the course of their employment.

Forced, bonded or compulsory labour is defined as forcing people to work against their will or under pressure from a threat or punishment.

1.2 Retention of monetary and/or material goods

ILO 95

The supplier must not withhold any part of any person's salary, benefits, property or documents (e.g. identity cards and travel documents) in order to force such personnel to continue working for them.

1.3 Disciplinary measures

The supplier shall treat all personnel with dignity and respect. The supplier shall not engage in or tolerate the use of corporal punishment, mental or physical coercion and verbal abuse of personnel.

2. Child Labour and Young Workers

ILO 138, 182, UN Conventions on the rights of the child, UN Global Compact principle #3

2.1 Minimum Age Requirements

The supplier shall not engage in, or benefit from, the use of child labour. The minimum age for employment shall not be less than the age of completion of compulsory schooling and, in any case, shall not be less than 15 years (or 14 years where established by national law in accordance with the ILO developing country exception).

2.2 Educational Remediation Program

If the supplier becomes aware that it is employing children of school age according to above established requirements, it shall ensure that the children are enrolled in a remediation program, rather than being summarily terminated from employment. The program shall include access to education and financial support and shall be decided in consultation with the child and family or next of kind.

2.3 Apprenticeship Programs

Apprenticeship programs for young workers (below 18 years of age) must be remunerated and clearly aimed at training.

2.4 Hazardous and Harmful Work

The supplier shall refrain from hiring young workers (below 18 years of age) to perform any type of work, which is likely to jeopardize their health, safety or morals.

3. Discrimination

3.1 Discrimination in Employment-related Decisions

ILO C100, C111, C182, UN Global Compact principle #6

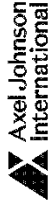
The supplier shall not engage in or support discrimination on the basis of race, colour, sex, language, religion, political or other opinion, caste, national or social origin, property, birth, union affiliation, sexual orientation, health status, pregnancy, family responsibilities, age, and disability or other distinguishing characteristics. Hiring, remuneration, benefits, training, advancement, discipline, termination, retirement or any other employment-related decisions shall be based on relevant and objective criteria.

4. Freedom of Association

ILO 027, C08, C046, C154, UN Global Compact principle #3

4.1 The Right to Freedom of Association and Collective Bargaining

The supplier must not interfere with the workers' rights to form and join unions or other associations of their own choosing, and to bargain collectively. Nor shall the supplier discourage membership of unions. Workers' representatives shall not be subject to discrimination and shall be given access to employees in the workplace. The supplier must recognize the right of workers to strike and shall not interfere with them regarding all important concerns at the workplace.



Code of Conduct Compliance Commitment

We hereby confirm that we have received, read and understood the content of Axel Johnson International Code of Conduct. We accept the provisions of Axel Johnson International Code of Conduct, and take the responsibility to ensure compliance and inform our concerned employees about the content as part of our regular standards and policies.

Signature _____ Company _____

Printed name _____ Title _____

Date _____

STAFF & TRAINING

AxFlow have well-established processes for all aspects of Human Resources management, including Right to Work checks, induction, training and development, mentoring and support. The company ensures that all staff are eligible to work in the UK and are trained and qualified for the duties they undertake.

Training topics are wide-ranging, from products, safety, specific skills and management training, for example...

- General Health & Safety and Environmental Awareness
- Management skills
- First aid
- Fire warden
- Lifting operations, slinger and banksman, overhead crane operator
- IPAF (powered access) and PASMA (scaffold towers)
- Asbestos awareness
- Confined space working
- Manual handling
- Abrasive wheels
- Ladder inspection
- Working at height
- Engineering Skills/CSCS/CCNSG
- Airport working - airside-specific training
- Product training

Our parent company, Axel Johnson International, provide 'corporate' training for all employees across the entire group covering areas such as corporate social responsibility and sustainability.

Expiry dates are monitored in the service management system and training matrixes. Refresher training is organised at the appropriate time, and before an individual is required to carry out that operation again.

Training certificates are uploaded to the HR platform, Breathe. Copies of certificates can be made available on request for pre-qualification purposes.

Some examples of training certificates follow, but personal data has been removed.

CERTIFICATE of COMPLETION

This is to certify that

C [REDACTED] H [REDACTED]

has completed the course

General Health, Safety and Environmental Awareness

August 7, 2020





Mike Robinson
 Chief Executive

This is to certify that

M [REDACTED] R [REDACTED]

has successfully completed training and assessment in accordance with currently accepted first aid practice for the purposes of the Health and Safety (First Aid) Regulations 1981 and Health & Safety (First Aid) Regulations (Northern Ireland) 1982, in the following subject:

**QA LEVEL 3 AWARD IN
EMERGENCY FIRST AID AT WORK (RQF)**

(Including Management of Catastrophic Bleeding)

Date of achievement
27 June 2019




*This certificate is valid for 3 years.
Refresher training is recommended as follows:*


Annual refresher 1 - due 27 June 2020
Annual refresher 2 - due 27 June 2021
Requalification - due before 27 June 2022


Certificate Number
2199568

Qualification Number
603/2367/X

Kirkdale Industrial Training Services (KITS)
 Armistage Road, Brighouse, West Yorkshire. HD6 1GF
 01484 711482
 www.kits-training.co.uk
 Registered Centre 950591


Anita Cooper, Chief Executive
 Quality Awards
To verify the authenticity of this certificate please visit: www.qualityawards.org/verify



**Height Safety
Lifting Control
Safety Management**

Certificate: Practical Lifting and Slings Beneath the Hook

Certificate Reference: 35176

Course Participant: A [REDACTED] R [REDACTED]

Company: Axflow Ltd

Course Location: London

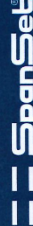
Instructor: Tom Orford

Assessment Type: Written and Practical

Valid Until: 11 March 2022


Height Trained To: N/A

Summary of Key Elements:
 Theory of lifting operations and LOLER, Care and maintenance of Equipment.
 Practical use, selection and pre use inspection of slinging equipment and lifting operations below the hook.

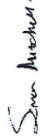


Course Completed:
 Practical Lifting and Slings
 Beneath the Hook
 Expiry Date: 11 March 2022
 Cert. No: 35176

SpanSet - Certified Safety



SpanSet UK Limited
 Simon Mitchell
 Training Manager



SpanSet
 Telford Way
 Middlewich
 Cheshire
 CW10 0HX

Tel: +44 (0) 1606 736529
 Fax: +44 (0) 1606 841666
 Email: training@spanset.co.uk
 Web: www.spanset.co.uk



This is to confirm that

B S

has successfully completed the City & Guilds Accredited Programme

Abrasive Wheels

This programme has been accredited by City & Guilds as satisfying its quality assurance criteria

Completion date

4 April 2018

Expiry date

3 April 2023

Signature

Carl Evans
Operations Director
HSS Training



Accredited
Programme



Certificate of Completion

This certificate is to certify that:

A R

Has completed:

Safe Isolation CPD


on:

18 July 2016


Signed:

Alan Charlton
Head of Training and Consultancy





ESS safeorce
Dedicated to your Safety



VP **ESS safeorce**
Dedicated to your Safety

Categories
Confined Space Entry Procedures
With Escape Sets
Expiry: 24/06/2022

Card No: 127060


APPROVED BY:
ROSPA
accidents don't
have to happen

This is to Certify to

J ■■■ H ■■■

has successfully completed the following


Confined Space Entry - Escape Sets

Signed  Operations Director

Course Date: 25/06/2019 Expiry Date: 24/06/2022

Qualifications should be renewed at regular intervals and prior to the expiry date. Please contact the number below to book your refresher training.

ESS Safeorce Essential House, Vaux Road, Finedon Road Industrial Estate, Wellingborough, Northants NN8 4TG
Tel: 01933 443 442 Fax: 01933 444 635 Email: info@ess-safeorce.com




CPD CERTIFIED
The Chartered Institution of Building Services Engineers
2 CPD hours

Certificate of Training

This certificate is awarded to
J ■■■ H ■■■

Who attended and passed by examination the
ASBESTOS AWARENESS E-LEARNING COURSE
in accordance with Regulation 10 of the Control of Asbestos Regulations 2012 and supporting ACoP and guidance L143 managing and working with Asbestos on
Wednesday 4th November 2020
(expiry Wednesday 3rd November 2021)



act
Audit • Consultancy • Training

Address: Victoria House, 37, Aveer High Street, Peterborough, PE1 1TA
Phone: 01753 462414
Email: info@act.org.uk
UKCA No: 59A

Certificate No: #1827560

To check the validity of this certificate please visit www.usafe.org.uk to use the online validation tool.

EUSR
ENERGY & UTILITY SKILLS REGISTER





This is NOT an identification card
and does NOT entitle the holder
to enter any property

J ■■■ H ■■■
204930






Check registrations at www.eusr.co.uk

vp plc

ESS safe force
Dedicated to your Safety

Categories
City & Guilds 6150-02
Level 2 Working in Medium Risk
Confined Spaces Water:
(Written 1 credit)(Practical 1 credit)

Expiry: 25/09/2021

Card No. 119707 P R

electrotechnical certification scheme

ecs

C1144472
FIELD ENGINEER

Card Expires 16 10 2022

ECS RELATED DISCIPLINE

the LADDER ASSOCIATION

Training Competence Certificate

J H

has attended the Ladder Association training course on

Category	Ladders & Steps	Level	Inspector
----------	-----------------	-------	-----------

Having successfully passed both written & practical examination the above person is awarded the

Ladder Association Training Competence Certificate

HSS Hire Service Group Ltd
Issuing Company

Prashant Rai (38451)
Registered Instructor on behalf of the Ladder Association

30 August 2023
Date of expiry

43268
Certificate Number

LadderCard
The Ladder Association Training Competence Certificate is issued to individuals who have successfully completed the written and practical examination and passed the Ladder Association Training Competence Certificate.

Expiry: 30 Aug 2023

0845 796 7799

ASSOCIATION.org.uk

MANAGEMENT SYSTEM

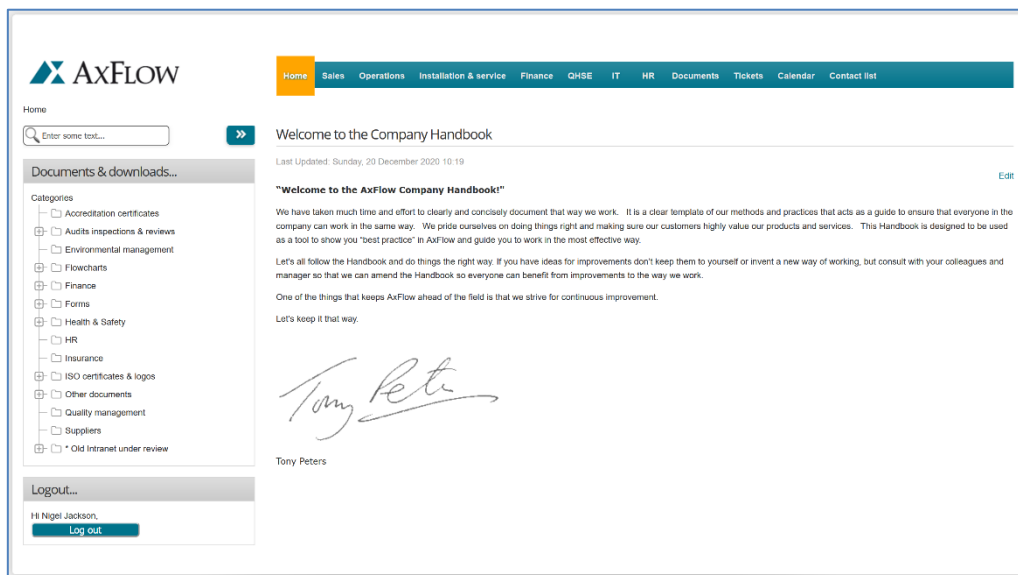
AxFlow Head Office and all bases in the UK are registered by URS Ltd (UKAS accreditation number 0043) to ISO9001:2015 and ISO14001:2015 - please see certificates in the later section. We have an objective to achieve registration to ISO45001:2018 but a target date has not yet been agreed.

Because we are registered to these ISO Standards, we must have policies and procedures in place to address all mandatory requirements. Our systems are regularly audited both internally, and externally by URS and have been confirmed to meet, in fact exceed, all of these requirements.

Our management system 'documentation' is online in what we call the 'Company Handbook', and is available to all staff. The system includes policies, processes and procedures for...

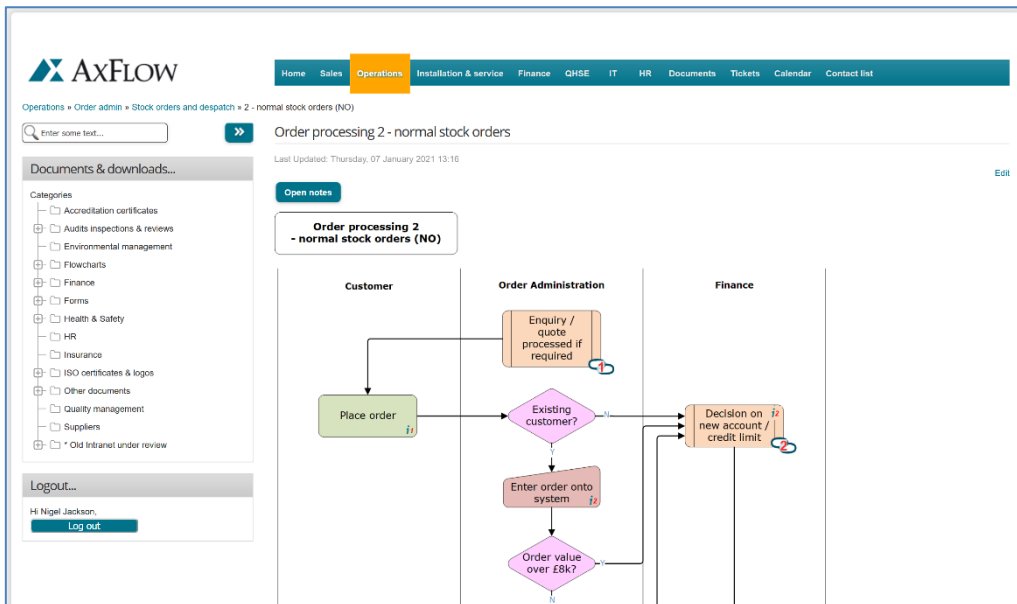
- All operational departments and areas of the business.
- Quality, health and safety, and environmental management. Our full health and safety policy and arrangements manual is in this section.
- General information.
- Documents and forms for download, including risk and COSHH assessments.
- Ticket system for reporting issues of any kind, IT support requests, improvement suggestions, tracking subcontractor onboarding etc.
- Calendar of key dates.

Our policies, processes and procedures ensure we comply with our legal obligations, the requirements of the Standards to which we registered and the vetting organisations that we are members of (Achilles, Avetta, Constructionline and Safecontractor) - see later in this document.

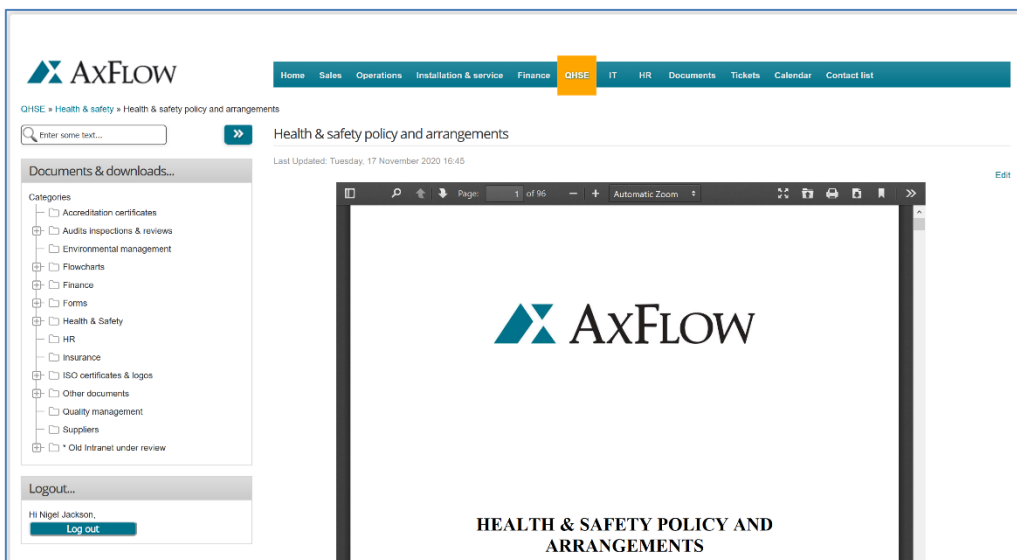


The screenshot shows the AxFlow Company Handbook interface. At the top left is the AxFlow logo. A navigation menu includes Home, Sales, Operations, Installation & service, Finance, QHSE, IT, HR, Documents, Tickets, Calendar, and Contact list. Below the menu is a search bar and a 'Documents & downloads...' section with a tree view of categories like Accreditation certificates, Audits inspections & reviews, Environmental management, Flowcharts, Finance, Forms, Health & Safety, HR, Insurance, ISO certificates & logos, Other documents, Quality management, Suppliers, and Old Intranet under review. The main content area displays a welcome message from the Managing Director, Tony Peters, dated Sunday, 20 December 2020 10:19. The message includes a signature and the text: "Welcome to the AxFlow Company Handbook! We have taken much time and effort to clearly and concisely document that way we work. It is a clear template of our methods and practices that acts as a guide to ensure that everyone in the company can work in the same way. We pride ourselves on doing things right and making sure our customers highly value our products and services. This Handbook is designed to be used as a tool to show you "best practice" in AxFlow and guide you to work in the most effective way. Let's all follow the Handbook and do things the right way. If you have ideas for improvements don't keep them to yourself or invent a new way of working, but consult with your colleagues and manager so that we can amend the Handbook so everyone can benefit from improvements to the way we work. One of the things that keeps AxFlow ahead of the field is that we strive for continuous improvement. Let's keep it that way." Below the message is the name Tony Peters and a 'Logout...' button.

Welcome message from the Managing Director



Example procedure flowchart



Health & Safety Policy and Arrangements

Ticket system


HEALTH & SAFETY

MANAGEMENT

AxFlow's Directors retain overall responsibility for health and safety within the organisation. Day to day responsibility for ensuring systems are in place is that of the QHSE Advisor, and implementation of measures and procedures falls to the Base Managers and staff.

All staff are required to follow health and safety procedures, and have responsibility for implementing the measures that are applicable to them in various work situations in which they work.

GENERAL STATEMENT OF POLICY

**Health & Safety Policy and Arrangements**

HEALTH AND SAFETY POLICY


We at AxFlow Ltd recognise our duties under the Health and Safety at Work Act 1974 and the accompanying protective legislation. We will endeavour to meet the requirements of this legislation so as to ensure that we maintain a safe and healthy working environment. Our managers and supervisory staff are informed of their responsibilities to ensure they take all reasonable precautions, to ensure the safety, health and welfare of those that are likely to be affected by our undertaking.

AxFlow Limited recognises so far as is reasonably practicable the duty to ensure the following:

- To provide and maintain a safe place of work, safe systems of work, safe equipment and a healthy and safe working environment.
- To ensure that hazards are identified, and regular assessments of risks are undertaken.
- To provide information, instruction and training as is necessary to ensure employees and others are assured of a safe and healthy working environment.
- Promoting the awareness of health and safety and encouraging health and safety best practice throughout our organization.
- To ensure we are taking the appropriate protective and preventative measures.
- To ensure that we have access to competent advice and are able to secure compliance with our statutory duties.

In order that we can achieve our objectives, and ensure our employees recognise their duties under health and safety legislation whilst at work, we must ensure that we inform them of their duty to take reasonable care of themselves and others that may be affected by their activities. We ensure our employees are informed of their obligations to ensure they co-operate with management and adhere with AxFlow safety rules which are provided within the Employee Safety Handbook.

This Health and Safety Policy shall be reviewed annually in order to ensure its continuing suitability.

Signature: 

Position: **Managing Director**

Date: 19th October 2021

Last updated: 19-10-2021

Page 6 of 88

MONITORING

Although we are not yet registered to ISO45001 - this is a planned objective - we carry out inspections at all bases to monitor health and safety compliance and implementation. Inspections are carried out at least annually and are formally recorded and reported to the Directors. Some monitoring during the COVID pandemic has necessarily been remote/desktop.

Reviews of health and safety are carried out with Directors and Base Managers. Reviews are documented, including necessary actions.

TRAINING, COMPETENCE & CERTIFICATION

All staff receive training to carry out their duties safely, and additionally are issued with a copy of the company's Health & Safety Policy and Arrangements, and have access to risk and COSHH assessments.

Soon after joining AxFlow all staff undergo the British Safety Council online course "General Health & Safety and Environmental Awareness". During induction, all new employees are briefed in fire safety precautions and safety rules for their work location.

Staff are not expected to undertake activities for which they are not trained. Training expiry dates are monitored and refresher training before expiry, or before the individual carries out that activity again.

Please refer to the Staff Training section and examples of training certificates above.

ACCIDENTS

Accidents and incidents historically have been relatively minor and few. 2 over 7-day accidents occurred in 2019, but this was unusual.

The reporting procedure is outlined in the Health & Safety Policy and Arrangements. All accidents are recorded in local Bases' accident books and immediate action is taken. Accidents are reported to the QHSE Advisor who maintains the central records and statistics and reports to the HSE via the RIDDOR system if required.

All accidents are investigated - the format and depth of investigations depends on the nature of the accident and might range from a full investigation involving various management and other staff, to local review of a very minor, isolated accident.

Accident statistics from 2017 to 2020 can be seen here...

		2020	2019	2018	2017
A	AxFlow annual man-hours	187768	179016	168491	161510
K	Employment (number of AxFlow staff employed)	102	97	92	87
B1	Specified injuries (not included in D and E) (defined by RIDDOR)	0	0	0	0
B2	Deaths	0	0	0	0
C1	Dangerous occurrences (defined by RIDDOR)	0	0	0	0
C2	Reportable cases of ill health or disease (defined by RIDDOR)	0	0	0	0
D	Over 7-day incapacitation (defined by RIDDOR)	0	2	0	0
E	Over 3-day incapacitation	0	0	0	0
F	Other accidents/incidents requiring hospital treatment (lost time)	1	0	1	1
G	Minor accidents/incidents only requiring first aid (no lost time)	0	3	6	6
H	Near miss reports	0	1	1	0
I	Accident frequency rate ALL LOST TIME INJURIES per 1 million man-hours <small>Includes all lost time accidents and incidents - RIDDOR specified injuries, deaths, over 7 and 3-day injuries, other incidents requiring hospital treatment. Does not include dangerous occurrences, minor accidents or near misses. Calculated using the formula: $(B1+B2+D+E+F) / A \times 1000000$</small>	5.33	11.17	5.94	6.19
I	Accident frequency rate OVER 7-DAY INJURIES per 1 million man-hours <small>Only includes RIDDOR 7-day injuries Calculated by $D / A \times 1000000$</small>	0.00	11.17	0.00	0.00
J	Accident Incidence Rate per 100000 employees <small>Includes all lost time accidents and incidents - RIDDOR specified injuries, deaths, over 7 and 3-day injuries, other incidents requiring hospital treatment. Does not include dangerous occurrences, minor accidents or near misses. Calculated using the formula: $(B1+B2+D+E+F) / K \times 100000$</small>	980.39	2061.86	1085.96	1149.43
<p>NOTES: Accident frequency rate gives the number of people injured per year for every 1000000 hours worked. 2 calculations are shown, including different types of accidents Accident incidence rate gives the number of people injured per year per 100000 employees The accident frequency and incidence rates above are intended for AxFlow internal analysis and include all types of accident. The data may therefore not be comparable with HSE or DNS data that includes different types of accident data Data prior to 2017 not included AxFlow SIC Codes are 33120 and 40140, industry groups C and G respectively Updated 06-01-2021</p>					

RISK & COSHH ASSESSMENTS

All activities with potential risks are assessed. Significant risks for each activity are considered - the consequence if that risk happened, the likelihood of the situation occurring and the measures in place to control the risk. Following common practice, consequence and likelihood is scored to give a 'risk factor'. Additional actions to reduce risk are taken where necessary.

In the same way as for activities, all substances that are used at AxFlow bases and customer sites are assessed. Material Safety Data Sheets (MSDS) are available for every substance that we use, and these are reviewed alongside information on how the substances is used and for how long. The result of these assessments are documented.

Risk and COSHH assessments are available to all staff. The assessments are reviewed nominally on an annual basis, or more frequently if an incident or accident occurs, or the work situation changes.

RAMS

Job and site-specific risk assessments and method statements (RAMS) are compiled by the project team for every job at a customer site.

Sales and installation engineers survey and discuss the job requirements, site-specific situation and risks involved. This information will be discussed with the Installation and Base management, and Installation and Service Supervisor at the enquiry stage and/or after award of contract. The Installation and Service Supervisor will compile job-specific RAMS covering foreseeable risks and required and safe working method for the job.

RAMS are sent to the customer for review/approval if requested.

AxFlow site personnel are required to review the RAMS and associated documentation and sign them to confirm they have understood the job and site requirements.

QUALITY & ENVIRONMENT

REGISTRATION

As mentioned earlier, our Head Office and all operational bases in the UK are registered to ISO9001:2015 and ISO14001:2015...



Certificate of Registration

This certificate has been awarded to
AxFlow Limited
 820 Yeovil Road, Slough Trading Estate, Slough, SL1 4JA, United Kingdom

in recognition of the organization's Environmental Management System which complies with
ISO 14001:2015

The scope of activities covered by this certificate is defined below
Design, Supply, Assembly, Stockholding, Installation, Commissioning, Servicing and Repair of Pumps, Booster Sets and Related Fluid Handling Equipment to a Wide Range of Industries.

Certificate Number:	204612A/0001/UK/En	Date of Issue: (Original)	01 May 2020	Date of Issue:	01 May 2020
Issue No:	1	Expiry Date:	04 July 2022	Issued by:	 On behalf of the Schemes Manager






Slough ISO14001



Certificate of Registration

This certificate has been awarded to
AxFlow Limited
 820 Yeovil Road, Slough Trading Estate, Slough, SL1 4JA, United Kingdom

in recognition of the organization's Quality Management System which complies with
ISO 9001:2015

The scope of activities covered by this certificate is defined below
Design, Supply, Assembly, Stockholding, Installation, Commissioning, Servicing and Repair of Pumps, Booster Sets and Related Fluid Handling Equipment to a Wide Range of Industries.

Certificate Number:	204612B/0001/UK/En	Date of Issue: (Original)	01 May 2020	Date of Issue:	01 May 2020
Issue No:	1	Expiry Date:	04 July 2022	Issued by:	 On behalf of the Schemes Manager






Slough ISO9001



Certificate of Registration

This certificate has been awarded to

AxFlow Limited

Unit 9a Fieldhouse Business Park, Old Fieldhouse Lane, Huddersfield, HD2 1FA, United Kingdom

ISO 9001:2015

in recognition of the organization's Quality Management System which complies with

The scope of activities covered by this certificate is defined below

Design, Supply, Assembly, Stockholding, Installation, Commissioning, Servicing and Repair of Pumps, Booster Sets and Related Fluid Handling Equipment to a Wide Range of Industries.

Certificate Number:	Date of Issue: (Original)	Date of Issue:
204812/B/0003/UK/En	01 May 2020	01 May 2020
Issue No:	Expiry Date:	
1	04 July 2022	

Issued by:  On behalf of the Schemes Manager



© 1995-2022 URS. All rights reserved. URS is a registered trademark of URS Corporation. URS is a registered provider of ISO 9001:2015 certification. URS is a registered provider of ISO 9001:2015 certification. URS is a registered provider of ISO 9001:2015 certification. URS is a registered provider of ISO 9001:2015 certification.

Huddersfield ISO9001



Certificate of Registration

This certificate has been awarded to

AxFlow Limited

Unit 9a Fieldhouse Business Park, Old Fieldhouse Lane, Huddersfield, HD2 1FA, United Kingdom

ISO 14001:2015

in recognition of the organization's Environmental Management System which complies with

The scope of activities covered by this certificate is defined below

Design, Supply, Assembly, Stockholding, Installation, Commissioning, Servicing and Repair of Pumps, Booster Sets and Related Fluid Handling Equipment to a Wide Range of Industries.

Certificate Number:	Date of Issue: (Original)	Date of Issue:
204812/A/0003/UK/En	01 May 2020	01 May 2020
Issue No:	Expiry Date:	
1	04 July 2022	

Issued by:  On behalf of the Schemes Manager



© 1995-2022 URS. All rights reserved. URS is a registered trademark of URS Corporation. URS is a registered provider of ISO 14001:2015 certification. URS is a registered provider of ISO 14001:2015 certification. URS is a registered provider of ISO 14001:2015 certification. URS is a registered provider of ISO 14001:2015 certification.

Huddersfield ISO14001



Certificate of Registration

This certificate has been awarded to

AxFlow Limited

Unit 16, Chilton Industrial Estate, Avenue 3, Chilton Ferryhill, County Durham, DL17 0PB, United Kingdom

in recognition of the organization's Quality Management System which complies with

ISO 9001:2015

The scope of activities covered by this certificate is defined below

Design, Supply, Assembly, Stockholding, Installation, Commissioning, Servicing and Repair of Pumps, Booster Sets and Related Fluid Handling Equipment to a Wide Range of Industries.

Certificate Number:	Date of Issue: (Original)	Date of Issue:
204812/B/0005/UK/En	01 May 2020	01 May 2020
Issue No:	Expiry Date:	
1	04 July 2022	

Issued by:  On behalf of the Schemes Manager



Durham ISO9001



Certificate of Registration

This certificate has been awarded to

AxFlow Limited

Unit 16, Chilton Industrial Estate, Avenue 3, Chilton Ferryhill, County Durham, DL17 0PB, United Kingdom

in recognition of the organization's Environmental Management System which complies with

ISO 14001:2015

The scope of activities covered by this certificate is defined below

Design, Supply, Assembly, Stockholding, Installation, Commissioning, Servicing and Repair of Pumps, Booster Sets and Related Fluid Handling Equipment to a Wide Range of Industries.

Certificate Number:	Date of Issue: (Original)	Date of Issue:
204812/A/0005/UK/En	01 May 2020	01 May 2020
Issue No:	Expiry Date:	
1	04 July 2022	

Issued by:  On behalf of the Schemes Manager



Durham ISO14001



Certificate of Registration

This certificate has been awarded to

AxFlow Limited

Unit 3, Harlaw Centre, Howe Moss Crescent, Kirkhill Industrial Estate, Dyce,
Aberdeen, AB21 0GN, United Kingdom

ISO 9001:2015

The scope of activities covered by this certificate is defined below

**Design, Supply, Assembly, Stockholding, Installation, Commissioning,
Servicing and Repair of Pumps, Booster Sets and Related Fluid
Handling Equipment to a Wide Range of Industries.**

Certificate Number:	Date of Issue: (Original)	Date of Issue:
204812/B/0002/UK/En	01 May 2020	01 May 2020
Issue No:	Expiry Date:	
1	04 July 2022	

Issued by:  On behalf of the Schemes Manager



URS is not liable for the validity of this certificate unless it is issued in compliance with the ISO 9001:2015 standard. URS is a registered provider of ISO 9001:2015 certification. URS is a member of the International Register of Certificated Registrars (IRCA). URS is a member of the International Accreditation Forum (IAF). URS is a member of the United Kingdom Accreditation Service (UKAS). URS is a member of the International Register of Certificated Registrars (IRCA). URS is a member of the International Accreditation Forum (IAF). URS is a member of the United Kingdom Accreditation Service (UKAS). URS is a member of the International Register of Certificated Registrars (IRCA). URS is a member of the International Accreditation Forum (IAF). URS is a member of the United Kingdom Accreditation Service (UKAS).

Page 4

Aberdeen ISO9001



Certificate of Registration

This certificate has been awarded to

AxFlow Limited

Unit 3, Harlaw Centre, Howe Moss Crescent, Kirkhill Industrial Estate, Dyce,
Aberdeen, AB21 0GN, United Kingdom

ISO 14001:2015

The scope of activities covered by this certificate is defined below

**Design, Supply, Assembly, Stockholding, Installation, Commissioning,
Servicing and Repair of Pumps, Booster Sets and Related Fluid
Handling Equipment to a Wide Range of Industries.**

Certificate Number:	Date of Issue: (Original)	Date of Issue:
204812/A/0002/UK/En	01 May 2020	01 May 2020
Issue No:	Expiry Date:	
1	04 July 2022	

Issued by:  On behalf of the Schemes Manager



URS is not liable for the validity of this certificate unless it is issued in compliance with the ISO 14001:2015 standard. URS is a registered provider of ISO 14001:2015 certification. URS is a member of the International Register of Certificated Registrars (IRCA). URS is a member of the International Accreditation Forum (IAF). URS is a member of the United Kingdom Accreditation Service (UKAS). URS is a member of the International Register of Certificated Registrars (IRCA). URS is a member of the International Accreditation Forum (IAF). URS is a member of the United Kingdom Accreditation Service (UKAS).

Page 4

Aberdeen ISO14001



Certificate of Registration

This certificate has been awarded to

AxFlow Limited

14 Haydon Industrial Estate, Radstock, BA3 3RD, United Kingdom

in recognition of the organization's Quality Management System which complies with

ISO 9001:2015

The scope of activities covered by this certificate is defined below

Design, Supply, Assembly, Stockholding, Installation, Commissioning, Servicing and Repair of Pumps, Booster Sets and Related Fluid Handling Equipment to a Wide Range of Industries.

Certificate Number:	Date of Issue: (Original)	Date of Issue:
204812/B/0004/UK/En	01 May 2020	01 May 2020
Issue No:	Expiry Date:	
1	04 July 2022	

Issued by:  On behalf of the Schemes Manager



© 2022 URS. All rights reserved. URS is the authorized provider of the services described in this certificate. URS is a registered provider of the services described in this certificate. URS is a registered provider of the services described in this certificate. URS is a registered provider of the services described in this certificate.

Page 4

Radstock ISO9001



Certificate of Registration

This certificate has been awarded to

AxFlow Limited

14 Haydon Industrial Estate, Radstock, BA3 3RD, United Kingdom

in recognition of the organization's Environmental Management System which complies with

ISO 14001:2015

The scope of activities covered by this certificate is defined below

Design, Supply, Assembly, Stockholding, Installation, Commissioning, Servicing and Repair of Pumps, Booster Sets and Related Fluid Handling Equipment to a Wide Range of Industries.

Certificate Number:	Date of Issue: (Original)	Date of Issue:
204812/A/0004/UK/En	01 May 2020	01 May 2020
Issue No:	Expiry Date:	
1	04 July 2022	

Issued by:  On behalf of the Schemes Manager




© 2022 URS. All rights reserved. URS is the authorized provider of the services described in this certificate. URS is a registered provider of the services described in this certificate. URS is a registered provider of the services described in this certificate. URS is a registered provider of the services described in this certificate.

Page 4

Radstock ISO14001

POLICIES

As required by the ISO Standards, we have Quality and Environmental policy statements from the Managing Director...




Environmental Management Policy

AxFlow Limited recognises that, in the conduct of its business, processes are utilised which draw on a number of resources that may ultimately have an environmental impact. The company is committed to operating in a manner that both complies with environmental legislation and minimises effects on the environment. In particular, we have a commitment to prevent pollution being caused by our business activities.


This policy shall be achieved by:

- Continuing to resource our Environmental Management System (EMS) to meet the standards of ISO14001 certification;
- Meet or exceed our compliance obligations including legal and other sector requirements as applicable to our environmental aspects;
- Sustain a programme of continual improvement in environmental performance incorporating suitable measurement and monitoring mechanisms to effectively manage and mitigate significant environmental aspects;
- Providing relevant information on environmental matters to employees, stakeholders and other interested parties;
- Improve resource efficiency (including our use of water, energy and raw materials).
- Continue to work in partnership with the local community and other stakeholders to improve the local environment and ensure that company operations do not have a detrimental effect on that community;
- Encouraging staff to come forward with suggestions for environmental improvements or concerns and support initiatives aimed at improving awareness of sustainability.

This policy shall be reviewed annually as part of the Environmental Management review meeting.

Date: 19-10-2021
Signed: 
Managing Director: Mr. Tony Peters

Environmental policy




Quality Management Policy

AxFlow Limited is dedicated to ensuring that it provides authoritative, independent and highly professional services and products that meet our customers' requirements for quality and reliability.

To fulfil this policy, Senior Management are responsible for:

- Establishing an effective Quality Management System (QMS) structured to meet the requirements of the current version of ISO 9001. The processes and procedures described on the intranet site relate to all products stocked and sold, and cover the process from sales & purchasing through to distribution and after-sales service.
- Providing the necessary resources; and ensuring responsibilities and authorities; for implementing this policy, are determined and communicated throughout the Axflow;
- Active leadership and participation in quality management activities while ensuring that the risks to our ability to provide a quality service are contained.
- Consideration of stakeholder and interested parties; their needs and expectations.
- Ensuring all staff are trained and briefed about the QMS and their responsibilities for those parts of the system upon which they have an impact so that they can implement the policies and procedures in their work;
- Ensuring the effectiveness of both the provision of our services and products and of our QMS, assessing opportunities for continual improvement;
- Ensuring everything we do complies with all relevant legislation and is always carried out in accordance with our stated methods and customers' requirements.
- Setting and reviewing measurable objectives as an integral part of the continual quality improvement programme; monitoring performance against those objectives;

This Quality Policy shall be reviewed periodically in order to ensure its continuing suitability.

Date: 19 October 2021
Signed: 
Managing Director: Mr. Tony Peters

Quality policy

RISKS & OPPORTUNITIES, OBJECTIVES & IMPROVEMENT

We assessed quality and environmental risks to the business during the transition period leading to upgrade of our registrations to ISO9001:2015 and ISO14001:2015, We found that most risks were addressed through means such as our operational processes and procedures. Most other risks are mitigated to an acceptable level, and some opportunities were identified. The quality and environmental risks and opportunities are reviewed and the register on the Company Handbook updated accordingly.

One of the key aims of the ISO standards is improvements, and AxFlow actively seeks improvement. Through regular manager's meetings, departmental meetings and 1-2-1 between managers and staff, objectives are set, actions and monitored.

In addition to these processes, our parent company requires regular review of risks and key objectives relating to quality and environmental aspects of the business and other areas, and reporting of status and results.

The screenshot shows the AxFlow website interface. The top navigation bar includes links for Home, Sales, Operations, Installation & service, Finance, QHSE (highlighted), IT, HR, Documents, Tickets, Calendar, and Contact list. The main content area is titled 'Risks & opportunities' and includes a search bar, a sidebar with 'Documents & downloads...' categories, and a main text area with sections for 'Introduction' and 'General'.

LEGAL REQUIREMENTS

One of the key objectives of our management systems is legal compliance. The Directors are responsible for ensuring that employees are aware of legal obligations as far as they affect people's roles.

To help ensure awareness, we maintain on the Company Handbook a list of legislation that is relevant to our operations (the Legal Register), relating to general business requirements, environment and health and safety.

The Legal Register is reviewed during internal audits and management reviews.

The screenshot shows the 'List of Legislation' page on the AxFlow website. It includes a 'CHANGES' section with links to external resources, a 'List of Legislation' table, and a 'Details' section for each entry.

Area (H&S, env, company)	Environmental aspect	Title	Common Abbreviation	Details
H&S		Health and Safety at Work Act	HSWA	The Health and Safety at Work Act is the primary legislation covering occupational health and safety in Great Britain. It's sometimes referred to as HSWA, the HSW Act, the 1974 Act or HASAWA. It sets out the general duties that: <ul style="list-style-type: none"> employers have towards employees and members of the public employees have to themselves and to each other certain self-employed have towards themselves and others
H&S		Management of Health and Safety at Work Regulations	MHSWR	All organisations have management processes or arrangements to deal with payroll, personnel issues, finance and quality control - managing health and safety is no different. The Management of Health and Safety at Work Regulations require employees to put in place arrangements to control health and safety risks. As a minimum, these should include processes and procedures to meet the legal requirements, including:

ENVIRONMENTAL ASPECTS & IMPACTS

An important element of the environmental part of the management system is identification and evaluation of aspects of the business that can affect the environment.

We have evaluated our environmental aspects and created a register of the potential environmental impacts. The impacts have been ranked, and used to identify the procedures and controls that are necessary.

The Aspects Register is also reviewed during internal audits and management reviews.

Aspect	Activity or Service	Environmental Aspect	Environmental Impact	Rating	Regulations/Control
Development of new products or technologies	Develop new products to meet customer requirements	Use of natural resources, water, energy, materials, etc.	Greenhouse gas emissions, air pollution, noise, vibration, etc.	High	ISO 14001, Environmental Policy, Risk Assessment, etc.
Logistics to site	Transportation of materials and equipment to site	Use of natural resources, water, energy, materials, etc.	Greenhouse gas emissions, air pollution, noise, vibration, etc.	Medium	ISO 14001, Environmental Policy, Risk Assessment, etc.
Production	Manufacturing process	Use of natural resources, water, energy, materials, etc.	Greenhouse gas emissions, air pollution, noise, vibration, etc.	High	ISO 14001, Environmental Policy, Risk Assessment, etc.
Logistics to site	Transportation of materials and equipment to site	Use of natural resources, water, energy, materials, etc.	Greenhouse gas emissions, air pollution, noise, vibration, etc.	Medium	ISO 14001, Environmental Policy, Risk Assessment, etc.
Construction	Construction activities	Use of natural resources, water, energy, materials, etc.	Greenhouse gas emissions, air pollution, noise, vibration, etc.	High	ISO 14001, Environmental Policy, Risk Assessment, etc.
Logistics to site	Transportation of materials and equipment to site	Use of natural resources, water, energy, materials, etc.	Greenhouse gas emissions, air pollution, noise, vibration, etc.	Medium	ISO 14001, Environmental Policy, Risk Assessment, etc.
Logistics to site	Transportation of materials and equipment to site	Use of natural resources, water, energy, materials, etc.	Greenhouse gas emissions, air pollution, noise, vibration, etc.	Medium	ISO 14001, Environmental Policy, Risk Assessment, etc.
Logistics to site	Transportation of materials and equipment to site	Use of natural resources, water, energy, materials, etc.	Greenhouse gas emissions, air pollution, noise, vibration, etc.	Medium	ISO 14001, Environmental Policy, Risk Assessment, etc.
Logistics to site	Transportation of materials and equipment to site	Use of natural resources, water, energy, materials, etc.	Greenhouse gas emissions, air pollution, noise, vibration, etc.	Medium	ISO 14001, Environmental Policy, Risk Assessment, etc.

AUDIT & REVIEW

Our quality and environmental management systems are subject to regular review.

These processes monitor our compliance with the processes and procedures, identify areas where actions is required, and form part of the improvement process...

- Internal audits - are carried out by the QHSE Advisor at all operational bases. Audits and any actions are formally documented.
- Management reviews - key aspects of the management systems are reviewed on a regular basis, following a standard 'agenda' that is documented on the Company Handbook. Aspects of the review are actually carried out at different times - some are discussed regularly at managers meetings, others are reviewed annually by the QHSE Advisor and reported to the Directors and Senior Managers.
- External audits - URS carry out annual, independent audits of the quality and environmental management systems to maintain our registrations. The audits are planned to cover all aspects of the management systems and all operational bases over each three-year certificate period.

SUBCONTRACTORS

ONBOARDING PROCEDURE

AxFlow's team of experienced, skilled engineers carries out the vast majority of site works. However, on occasions it may be necessary to subcontract a specialist element of the work.


In this case we will seek suitably qualified and experienced companies who are able to offer the services required. Whilst discussions are in hand with the subcontractor about the job itself, the onboarding procedure is implemented.

The aim of the onboarding procedure is to ensure that subcontractors chosen to carry out works as part of contract with an AxFlow customer, and their employees, are qualified, insured and experienced.

The subcontractor is asked to complete our simple onboarding questionnaire, and return it with copies of relevant supporting documentation, for example...

- Company and bank details.
- Insurance certificates or confirmations.
- Accreditation and registration certificates. For certain trades specific registrations are required - NICEIC, GasSafe, F-Gas/Refcom.
- Relevant training certificates.

The provided information is reviewed, any queries resolved, and the subcontractor set up on our systems.


New Subcontractor Onboarding Questionnaire

Please click in the fields below, enter all relevant information and provide documents where requested. To select from a dropdown or select a date, click to the right of the 'Select...' text. Please tick the boxes at right to confirm the requested documents have been provided. Please direct queries to your AxFlow contact, or info@axflow.co.uk

Company & financial information	Company name				
	Registered address				
	Operational address				
	Registration number				
	VAT number				
	CIS Scheme	Are you registered with HMRC under the CIS Scheme?		Select...	
	Bank details	Please provide your bank name & address, account number, sort code, currency, SWIFT/BIC, IBAN on company headed paper, signed and dated by an Officer of your company:		<input type="checkbox"/>	
Contacts	Accounts	Name: _____ Email: _____	Job title: _____ Phone: _____		
	Remittance email				
	QHSE	Name: _____ Email: _____	Job title: _____ Phone: _____		
	Projects	Name: _____ Email: _____	Job title: _____ Phone: _____		
Description of services					
Registrations and accreditations	ISO 9001	Select...	Registered by: _____	Expiry: Select date	<input type="checkbox"/>
	ISO 14001	Select...	Registered by: _____	Expiry: Select date	<input type="checkbox"/>
	ISO 45001	Select...	Registered by: _____	Expiry: Select date	<input type="checkbox"/>
	Safecontractor	Select...		Expiry: Select date	<input type="checkbox"/>
	Achilles	UVDB: Select... FPAL: Select...		Expiry: Select date Select date	<input type="checkbox"/>
	Constructionline	Select...	Expiry: _____	Select date	<input type="checkbox"/>
	CHAS	Select...	Expiry: _____	Select date	<input type="checkbox"/>
	Others (e.g. waste carrier permit, HSE asbestos licence, NICEIC, G-safe, f-gas, Avetta etc.)	Name: _____		Expiry: Select date Select date Select date	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Insurances	Public / products	Insurer: _____	Expiry: Select date	<input type="checkbox"/>	
	Employers liability	Insurer: _____	Expiry: Select date	<input type="checkbox"/>	
	Professional indemnity	Insurer: _____	Expiry: Select date	<input type="checkbox"/>	
	Contractors all risks	Insurer: _____	Expiry: Select date	<input type="checkbox"/>	
	Others if relevant to the work you will do for AxFlow	Type: _____ Insurer: _____	Expiry: Select date	<input type="checkbox"/>	
H&S & ENV	Training	Relevant to the work you will be carrying out for AxFlow, please provide samples of H&S training course certificates (e.g. asbestos awareness, IPAF, PASMA, confined space etc.).			<input type="checkbox"/>
	RAMS	Please provide example RAMS for the type of work you will be doing for AxFlow.			<input type="checkbox"/>
Confirmation		I confirm that... <ul style="list-style-type: none"> We operate in a well-managed, appropriately controlled, and safe manner, with due regard to the law and the safety and wellbeing of our employees and others our work brings us into contact with. Our company will abide by the Axel Johnson Supplier Code of Conduct. I am authorised to provide this information. Signed: _____ Position: _____ Date: Select date Email: _____ Phone: _____			

Please return the completed questionnaire and all requested documents to your AxFlow contact.

AX-FI-01
Updated: 10-02-2021
Page 1 of 1

SUPPLIER CODE OF CONDUCT

Our parent company has drawn up a Code of Conduct (CoC) covering internationally agreed, legal and moral requirements that AxFlow adhere to, and that we expect our suppliers and subcontractors to adhere to. A copy of the CoC is sent to all new suppliers and subcontractors, and they are asked to sign and return the confirmation.

The CoC covers areas such as...

- Human and labour rights - forced labour, child labour, discrimination etc.
- Health and safety - workplace and conditions
- Ethical trading - bribery and corruption
- Environmental management - hazardous substances, permits and reporting

Please see the example pages in the Policies and Corporate Social Responsibility section earlier in this document.

MONITORING

Subcontractor performance is monitored by Installation and site management. Issues are recorded within the job documentation, brought to the attention of the company/personnel involved and rectified accordingly. Ongoing issues are documented within the quality management ticket system. If an issue cannot be satisfactorily resolved and there is doubt about the quality of future work, the subcontractor may be flagged within our systems as not to be used again.

OTHER ACCREDITATIONS

SAFECONTRACTOR



Certificate of Accreditation

This is to certify that
Axflow Ltd

has achieved SafeContractor accreditation

Date: 26th May 2021
This certificate is valid until: 26th May 2022
Certificate number: VM9599

Signed:
Alyn Franklin
Alyn Franklin
Alcumus CEO




Alcumus SafeContractor, Alys House, Parc Hanganw, Cardiff, CF15 7DX
T: 029 2026 6748 E: safecontractor@alcumusgroup.com W: www.alcumusgroup.com | www.safecontractor.com
This certificate is the property of Alcumus SafeContractor and must be returned on request

Safecontractor Accreditation



Certificate of Verification

This is to confirm that
Axflow Ltd

has completed the SafePQQ question set covering the following topics:

- Finance
- Equality
- Right to Work
- Environment
- Modern Slavery
- References
- Quality
- Anti-bribery
- Building Information Modelling
- Management
- GDPR

Registration number: VM9599
Expiry date: 26th May 2022

Signed:
Alyn Franklin
Alyn Franklin
Alcumus CEO




Please note
This certificate is only valid with a SafeContractor health and safety accreditation certificate.
This SafePQQ product is subject to the PAS91 Question set and must be returned on request.
Alcumus SafeContractor, Alys House, Parc Hanganw, Cardiff, CF15 7DX
T: 029 2026 6748 E: safecontractor@alcumusgroup.com W: www.alcumusgroup.com | www.safecontractor.com

Safecontractor SafePQQ



Certificate of Audit

This is to certify that
Axflow Ltd

has achieved the following standards through assessment for Safety, Health, Environmental and Quality practices and procedures as a registered supplier on Category B2.

	Score
MSE-HEALTH & SAFETY AUDIT SCORE	99
MSE-ENVIRONMENTAL AUDIT SCORE	100
MSE-QUALITY AUDIT SCORE	100
MSE-CORPORATE & SOCIAL RESPONSIBILITY AUDIT SCORE	100
SITE-HEALTH & SAFETY AUDIT SCORE	100
SITE-ENVIRONMENTAL AUDIT SCORE	100
SITE-QUALITY AUDIT SCORE	100
SITE-CORPORATE & SOCIAL RESPONSIBILITY AUDIT SCORE	100



Jay Katzen
Chief Executive Officer
Achilles



Achilles
UVDB
AUDITED

Achilles ID: 00024246
Expiry Date: 24 November 2021

Achilles Information Limited conducted the assessment on behalf of all Verify subscribing companies

UVDB



Certificate of Audit

This is to certify that
Axflow Ltd

has achieved the following standards through assessment for Safety, Health, Environmental and Quality practices and procedures as a registered supplier with the Oil and Gas Europe Verify 2 Day Audit.

	Score
MSE-OVERALL REPORT SCORE	6.4
MSE-HEALTH, SAFETY & ENVIRONMENT AUDIT SCORE (IQSP-123-01-Compliant)	6.4
MSE-QUALITY AUDIT SCORE	6.8
MSE-COMPETENCE & TRAINING AUDIT SCORE	5.7



Jay Katzen
Chief Executive Officer
Achilles



Achilles
Oil and Gas Europe
GOLD

Achilles ID: 00038775
Assessment date: 05/06/2021
Expiry date: 04/09/2023
Locations: Virtual Audit

FPAL



Avetta

This Certificate is Awarded to:
AxFlow Ltd

CDM Scope: Contractor

by Avetta
in Accordance with SSIP Forum Deemed to Satisfy Agreement

Certificate Issued: *26/May/2021* Expiry Date: *26/May/2022* Certificate Number: *85764*

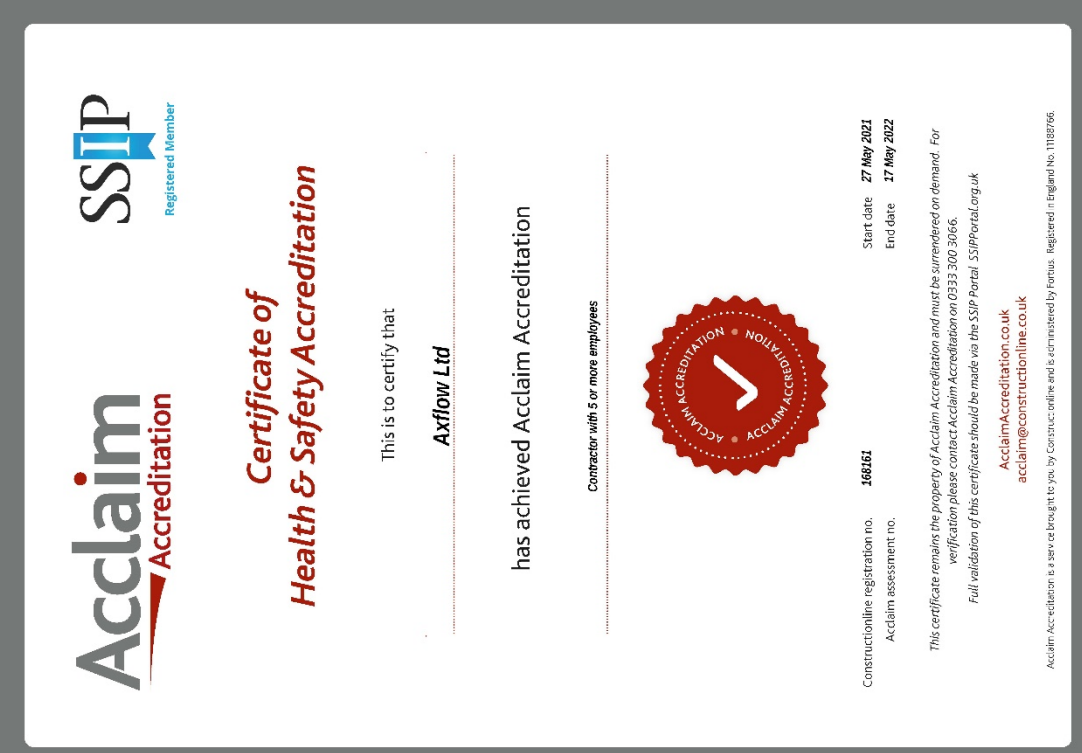
Authorised By: *Arshad Martin*


To check the validity of this certificate please contact Avetta directly on 01628 450400 or visit the SSIP Portal www.ssiportal.org.uk

SSIP SAFETY SCHEMES IN PROCUREMENT

The Safety Schemes in Procurement Competence Forum (SSIP) "acts as an umbrella organisation to facilitate mutual recognition between health and safety pre-qualification schemes wherever it is practicable to do so"

Avetta





Acclaim Accreditation



SSIP
Registered Member

Certificate of Health & Safety Accreditation

This is to certify that

Axflow Ltd

has achieved Acclaim Accreditation

Contractor with 5 or more employees



<small>Constructionline registration no.</small>	168161	<small>Start date</small>	27 May 2021
<small>Acclaim assessment no.</small>		<small>End date</small>	17 May 2022

This certificate remains the property of Acclaim Accreditation and must be surrendered on demand. For verification please contact Acclaim Accreditation on 0333 300 3066. Full validation of this certificate should be made via the SSIP Portal. SSIPPortal.org.uk

Acclaim Accreditation.co.uk
acclaim@constructionline.co.uk

Acclaim Accreditation is a service brought to you by Constructionline and is administered by Forum. Registered in England No. 1188796.

Constructionline Acclaim

fluidity.nonstop® is about keeping your processes running. And it's our promise and our commitment to a level of service and a quality of product, performance and expertise that has never been bettered.

By its nature, *fluidity.nonstop* is never static, that promise is ever-evolving and improving. As needs and demands change, we work to meet those new challenges and try to surpass them. We are Europe's leading source of pumps and pump expertise for the process industry and we intend to maintain that position by working fluidly and ceaselessly to be the best.



Head Office - 820 Yeovil Road,
Slough Trading Estate
SL1 4JA

 +44 1753 255 600  info@axflow.co.uk

® *fluidity.nonstop* is a registered trademark of the AxFlow Group