



Ixion Group Policy & Procedure

Health & Safety



Policy Statement

The Ixion Group (Ixion) is committed to promoting the health, safety and welfare of all employees, visitors, contractors, and those receiving our services or who could be affected by our activities.

Ixion is part of the Shaw Trust Group and is responsible to both the Ixion Board and the Shaw Trust Board for the implementation of arrangements set out in this Health & Safety Policy Statement and other Ixion safety policy documents.

Ixion will carry out all work and activities in accordance with the Health and Safety at Work Act 1974 and Management of Health and Safety at Work Regulations 1999 and all other relevant Health and Safety statutory provisions and Approved Code of Practice. We will:

- a) provide adequate control of the health and safety risks arising from our work activities.
- b) consult with and update our employees on issues affecting their health and safety.
- c) ensure that all equipment is suitable for its intended use and is properly maintained and used.
- d) provide appropriate information, instruction and supervision for employees and visitors (including fire and evacuation, first aid and accident procedures etc).
- e) ensure that all activities are carried out by competent personnel with sufficient experience, training, knowledge to promote health and safety across our business activities.
- f) ensure adequate resources are available fully and effectively undertake all required duties,
- g) prevent accidents and cases of work-related ill health, and
- h) maintain safe and healthy working conditions.

In addition it is a duty of employees to:

- take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions at work.
- correctly all work items provided by the employer, in accordance with training and instructions.
- co-operate with the employer to enable compliance with statutory duties.
- report without delay any work situation which might present a serious and imminent danger, and notify any shortcomings in the health and safety arrangements.
- not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare.

Risk assessments are carried out to identify workplace hazards and manage associated risks. Shaw Trust's Health and Safety Business Partner will carry out risk assessments annually across our business activities. Risk Assessments are set out in writing and signed-off by Ixion's Finance & Corporate Services Director. No work is permitted to be carried out unless it is covered by a suitable and sufficient assessment of risks involved, and that information is supplied to all persons in management of associated risks.

This policy reflects the current state of affairs within Ixion, and will be revised upon any substantial change of organisation or arrangements within Ixion, and in any case reviewed annually.



Communication

This policy and its revisions will be communicated to all persons affected by the activities of Ixion through:

- delivery of staff training when they join the company.
- periodic/annual training to update and refresh knowledge of all staff.
- staff meetings and written communications.
- programme induction for customers participating in our programmes.
- notices on display at Ixion sites.

Full details of the Ixion Health & Safety Policy can be found on the Ixion Cloud shared site and our company website.

This policy will be communicated to subcontractors and partners delivering services on behalf of the Company as part of the contracting process including due diligence activity prior to any subcontractor or partner delivering services. Subcontractors will be selected on the basis of competence and suitability to undertake the required work and will be required to have in place policies and working practices that reflect our own commitments, including Health & Safety Policy and Risk Assessment processes. Method statements and safe systems of work may also be required. Where these are not in place, organisations will be required to adopt Ixion's policy and procedures to ensure full compliance.

Associated Policies

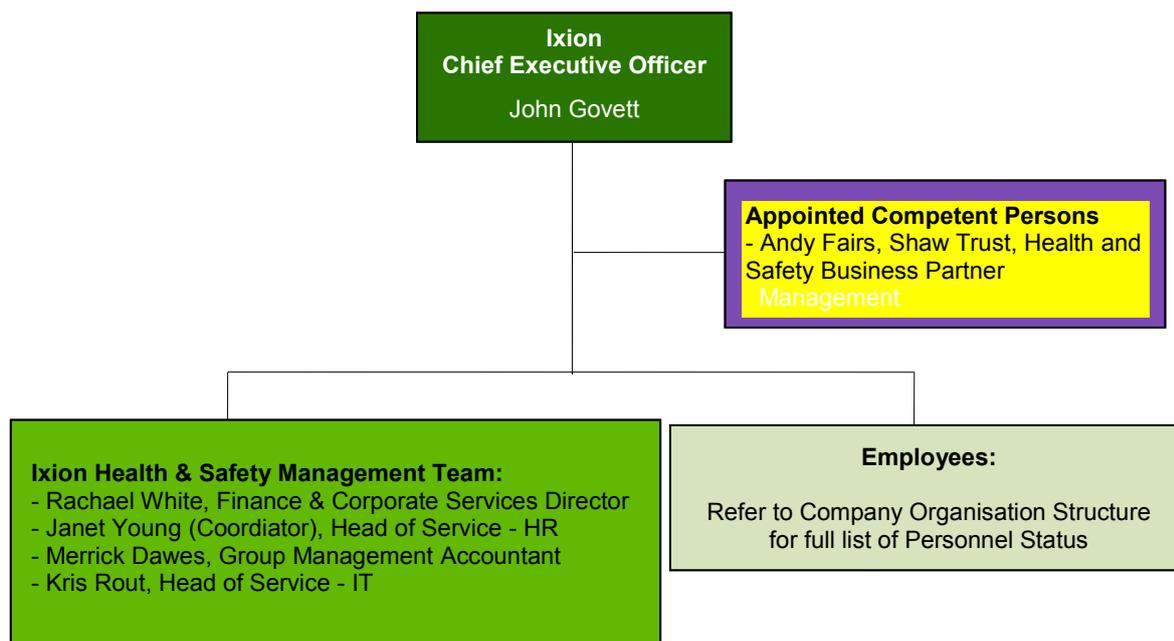
This Policy and associated procedures should be read in conjunction with the following Policies, which cover other elements of health and safety practice that all employees are expected to adhere to:

- Code of Conduct (including smoking)
- Discipline & Dismissal
- Lone Working
- Remote Working
- Risk Management
- Safe Driving
- Safeguarding
- Severe Weather
- Sickness Absence
- Suicide & Self-Harm
- Whistleblowing

Organisational Responsibilities

The statutory duty for all health and safety matters lies with the Chief Executive Officer, who has approved and authorised the organisation and arrangements in this document.

The Health & Safety Management Team



All staff, delivery partners and others with whom we work have a responsibility to uphold the commitments in this policy. Specific responsibilities are as follows:

Chief Executive Officer

The Chief Executive Officer is responsible for ensuring:

- the effective day-to-day implementation of the Health & Safety Policy.
- employee safety in respect of compliance to specific arrangements, applicable to activities within their departments.
- that safe systems of work are identified and adhered to.
- Ixion's appointed competent person is alerted of any new activities, so that Risk Assessments can be completed / reviewed.
- risk assessments are conducted in all areas of work.
- training needs with respect to health and safety and identified and addressed.
- ensuring appropriate procedures are adhered to by other contractors (self employed persons etc) when using their services on Ixion premises. This will incorporate:
 - a. Exchange of Safety Policies
 - b. Use of safe systems of work
 - c. The safety of all persons affected by their activities
 - d. Obtaining the contractors' Risk Assessments

- e. Assessing the competence of contractors

The Health & Safety Management Team

The Health & Safety Management Team are responsible for:

- managing the effective implementation of this Policy within their area of control including consideration to changes in legislation, the workplace, work activities, and individuals.
- making the necessary resources available to allow this policy to be implemented including ensuring sufficient fire fighting equipment, first aid facilities, detection systems, PPE equipment etc.
- ensuring all system and procedural tests are carried out and recorded in line with this policy e.g. fire alarm, test evacuation, emergency drills etc.
- arranging electrical and other testing as required to ensure equipment meets all safety requirements.
- keeping themselves informed of incidents/accidents occurring within their respective areas of control.
- ensuring that the procedures for reporting, recording and investigating incidents/accidents are adhered to, and that suitable resources are provided for remedial measures - the Health and Safety Coordinator will check with designated site managers for any incidents on a quarterly basis.
- putting in place arrangements for the appropriate health and safety training of all staff, and ensuring records are maintained in line with requirements.
- ensuring the provision and maintenance of safe machinery, equipment, working conditions, safe systems of work and safe place of work.
- identifying substances that may be hazardous to health are arranging for them to be assessed under COSHH, handled, used and stored safely.
- implementing arrangements for employees' involvement in health and safety matters and encouraging good communication.
- ensuring that staff adhere to all health and safety arrangements at all times whilst at work.
- communicating this Policy effectively to all existing and new members of staff.
- maintain all required records, statistics and reports as required by HSE or other official bodies.

Designated Site Managers

Designated Site Managers' principal health and safety duties are to:

- ensure all necessary signage is in place for all work areas within area of responsibility.
- ensure sufficient nominated personnel e.g. first aid, fire marshals, are assigned to their area of responsibility.
- bring to the Company's notice unsafe or unhealthy conditions, which may affect any employees.
- pro-actively participate in health and safety inspections/tours/audits of premises under control of Ixion.
- participate in the investigation of potential hazards, accidents or dangerous occurrences.
- report any health or safety issues brought to their attention to the Health & Management Team and take appropriate action to manage these.
- participate in the consultation process to bring on any changes to health and safety arrangements necessary due to changes in legislation, activities etc.

The Health and Safety Management Team will maintain a register of all Designated Site Managers, and will contact them on a quarterly basis in line with other checks.



Designated Fire Marshals

Designated Fire Marshals will be appropriately trained and Ixion will undertake to provide them with regular retraining as required. Training will be provided before Designated Fire Marshals take up the position. This will include the use and application of fire fighting equipment where it is appropriate.

Designated Fire Marshals are responsible for:

- clearing their appointed areas in the event of an entire or partial evacuation being ordered.
- ensuring the fire service has been called in the event of a fire.
- preventing anyone returning to the building following complete evacuation until told it is safe to do so by the Fire Service Officer.

Designated First Aiders

Designated First Aiders will possess a current First Aid Certificate and Ixion will undertake to provide Designated First Aiders with the facilities to attend regular retraining.

Designated First Aiders are responsible for ensuring that:

- the First Aid box assigned to them is correctly stocked and the contents have not passed their 'Best Before' date.
- replacement items for their assigned First Aid box are ordered via the Health & Safety Coordinator.
- correct personal protective equipment is used whilst administering first aid within the course of their duties.
- telephone numbers for the local hospital and ambulance service are prominently displayed.
- any used dressings or first aid equipment are correctly disposed of and correct disinfectant/cleaning of any contaminated areas is completed.
- accidents beyond their capability are referred immediately, to the local hospital. In cases where the ambulance service is required, the Designated First Aider must remain with the casualty whilst awaiting assistance. The Designated First Aider will notify the Designated Site Manager who will ensure that the next of kin are informed.
- accidents are recorded in the Accident Book along with details of treatments given.

The law states that any serious injuries or deaths which occur at the work place must be reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). To comply with this, the Incident Contact Centre (ICC) or the local Health and Safety Executive (HSE) office or local authority must be notified within ten days of the accident occurring. This will be completed by the Health and Safety Coordinator or by a member of the Health and Safety Management Team.

Employees

It is the responsibility of every member of staff to have regard to the health and safety of themselves and others who may be affected by any act or omission either inside or outside the workplace while engaged in a work activity. This duty is reinforced by law and criminal penalties may apply.

Employees are responsible for:

- reading and understand the Health & Safety Policy and to carry out their duties in accordance with its requirements. Employees should communicate with their Designated Site Manager regarding any area of the policy they do not understand, to enable clarification.

- knowing and following the safety procedures in the event of fire.
- being aware of the location and identification of Designated First Aiders.
- using and wearing all protective clothing or appliances applicable to the task.
- reporting any hazards in the workplace to the Designated Site Manager, the Health & Safety Management Team or the Appointed Competent Person.
- reporting any accident or near miss to the Designated First Aiders who will complete the accident book as necessary, in accordance with the accident procedures.
- ensuring Health & Safety requirements are included in the specifications of any contract drawn up with any supplier, including contractors.
- reporting shortfalls within health and safety compliance identified through contract monitoring to the Designated Site Manager, the Health & Safety Management Team or the Appointed Competent Person.
- ensure the health, safety and welfare of any visitors within their care.
- Notifying the Designated Site Manager of any changes in their health or welfare that may affect working activities, including notifying line management of pregnancy immediately it is confirmed.

Employees must:

- not attempt to repair or maintain any plant or workplace equipment without full instruction and training and permission from their Designated Site Manager.
- not obstruct any fire escapes, emergency exits or doors and report any that are obstructed.
- not to attempt to move or lift any item or materials that are too heavy and/or likely to cause injury, and to ask for additional Manual Handling training and/or risk assessment where necessary.
- use the appropriate equipment and/or assistance when attempting to reach items at high levels or moving heavy items, as outlined in the risk assessment.
- complete Mandatory Health & Safety training on an annual basis, and attend any training course given in order to inform or instruct where a need has been identified by Risk Assessment.

Reporting & Incident Arrangements

All health and safety problems / issues must be reported immediately to the Designated Site Manager, who will agree action with the reporting person, the Health & Safety Management Team or the Appointed Competent Person, and advise the reporting person of any actions.

Issues with high risk i.e. chance of immediate injury, will be visited immediately by the Site Manager and Health & Safety Management Team and appropriate action taken to address the risk.

Arrangements and procedures for reporting near misses, dangerous occurrences or accidents are as follows.

Accident Reporting

Accidents, incidents and near misses must be reported to a member of the Ixion Health & Safety Team immediately. This includes:

- Accidents – where an accident has occurred and harm / injury is sustained
- Incidents – where an accident has occurred and harm / injury is not sustained



- Near miss – where an incident occurred which could have (under similar circumstances) become an accident

The team member will ensure that the incident is recorded appropriately in line with this policy. The Health and Safety Management Team will carry out investigation into all accidents, incidents and near misses under the guidance of the Appointed Competent Person with the assistance and co-operation of the relevant Designated Site Manager; to establish the full facts and inform implementation of preventative measures, including a review of the risk assessment process and/or additional training requirements.

Responsibility for reporting under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 Regulations is that of the Health and Safety Coordinator or the Health and Safety Management Team in consultation with the Appointed Competent Person.

The Appointed Competent Person will review the incidents recorded in the Accident Book at regular intervals to identify any trends.

First Aid

Trained/qualified Designated First Aiders are assigned to each Ixion site. They are identified with contact numbers on the First Aid notices located around the site. First Aid boxes are located at the Designated First Aiders desks, but must only be used by qualified staff

Should First Aid be required do not move the patient (unless their life is in immediate danger), and summon a Designated First Aider direct.

In an emergency where the Designated First Aider cannot be immediately contacted, the emergency services should be phoned.

The Accident Book, which must be completed when ANY form of first aid is administered, is located with a Designated First Aider at each site.

Fire and Emergency Evacuation

All employees, contractors and visitors to all premises are informed of the location of the external Fire Assembly Point and the evacuation procedures for that premises.

Full details on evacuation procedures can be found in the Health & Safety Manuals at each premises.

Designated Personnel

Ixion Health & Safety Team:

| Name | Contact | Address: |
|---------------|----------------|---------------------------------|
| Rachael White | 01245 505632 | Ixion Holdings Halford House |
| Janet Young | 01245 505634 | |



| | | |
|---------------|--------------|----------------------|
| Merrick Dawes | 01245 505656 | 2nd Floor Coval Lane |
| Kris Rout | 01245 505650 | Essex CM1 1TD |

Designated First Aiders & Designated Fire Marshals:

The Health and Safety Coordinator holds a register of all trained employees. Names of Designated Fire Marshals and Designated First Aiders are displayed at individual sites.

Specific Arrangements

Risk Assessments

Ixion will make a suitable and sufficient assessment of the risks to which employees are exposed whilst they are at work and also to the health and safety of others affected by our activity.

Ixion will maintain records of all risk assessments carried out, which will be held by the Health and Safety Management Team. Risk assessments will record sufficient detail to satisfy the legislative requirements. If circumstances change the assessment will be reviewed and modified as necessary.

Workplace Risk Assessments

Workplace assessment are carried out on an annual basis by the Shaw Trust Health and Safety Business Partners (led by Andy Fairs) at all premises in the following areas:

- General Office Duties
- Fire Safety
- First Aid
- Use of Display Screen Equipment (Computer) Workstations
- Home working
- Manual handling
- Hazardous substances
- Safe Driving

A responsible person will be assigned to implement outstanding control measures / actions as a result of risk assessment, and a programme of monitoring and review will take place. A deadline will be identified for the completion of each outstanding action and review date.

Ixion will take all preventative and protective measures necessary as identified in the risk assessment and apply the following principles:

- a. If possible to avoid the risk altogether.
- b. Combat risks at source.
- c. Wherever possible, adapt work to the individual.
- d. Take advantage of technological and technical progress.
- e. Form a coherent policy and approach.



- f. Give a priority to those measures, which protect the whole workplace.

Individual Risk Assessments

Individual assessment will be completed for pregnant, new and nursing mothers, young employees and persons with specific disabilities; addressed by the line manager and the appointed competent person as required.

Pregnant, New/Nursing Mother's Assessment will be undertaken upon notification of a worker becoming pregnant or a new or nursing mother returning to work. All activities being undertaken will be assessed and re-assessed on a regular basis throughout the condition. Hazards to be assessed include:

- Working with unhealthy substances
- Violent or stressful environments
- Manual Handling
- Confined working space
- Using an unsuitable workstation

Identified risks will be controlled, or exposure reduced to a level no higher than the level of risk to be expected outside the workplace. Expectant mothers must consult with their own doctor as appropriate.

Young People Assessment will be undertaken when engaging the services of persons under the age of 18. The assessment will take into account their immaturity, inexperience and their lack of perception of danger, the nature of the work activities and any particular hazards. Where the person is under the school leaving age, the referring learning organisation will be notified of the outcome of the risk-assessment and the control measures that are or will be put in place.

Off-site assessments will be carried out for each venue in which Ixion provides, or plans to provide, off-site delivery events/learning/placements, to ensure events are safe for members, visitors, staff and others. The health and safety arrangements for each site will be reviewed so as to ensure adequate provision of service, facilities (including access) and emergency co-ordination arrangements. Consideration will be given to special circumstances and effects.

In all cases, Risk Assessments will be issued by HR to line managers, who will be responsible for completion. Associated Action Plans will be the responsibility of the Health & Safety Management Team to ensure they are carried out.

Health & Safety Training

The HR Team will arrange Health & Safety Induction Training for all new staff joining the Company covering:

- DSE assessments,
- manual handling basics,
- home working,
- safe driving,
- risk assessment and hazard identification/reporting



- accident and Incident reporting procedures
- general health and safety awareness including location of the Policies.

Mandatory Health & Safety training is completed by all employees and Board members on an annual basis.

Housekeeping

Cleanliness

Ixion will ensure that standards of cleanliness are maintained for all areas including surfaces of floors, walls and ceilings. All workplace furniture, furnishings and fittings will be kept clean and tidy.

Additional cleaning will be provided when necessary to clear up spillages or other soiling. All workplaces will be kept free from waste matter or discharges. It is the duty of every member of staff to clear up any spillages, so as to avoid accidents.

Care will be taken during cleaning operations not to expose any persons to substantial amounts of dust or risks arising from use of cleaning agents, trailing cables etc.

The control of chemicals or other hazardous substances will be assessed to comply with The Control Of Substances Hazardous to Health Regulations 2002 (COSHH) where appropriate.

Waste Disposal

The Company will comply with the Controlled Waste Management Regulations 1992. It will ensure that all waste stored on the premises will be suitably protected and stored, also to supply suitable bags for first aid disposal so as not to pose a Health & Safety risk either to staff, public, the environment and in keeping with the Fire Regulations.

Traffic Routes (vehicles and pedestrians)

All traffic routes under Ixion's control will be suitable for persons or vehicles. All debris, rubbish etc., will be removed from the traffic routes and all fire escapes, all exits will be kept free of obstacles at all times. All traffic routes, flooring will be maintained in a good state of repair.

Hazardous Substances - COSHH Regulations 2002

Ixion will provide a safe working environment and safe procedures for the handling, storage and disposal of hazardous materials, by undertaking suitable and sufficient COSHH assessment.

Information training and instruction on the safe use, storage, handling and control of hazardous substances will be given where Risk Assessments identify such a need.

All employees and contractors shall abide by the findings of the COSHH assessments when using hazardous substances and understand the hazards and safety precautions involved, or refer their concerns to the Site Managers, the Health & Safety Management Team or the Appointed Competent



Person. Ixion will provide all necessary control measures identified by the assessment, e.g. Personal Protective Equipment (PPE), and will ensure all users are trained on use of PPE as required.

The Manager is responsible for:

- ensuring that COSHH assessments of all substances currently in use are carried out,
- maintaining all COSHH records, and
- updating of records when the inventory changes.

Where substances need to be disposed of they will be through an approved licensed company, and records retained.

Substances should not be decanted into other containers unless they are suitable and correctly labeled.

Manual Handling

Ixion will fully comply with the Manual Handling Operations Regulations 1992.

All new employees will complete Ixion's mandatory online Health & Safety training, which includes manual handling. This training is carried out by all Ixion's employees annually.

Employees must not lift loads that are heavy, bulky, unwieldy, difficult to grasp, unstable, unpredictable or unsafe (i.e. sharp) without a task-specific risk assessment to identify special hazards, appropriate equipment and suitable training.

Fire Precautions / Emergency Evacuation Arrangements

The 'Responsible Person' for controlling all aspects regarding fire at Ixion premises will be the Chief Executive Officer. The Chief Executive Officer will ensure that there are systems in place to check that all fire procedures are maintained including fire monitoring, testing and fire fighting equipment.

The procedure is as follows:

Means of escape: Employees will be made familiar with all means of escape from the part of the building in which they work on the first day of employment or relocation from another part of the building.

Action in the event of fire: All employees will be instructed in actions to take in the event of fire by the Site Manager or line managers on the first day of employment.

Means of raising the alarm: All employees will be made familiar with the means of raising the alarm in their place of work. All employees will be made familiar with the sound of the alarm signal and must evacuate as soon as the alarm is sounded.

Location and use of Fire Extinguishers: All Fire Marshals will know the location of the nearest fire extinguishers to their normal working station and the general layout of appliances in the building. Fire Marshals will be trained in use of Fire Extinguishers. They should not use the appliances if they have



not been trained to do so, and in any case only to facilitate evacuation where fire prevents emergency egress. All fire extinguishers are serviced annually.

Fire Drills: Fire drills must be carried out periodically. Fire bells will be tested regularly, dependent on individual building facility management. .

Out of hours working: In the event of meetings taking place out of hours the meeting controller will be responsible for raising the alarm and ensuring the safe evacuation of all those attending and ensuring a full head count at the fire assembly point.

Lone working: In the interest of staff safety and well being no employee may work alone in the building without secure contact measures agreed and in place for each instance. If an accident or illness was to occur to an individual, they may not be able to summon assistance, and so agreed contact times should be in place. However, a dual presence diminishes the possibility of personal attack from third parties.

Ideally, staff who have the need to work beyond the building closure time should inform their Site Manager or the key holder for that day, and arrange for another member of staff to be present with them. Both parties should leave the premises at the same time.

Electrical Equipment

Ixion will comply with the Electricity at Work Regulations 1989. All portable appliances must be tested in accordance with the IEE Regulations on an annual basis. The Health & Safety Management Team will maintain a Portable Electrical Appliance Register recording each portable appliance. Each time an appliance is tested an inspection certificate should be completed by the person carrying out the test. Staff must not bring into the office any electrical items from home for use at work. Any equipment provided for staff working from home will be maintained as above.

Only trained and qualified persons may be allowed to work on electrical equipment. Any contractor that is utilised must be qualified. Repairs to any electrical appliance or installation will only be carried out by competent and authorised personnel approved by the Health & Safety Management Team.

All electrical equipment must be visually checked on a regular basis by Managers and by staff prior to use. Electrical equipment with frayed, torn or split flexible cords and plug tops which are cracked or have broken insulation must be taken out of commission and reported to the Health & Safety Coordinator.

Tools and equipment that are smoking, sparking or becoming excessively hot must be switched off, unplugged and removed from use. Tools and equipment that have guards must never be used with guards removed or safety features by-passed.

Under no circumstances should any item of personal electrical equipment be used in any Company workplace unless the item has been suitably tested and authority has been obtained.

Display Screen Equipment



The Health & Safety (Display Screen Equipment) Regulations are for the protection of people, employees and the self employed who regularly use display screen equipment.

Ixion carries out annual DSE assessments for all staff to identify any hazards and evaluate the risks. Risk assessment should be made of the following, display screen, keyboard, work desk/surface, work chair, space requirements, lighting and power, noise and heat emissions, environment, software and personnel. Any results arising from these assessments are reviewed by the Head of Service HR

Ixion will cover the cost of eyesight testing as well as making a contribution towards the cost of glasses or lenses for DSE use which qualify as 'special corrective appliances' under the regulations; and will ensure any special equipment needed to enable safe DSE use is supplied.

In accordance with Regulation 6, Provision of Training, Ixion will ensure that all workstation users have been provided with adequate health and safety training.

Daily work routines of display screen users should be carefully looked at to ensure that their work is periodically interrupted by breaks or changes of activity so as to reduce their workload at that equipment.

Work Equipment

All employees and contractors will be trained in the operation of machinery and equipment specific to their function. Employees are required to use all equipment correctly and in accordance with their training and the manufacturers' recommendations, suitable records must be kept.

All employees shall:

- NEVER remove, make inoperative or reduce the effectiveness of any equipment or machinery guard.
- NEVER operate any equipment or machinery when it is functioning improperly or at any time when its use would be hazardous. Such equipment will be taken out of commission until repair or replacement is effected.

Ixion will ensure that all work equipment is maintained in an efficient state, in efficient working order and in good repair. Suitable records of equipment and maintenance will be kept.

Ensuring the Health and Safety of Learners

Ixion has a separate learner handbook issued to all programme learners with information regarding health and safety under our delivery contracts. Information may be issued through:

- advice issued during initial contact
- issue of a welcome pack
- opportunity to read our policy
- open discussion about health and safety matters
- specific training for equipment or workplaces



All learners complete Health & Safety Procurement Checklist (Learner HASP). All Employers of Ixion learners complete a Health & Safety Procurement Checklist (Employer HASP).

Disabled Access

Subject to the constraints imposed by the building's structure, Ixion will make reasonable adjustments to its premises and working practices to meet the needs of any employees or visitors with a disability in line with the Equality Act 2010.

Staff who are, or become, disabled must notify Senior Management who will discuss any implications for the individual or others as appropriate and arrange for reasonable adjustments to be made.

Drugs & Alcohol

Ixion is committed to protecting its employees and others who may be affected by its activities from the risk associated with the excess use of alcohol and the misuse of drugs.

Ixion will not knowingly allow any person found to be under the influence of alcohol or drugs access to any of our premises or, if discovered, remain on the premises.

As a general rule Ixion does not allow taking of alcoholic refreshments or drugs whilst in the workplace, or allow persons that are 'hung over' or under the influence of the previous night's alcohol or drugs intake to report to or undertake work on our behalf. Any employee who believes that a colleague is working whilst under the influence of alcohol or drugs (whether prescribed or otherwise) should report this immediately to their line manager.

If an employee believes they may have an alcohol or drug related problem that may affect their work or others in their care, they should approach their line manager. Ixion will provide every assistance possible to help employees gain professional and personal help.

The Company may take disciplinary action against any personnel who misuse drugs or are under the influence of alcohol whilst at work.

Stress Management

As an employer, Ixion is required to take reasonable care to protect the psychological health and safety of its employees. We aim to ensure that employees do not suffer unacceptably high levels of stress at work and, if they become ill, all reasonable steps are taken to accommodate them.

People react differently to the situations they have to face because we are all unique individuals. Showing signs of stress does not mean you are a weak individual, unable cope, it means you are human like everyone else. Some people have passive personalities whilst others may be very competitive. Life experiences will vary enormously as will our overall conditioning. Our state of health will also vary – it is far more difficult to cope with the pressures of everyday life when one is feeling unwell.



Ixion supports systems to prevent, lessen and alleviate stress:

Job Descriptions to bring certainty to the individual's tasks and responsibilities.

Performance Management to regularly review staff performance and to identify early, problematic or stressful areas.

One to one interviews are available to all staff, to assist in promoting good communications and a positive health and safety culture.

Should any employee consider themselves to be suffering from stress they should initially raise the issue with their line manager who will, if necessary, seek advice from the HR Department.

Monitoring & Review

This policy will be monitored by the Health & Safety Management Team through analysis of records, observation, and feedback from staff. This policy will be reviewed annually to ensure that it continues to meet current legislative requirements, adopts emerging best practice, and continues to be effective and relevant to the wider business. The Group Finance & Corporate Services Director will report back to the Board on the performance of the policy with recommendations for improvement if required.

A handwritten signature in black ink, appearing to read "J.R. Smith". The signature is stylized and includes a long horizontal flourish at the end.

Signature of Group Chief Executive Officer