



**PERSONAL
ENGAGEMENT
PROGRAMME**



**TRAD GROUP
OF COMPANIES**

PEP MISSION, VISION AND INITIATIVES

At TRAD we consider our people to be our greatest asset. Our Values are centred on our employees. As a company we strive to be open, innovative and dynamic, viewing ourselves as a team that engages with clients, suppliers and employees under a common sense banner that encourages new ideas, development of people, and quality and uniformity of service.

The objective is to create better communication with all employees, helping them to understand all aspects of Health & Safety which affect and are relevant to their role, while improving on the overall quality of their working conditions and giving them full knowledge of the Company Standards and their personal responsibilities.

It is equally important to provide the employees with a platform whereby they are being represented, allowing them a confidential place to air their views, talk about any problems and issues they are encountering, whilst giving them the opportunity to provide the TRAD Group with positive ideas which may assist in achieving its aims and objectives.

Our vision is to drive innovation, quality and best practice so we can continue to produce even safer working environments for our employees, our clients' operatives and the general public, whilst establishing a reputation of being at the forefront and leading edge of improving UK safe access and scaffolding industries.

INTRODUCTION

PEP is made up of the following initiatives:



**KNOWLEDGE
INSPIRED**



**MENTAL HEALTH
& WELLBEING**



**SAFETY, HEALTH
& ENVIRONMENT**



**VISUAL
STANDARDS**



**DIVERSITY
& INCLUSION**

“Ours is a unique company, forged over fifty years, through sheer hard work, application and professionalism to become one of the largest safety and scaffolding groups in the UK; every day we challenge ourselves and our people to be the best at what we do, to act with integrity and strive to give our clients the most efficient, safest and professional service possible”

DES MOORE - TRAD GROUP CEO

KNOWLEDGE INSPIRED



Knowledge Inspired is a training and education programme, which will encompass both formal and informal learning sessions for TRAD Group employees. It is designed to provide our personnel with the requisite skills, not only to perform their current duties, but to also further their careers and advance within the Group when occasion arises.

TRAD has a proud history of recognizing and rewarding potential, with many of our current management having come through the ranks. **WE** want to continue this trend and give **YOU** the right skills to advance.

Whether this education will be formal training available throughout the industry, such as SMSTS, SSSTS, and CITB supervisory courses, or through internal product or systems training, the objective is to support the implementation of the individuals learning in the workplace.

PROGRAMME SCHEDULE

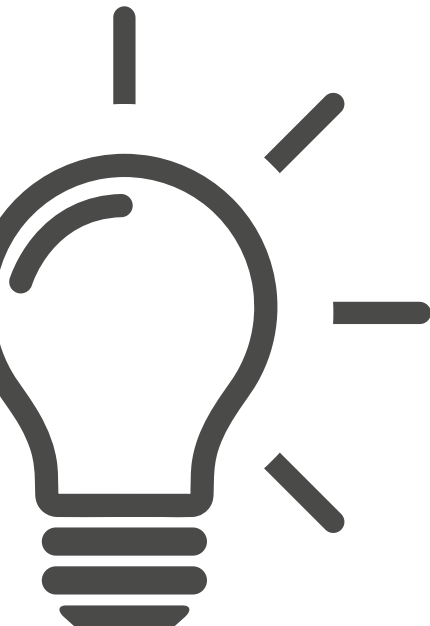
The programme will run continuously throughout the year, and is flexible in its structure.

Both internal and external training courses will be offered periodically as they become available and needs are identified.

ONGOING SUPPORT

The TRAD Group wish to support and ensure its employees receive the correct training. Therefore, it will continuously monitor and review the needs required in an ongoing basis.

However, it is also the responsibility of the employee to identify any possible areas in which they may lack confidence, ability or where they feel they need to improve. **WE** need **YOU** to let **US** know, so we can **ALL** advance **TOGETHER!!**



MENTAL HEALTH



It is imperative that we all look after our mental health so that we remain relaxed, achieve more and enjoy our lives more. However, the everyday stressors in both our personal and work life can eventually take its toll on our wellbeing. Discussing mental health should not be seen as a stigma and at TRAD we encourage people to talk to others about personal problems openly, or in confidence. Across the Group we have implemented two initiatives to provide additional support and assistance to our employees.

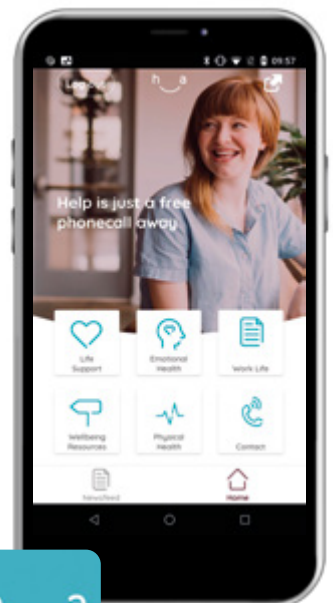
IN-HOUSE MENTAL HEALTH FIRST AIDERS

TRAD have a number of Mental Health First Aiders on hand who have been trained to support employees with any concerns about their mental health and can be contacted on **07860 021 792**. Please note that this is a text service only, once you have messaged a mental health first aider will be in contact very soon.

EMPLOYEE ASSISTANCE PROGRAMME (EAP)

The programme is designed to provide additional external support and assistance when required, ranging from legal information, dealing with stress, anxiety, debt (plus many other services). Health Assured is a third-party provider and deal with any support or assistance that you require in the strictest of confidence and do not share your information with any other third party without your prior consent.

The valuable APP: Health e-Hub can be downloaded from both Google and the Apple Store and is free of charge and provides a wealth of health information and advice. Alternatively, further advice for users can be found by visiting: healthassuredeap.com



SAFETY, HEALTH & ENVIRONMENT

OUR KEY SAFETY BEHAVIOURS & CONDITIONS



SEGREGATION

Ensure that you have segregated your workplace from members of the public and other site operatives.



PERSONAL PROTECTION EQUIPMENT

Have you and are you wearing the correct PPE for the task.



SAFE SYSTEMS OF WORK

Do you know your safe system of work and do you have the right equipment?



HOUSEKEEPING

Avoid slips and trips by keeping your work area tidy.



QUALITY

Is the equipment used and/or erected to a high standard and the work carried out with pride?





TRAD are proud of our excellent health and safety record. But we want to get even better. We are tackling the behavioural aspect of safety within the UK safe access and scaffolding industries. We have set out a plan that gives us excellent guidelines for improving TRAD's approach to health and safety.

This is a key initiative in our ongoing campaign to create a safer working environment – for our team, our clients' operatives and the general public in the execution of our works. Over several years with the help of our employees we have reduced the number of accidents and their severity and we are continuing to improve our safety strategy in a concerted team effort to eliminate incidents, accidents and bad practice.

OUR GOAL IS TO IMPROVE THE HEALTH AND SAFETY CULTURE AT TRAD AND BECOME CHAMPIONS BY ULTIMATELY REDUCING ACCIDENTS IN THE WORK SPACE.

WE AIM TO:

- Bring all our employees together to create a winning team spirit.
- Constantly reinforce the fact that health, safety and healthy profits are intrinsically linked.
- Make 'near miss' reporting and analysis a real tool to improve performance.
- Take ownership of the 'way we work'.
- Get customers on board as fans of our health and safety initiatives.
- Use corporate and campaign logos to create a united image.
- Gain repeat business and create a secure future for all.

VISUAL STANDARDS

The PEP is arranging to create group Visual Standards for all group depots. You can expect a booklet similar to the existing TRAD Scaffolders one which includes safety as well as environment and sustainability.

The team are busy discussing best practice with yard people at the moment and aim to create useful and agreed Visual Standards, to reduce paperwork and make everyone's lives safer.



TRAD Scaffolders Visual Standards handbook

We don't want to just concentrate on safety though – we want to include quality, health and also environmental considerations, as sustainability is so important to all of us.

We welcome any suggestions for further improvements, please email us at

PEP@trad.co.uk

Please keep safe.

EXAMPLE OF EXPECTED SAFE SYSTEM OF WORK FOR FORKLIFTS IN TRAD YARDS

WHAT WE EXPECT:

- Always drive Forklift Trucks safely.
- Carry out all required pre-use checks and report any issues.
- Ensure YOU are fully trained & authorised to drive forklifts.
- Drive at a maximum of 5mph and drive with care, with forks as low as practical.
- Wear full PPE and your seatbelt.
- Remove keys at break and end of shift.

DO NOT:

- Do NOT drive if you are not authorised or do not have training.
- Do NOT drive if the forklift has faults (and report these to your Manager/ Supervisor).
- Do NOT drive with the load at high level.
- Do NOT speed.
- Do NOT corner at speed.
- Do NOT carry passengers or engage in horseplay and NEVER leave keys in forklift unattended.



DIVERSITY & INCLUSION

Diversity and Inclusion is about giving value to ALL workers, benefiting from and embracing their differences. UK legislation sets minimum standards for companies to support successful workplace diversity and equality – covering age, disability, race, religion, gender and sexual orientation among others.

At TRAD we want to go beyond these minimum standards and set the bar much higher when building a fully inclusive environment that contributes to our employee's well-being and success.

Equal opportunity is often seen as treating everyone in exactly the same way. But to provide real equality of opportunity, people need to be treated differently in ways that are fair and tailored to their needs, and also in ways that are aligned to business needs and objectives.

At TRAD our workplace is already a diverse and inclusive environment but we are implementing initiatives that will formalise, inspire and promote more successes across the group.



“We should encourage people who perhaps have few or no academic qualifications to stay in our industry. We should provide mentors to help them progress into support functions and management roles.”

Des Moore
TRAD GROUP CEO

“TRAD have a history of promoting from within and rewarding their people purely on merit. No matter your background, or education, if it is recognised that you are capable to fulfil a role, you will be given the opportunity when it arises.”

Alan Slater

TRAD UK Head of Technical & Product Support

“If you do a good job people see the potential in you and you will be given a chance.”

Annie Burns

TRAD Scaffolding Contractors
Senior Surveyor

“Being made a Director is such a huge achievement and even more so for a woman in what is still very much a male led industry.”

Ros Howe

TRAD Group HR Director

“Feeling supported in my new role gives me the confidence to push myself, learn more and help our depot succeed.”

Vicki Hardiman-Burt

TRAD UK Andover Assistant
Depot Manager

“TRAD promote within and notice your enthusiasm and potential at an early stage of your career; putting building blocks in place to help you learn and progress. From day one my Branch Manager has supported my ambition by providing appropriate training/tools to help me learn and improve my skills, enabling me to go from strength to strength in the company.”

Stephen Griffin

TRAD UK Leeds Site Supervisor



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