

Health and Safety Policy

Global Gateway Recruitment is a specialist recruitment and psychometric analysis consultancy organization, established in 2006 to provide:

- The selection, recruitment and placement of high quality Project Managers to clients across many industry sectors
- Unique psychometric analysis services to candidates and clients
- Additional personalized ad-hoc services to clients, dependent on business requirements

On behalf of Global Gateway Recruitment, the Directors understand and accept responsibility for the Health and Safety at Work Act 1974, the Management of Health and Safety Regulations 1999 and associated legislation.

Employers' Duties

We will ensure, as far as practically possible that we comply with the Health and Safety at Work Act 1974, which requires that we:

- Provide safe working procedures in the workplace
- Provide and maintain safe electrical and office equipment
- Provide a safe place of work with safe access and egress
- Provide for the safe handling, use, storage and transport of all articles and substances used
- Provide a safe and healthy place of work that meets all our employees' welfare requirements
- Provide adequate and sufficient instruction, information, training and supervision

Employee Duties

We will ensure that our employees:

- Co-operate with Global Gateway Recruitment on Health and Safety
- Take reasonable care for their own Health and Safety and that of others who may be affected by what we do or do not do
- Correctly use work items provided by the company, including personal protective equipment (where required), in accordance with training and instructions
- Do not interfere with, or misuse anything provided for their health, safety or welfare

Organisation and Responsibilities

The company undertakes the following:

- Responsibility for the care of its employees
- Responsibility of others who may be affected by what the company does or does not do
- Addressing any Health and Safety hazards in consultation with employees
- Monitoring of Health and Safety procedures to ensure that they are suitable and sufficient

This policy is reviewed at the annual Directors' Executive meeting and any changes made to the policy will be implemented and communicated as necessary.

Signed:



Last updated: 30 September 2009