

SUSTAINABILITY POLICY

Equality

We are committed to the goal of equal opportunity in all aspects of our business and to the affirmative action required to make that goal a reality. Unequal treatment on the basis of race, religion, colour, age, sex, national origin, disability, gender orientation, sexual orientation is contrary to the spirit and intent of our non-discrimination policies.

Customer Satisfaction and Safety

Tandem Creative has several policy commitments aimed at the preservation of the Health and Safety of staff, clients and their consumers. By providing a high quality service through the provision of fully trained professional personnel and by emphasising the importance of quality in everything we do, an environment of confidence in the knowledge that best practice models of safety and security are utilised and constantly reviewed in line with national standards. We will be demonstrably proactive and responsible in all areas of security and safety to which we are assigned and constantly work in a professional and positive manner.

Environmental and Employee Health

Sustainable economic development is important to the future welfare of society in general and the protection of employee health and the environment are important considerations in our business decision making and the planning process. Our service delivery processes, are planned and operated to minimize, as far as reasonably practical, the creation of waste, pollution and any adverse impact or risk of any such incidence on employee health or the environment in which we are assigned to work. Protection of health and the environment is a Companywide responsibility of employees at all levels.

Health and Safety Policy

Tandem Creative are committed to the highest standard of Health and Safety and are fully compliant with legislation in each legal jurisdiction in which it operates. Tandem Creative actively plan for the provision of Health and Safety in the work place and regularly audit all third party client premises and work with clients to ensure that any such premises provide a satisfactory level of safety to Tandem Creative employees. All accidents and incidents are thoroughly investigated and corrective action taken where necessary.

Training policy

At Tandem Creative we ensure that our courses attain the highest possible accreditation and all courses are continually reviewed, evaluated and updated to ensure the highest relevance and effectiveness. Our evaluation process will be inclusive and assess both content and process. Our training staff will be skilled in delivery and evaluation. We will use best practices in training on a national and international level and continually consult with all stake holders to ensure we surpass industry standards.

All staff will be informed of both the company's and their roles and responsibilities prior to commencing work. In addition, the training and development department will facilitate the provision of specialist training when and where required. All employees are required to meet with the training and development department once a year to discuss training needs and facilitate refresher training.

Privacy

The trust and confidence of our customers are of the utmost importance to Tandem Creative and are essential in building long-term relationships and delivering excellent products and personalised services. The Company recognises that customers, employees and others have concerns about privacy and expect us to protect and handle personal information responsibly.

Reporting Violations

All levels of employee and contract personnel are required to participate in periodic training that includes information on their responsibility to report any known or suspected violation of the law or Company policy.



Signed:

Name: Andrew Denbury
Position: Managing Director
Date: 1 January 2018

Review Date: 31 December 2018