



Safety, Health, Environmental and Quality Policy

This policy statement is our commitment to an integrated approach to safety, health, environmental and quality (SHEQ) management. Our vision is for anyone in contact with us, whether they are employees, visitors, guests, clients, tenants or contractors, to be fully confident that they will be safe and secure.

Policy Statement

At Buccleuch we are committed to protecting the safety and health of our employees, stakeholders and community members whilst conducting our business on a moral and ethical basis while safeguarding the environment in which we operate.

We will integrate sound SHEQ management practices into all aspects of our business and demonstrate continual improvement, whilst conserving and enhancing resources for future generations.

Our policy is to create a safe, healthy and pleasant working environment by:

- Preventing accidents, cases of work related ill-health, environmental incidents and maintaining a clean, tidy and pollution free workplace
- Providing and maintaining safe plant, equipment and machinery
- Ensuring the safe handling use and storage of any hazardous substances
- Establishing and testing suitable emergency procedures and equipment
- Complying with the relevant legal and industry requirements while aiming towards best practice
- Managing, monitoring and minimising the risks and impacts of our operations and driving continual improvement through clear objectives and targets
- Ensuring our employees are competent, supervised, well trained, supported, given competent advice, actively engaged, listened to and effectively communicated with.

We expect:

- All employees to take personal and collective responsibility to help us achieve our vision and contribute to every aspect of SHEQ performance.
- That by achieving high levels of SHEQ performance, we can earn the confidence and respect of our employees, stakeholders, benchmarking partners and members of the communities in which we work
- That by adopting best available practices in SHEQ performance, we can engage our people, our business partners and the communities in which we work in achieving continual performance improvement.

This Policy is available to all interested parties, reviewed periodically to ensure on-going suitability and authorised by senior management.

Signed: John Glen
Chief Executive

RESPONSIBILITIES

The Chief Executive and Directors are responsible for:

- Endorsing, communicating and promoting the Policy statement
- Protecting all those who are covered by the Policy
- Providing appropriate resources to allow the Policy to be implemented
- Ensuring an appropriate management structure is in place
- Endorsing and reviewing performance against strategy, objectives and targets
- Conducting an annual management review.

Estate Managers, Managing Directors and Enterprise Leaders are responsible for:

- Implementing the Policy statement and leading by example
- Protecting all those who are covered by the Policy
- Providing appropriate resources to maintain the management system
- Implementing procedures to ensure compliance with legal, organisation and best practice requirements
- Managing, monitoring and delivering agreed safety key performance indicators
- Ensuring training needs are identified and met.

Heads of Department are responsible for:

- Implementing the Policy statement and leading by example
- Protecting all those who are covered by the Policy
- Managing resources, defining roles and responsibilities to maintain the management system
- Implementing a range of operational procedures to maintain compliance , including accident and incident investigation, audits and inspections, document and record control, and emergency and risk management
- Managing, monitoring, delivering and reporting on agreed safety key performance indicators
- Ensuring training is provided and evaluated to maintain competence.

Employees are responsible for:

- Taking personal responsibility for their health and safety and that of others who may be affected by their acts or omissions
- Following all lawful, reasonable instructions and procedures
- Co-operating on all safety matters
- Performing their work with reasonable care and skill
- Using and maintaining the personal protective equipment provided
- Informing management of any work situation that could be reasonably considered dangerous and any shortcomings in protection arrangements.

ARRANGEMENTS

Management arrangements are documented within the Management System Manual, providing direction to all system and operational procedures.