



# Policies Manual



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## Change History

<b>Date</b>	<b>Details</b>	<b>Updated by</b>	<b>Approved by</b>
19 August 2024	First Issue	Tony Glover	Darren Taylor



## ISO 9001:2015 Quality Policy

The directors, Darren Taylor and Steve Balem are committed to the provision of a service that complies in all respects with the requirements contained in the customer contract or purchase order.

The business will give careful attention to customer needs, including products delivered on-time, competitive prices, service quality and continual improvement.

This is endorsed by the provision of a documented quality system, subject to internal and external audit at regular intervals.

All policies and procedures have been structured to meet the requirement of ISO 9001 :2015 and to promote improvement of the quality management system.

Each member of staff is aware of the commitment to quality and is required to observe quality requirements at all times.

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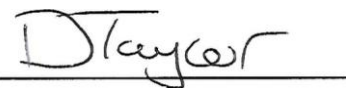
## ISO 14001:2015 Environmental Policy

Bay Engineering Dorset Ltd Directors Darren Taylor and Steve Balem understand the environmental protection obligations relevant to the company and are committed to compliance and continual improvement of environmental performance.

As part of our commitment to fulfil environmental obligations the company has adopted the principles of ISO 14001 which maintains focus on environmental performance by

- Identifying environmental aspects and potential environmental impacts of the business,
- Setting and monitoring objectives,
- Conducting internal audit and management review
- Management of environmental risks and opportunities.

The company is currently a registered Net Zero 2050 organisation

  
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## ISO 45001:2018 Health & Safety Policy

The directors of Bay Engineering Dorset Ltd. Are committed to provision of safe and healthy working conditions for the prevention of work-related injury and ill health.

The company has adopted the ISO 45001 methodology and will therefore maintain and improve our health and safety performance by committing to,

- Setting objectives for health & safety
- Identifying and fulfilling all legal and other requirements
- Identifying, reducing and eliminating hazards
- Maintaining a focus on continual improvement
- Consulting with all employees for ideas, information and improvement.

The company also maintain a health and safety policy and arrangements document in line with HSE recommendations which is displayed on the noticeboards.

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## Conflict Minerals Policy

At Bay Engineering Dorset Ltd. We are committed to meeting our responsibility to respect human rights. As part of that commitment, Bay Engineering Dorset Ltd. supports the global responsible sourcing of tin, tantalum, tungsten and gold from conflict-affected and high-risk areas. These minerals are commonly referred to as 3TG or “conflict minerals”.

Bay Engineering Dorset Ltd. reviews its suppliers to gain assurance that they do not contribute to human rights abuses wherever the area of origination. As part of that process, Bay Engineering Dorset Ltd. will not knowingly purchase products, components or materials that contain conflict minerals from sources that are known to support conflict.

This policy is flowed down to all key suppliers to the business, including those suppliers nominated by our customers.

Bay Engineering Dorset Ltd. expects its suppliers to take the following actions with respect to the products, components and materials they furnish to Bay Engineering Dorset Ltd. To,

1. Not use 3TG from sources that are known to directly or indirectly finance, or benefit armed conflict.
2. Use their knowledge and influence to ensure that 3TG materials and products are obtained from reputable sources in safe geographical locations.
3. Put in place procedures for the traceability of conflict minerals.
4. Cooperate with Bay Engineering Dorset Ltd.'s due diligence process, which includes providing Bay Engineering Dorset Ltd., from time to time, with written certifications and other information concerning the origin of 3TG included in products, components and/or materials supplied to Bay Engineering Dorset Ltd.
5. Maintain records supporting the source of 3TG
6. Maintain a policy on prevention of use of conflict minerals.

This policy is communicated to all staff within Bay Engineering who have an influence in the prevention of conflict minerals entering our supply chain.

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## Counterfeit Parts and Materials Policy

The possibility of purchasing counterfeit parts and materials is becoming increasingly more likely across many business sectors. To prevent counterfeit parts entering the supply chain of Bay Engineering Dorset Ltd. We have stringent controls on our suppliers, and robust incoming goods inspection processes have been implemented.

Our controls include,

Approved Suppliers – Where possible we use well known industry trusted suppliers and trusted local suppliers who have been approved for use by following our ISO 9001 supplier approval and review process.

Material suppliers – Must provide full chemical and mechanical test certification showing country of origin.

Original Equipment Manufacturers OEM – Certificate of conformity

Component suppliers – ISO 9001 certified suppliers will be given priority, and a certificate of conformity will be required with each delivery. For aerospace orders, traceability to the OEM must be provided

Treatment suppliers – Will be ISO 9001 certified or audited by our own compliance team. Certificates confirming treatment will be required.

Our incoming goods inspection process - will include a review of parts, packaging, trademarks, and certification. Any suspect parts will be quarantined for review by the compliance team.

Our incoming inspectors will be trained to know how to identify suspected unapproved or counterfeit parts.

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## Modern Slavery Policy

This statement applies to Bay Engineering Dorset Ltd. (referred to in this statement as 'the Organisation').

### **About our Organisation**

Bay Engineering Dorset Ltd. Are a privately owned business operating from a single site in Weymouth, Dorset. Our activities include manufacture and assembly of precision machined parts to customer specification. All materials are obtained within the UK most of which have full traceability to the original source.

Bay Engineering Dorset Ltd. considers that modern slavery encompasses the following,

- Human trafficking
- Forced work, through mental or physical threat
- Being owned or controlled by an employer through mental or physical abuse
- Being dehumanised, treated as a commodity or being bought or sold as property
- Being physically constrained or to have restriction placed on freedom of movement.

Bay Engineering Dorset Ltd. acknowledges its responsibilities in relation to tackling modern slavery and commits to complying with the provisions in the Modern Slavery Act. Bay Engineering Dorset Ltd. requires an ongoing review of both its internal practices in relation to its labour force and, additionally, its supply chains.

Bay Engineering Dorset Ltd. does not enter into business with any other organisation, in the United Kingdom or abroad, which knowingly supports or is found to involve itself in slavery, servitude and forced or compulsory labour.

No labour provided to Bay Engineering Dorset Ltd. in the pursuance of the provision of its own services is obtained by means of slavery or human trafficking. We strictly adhere to the minimum standards required in relation to its responsibilities under relevant employment legislation in the United Kingdom.

In order to fulfil its activities, our main supply chains include those related to material and component supply. We recognise that our suppliers may be intermediary traders and therefore obtain evidence of material origin or use OEM suppliers where practical



## Modern Slavery Policy (continued)

Bay Engineering Dorset Ltd. Does not consider there to be a high risk of modern slavery or human trafficking related to the engineering sector, however we do comply with any trade restrictions and foreign embargoes.

Our commitment

Bay Engineering Dorset Ltd. carries out due diligence processes in relation to ensuring slavery and/or human trafficking does not take place in its organisation or supply chains, including a flow down of requirements to suppliers.

Bay Engineering Dorset Ltd. has not, to its knowledge, conducted any business with another organisation which has been found to have involved itself with modern slavery.

In accordance with section 54(4) of the Modern Slavery Act, Bay Engineering Dorset Ltd. has measures in place to identify and assess the potential risks in its supply chains. We also review the effectiveness of our controls during the internal audit process.

Bay Engineering Dorset Ltd. Has communicated and provided training on this policy to all staff to effectively implement its stance on modern slavery

This statement is made in pursuance of Section 54(1) of the Modern Slavery Act and will be reviewed for each financial year as part of our legal compliance review.

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## Code of Conduct Policy

At Bay Engineering Dorset Ltd. we are committed to doing the right thing in all aspects of our business. This requires that every day everyone working for us needs to have an unwavering dedication to the highest ethical standards. It is fundamental that every employee and worker carries a share of the responsibility for our conduct and contributes to our success.

Our culture is built on four key values. These shape our behaviour towards customers and towards one another. Together, they drive our organisation forward. The values are:

We demand of each other and ourselves the highest standards of individual and company integrity. We do the right thing, because it is the right thing to do. It is every employee's responsibility to safeguard organisation assets and foster an environment of trust with our workers, customers, communities and suppliers. We should always comply with all our organisation policies, meet legal requirements, and create an environment of transparency in which all reporting requirements are met.

We routinely challenge ourselves to improve our, services and processes. We strive always to understand our customers' businesses and help them achieve their goals. We serve our customers by anticipating and responding to their needs. We are dedicated to diversity, fair treatment, mutual respect and trust. We are committed to producing products and serving our customers with zero harm to people and the environment.

We foster an environment that encourages innovation and creativity and delivers results through collaboration. We encourage open and effective communications and interaction with all workers and stakeholders, actively working together to keep each other safe and in good health. We believe that none of us is as capable or effective as a team – and together, there's no limit to what we can achieve.

We honour the commitments we make and take personal responsibility for all actions and results. Our actions match our words, and we demand responsibility – from ourselves and others – in everything we do. We operate on the basis that continuous improvement is an integral part of our culture.

Regardless of our position within the organisation, we share equal accountability for:

- Conducting business with integrity, preserving our strong reputation and expanding our position in the marketplace.
- Fostering an inclusive culture in which we all feel respected to help reach our full potential.
- Providing a healthy and safe work environment and complying with applicable environmental laws and regulations in whatever we do

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## Equality & Diversity policy

Bay Engineering Dorset Ltd are an equal opportunities employer. We are committed to equality of opportunity and to providing a service and following practices which are free from unfair and unlawful discrimination. The aim of this policy is to ensure that no applicant or member of staff receives less favourable treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation, or is disadvantaged by conditions or requirements which cannot be shown to be relevant to performance. It seeks also to ensure that no person is victimised or subjected to any form of bullying or harassment.

We value people as individuals with diverse opinions, cultures, lifestyles and circumstances. All employees are covered by this policy, and it applies to all areas of employment including recruitment, selection, training, deployment, career development, and promotion. These areas are monitored, and policies and practices are amended if necessary to ensure that no unfair or unlawful discrimination, intentional, unintentional, direct or indirect, overt or latent exists.

The directors have responsibility for implementing and monitoring the Equality and Diversity Policy and, as part of this process, all personnel policies and procedures are administered with the objective of promoting equality of opportunity and eliminating unfair or unlawful discrimination.

All employees, workers or self-employed contractors whether part time, full time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training, or any other benefit will be based on aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the Company.

Equality of opportunity, valuing diversity and compliance with the law is to the benefit of all individuals in our Company as it seeks to develop the skills and abilities of its people. While specific responsibility for eliminating discrimination and providing equality of opportunity lies with directors and managers, individuals at all levels have a responsibility to treat others with dignity and respect. The personal commitment of every employee to this policy and application of its principles are essential to eliminate discrimination and provide equality throughout the Company.

### OUR COMMITMENT AS AN EMPLOYER

- To create an environment in which individual differences and the contributions of our staff are recognised and valued.
- Every employee, worker or self-employed contractor is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- Training, development and progression opportunities are available to all staff.
- Equality in the workplace is good management practice and makes sound business sense.
- We will review all our employment practices and procedures to ensure fairness.



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