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Company Policy Statement: **Refusal to Work Policy**

Portfolio: Governance and Assurance
Portfolio Director: Mr Roger Clarke

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Refusal to Work Policy	Governance and Assurance

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Director (Project Management)	Senior Leadership	Sign-Off and Acceptance
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Director (Rail Infrastructure)	Senior Leadership	Sign-Off and Acceptance
Director (Business Development)	Senior Leadership	Sign-Off and Acceptance
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Section: 2 – The Policy Statement

What exactly is a Policy Statement?

A policy statement is an organization-level document that prescribes acceptable methods or behaviours. Essentially, a policy is simply the way things are done within an organization.

Policies are different from procedures and standard operating procedures because they are applicable to an entire organization and are primarily intended to set direction.



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REFUSAL TO WORK POLICY STATEMENT

This statement sets out the policy of GRAAY[®] Limited in respect of “Refusal to work on the grounds of Health and Safety” by all employees (or sub-contractors if appropriate). A copy of the above referenced document is held by the signatory of the policy statement in the main offices of GRAAY[®] Limited should a fuller interpretation be required and forms the basis for the following synopsis.

RESPONSIBILITY

GRAAY[®] Limited will take all reasonable measures to ensure that those persons referred to above are made aware of the contents of this policy and that it will not affect their continued employment by the company in the event of any invoking of this policy.

GRAAY[®] Limited will take all reasonable measures to prevent, so far as it is reasonably practical, any invocation placed on any person by this policy by planning safe working conditions and taking all factors into account.

Employees of GRAAY[®] Limited will always exercise diligence in monitoring their safe working environment for themselves and other persons in the working area.

CRITERIA FOR INVOKING THE POLICY

It is a condition of employment with the company that all persons referred to above shall comply with the following:

- If any situation arises which an employee believes will or has resulted in an unsafe working environment for some or all they must immediately draw it to the attention of their direct line manager so they can investigate and resolve the issue locally, if possible.
- If line management cannot be immediately contacted, then in a safe manner; stop, or do not commence working operations subject to the risks identified and warn others in danger of the concerns you have.
- Double check that there are no instructions or information available locally to resolve the issue.
- If the line manager does not support your concerns, ask for a “second opinion” to either verify the line manager’s findings or support your concerns.
- Ensure that you are clear in describing what the concerns or issues are.
- Providing the concern is genuine, even if it is ultimately seen to be unfounded then the employee will not be the subject of any detrimental action by the company.

This policy will be regularly reviewed by GRAAY[®] Limited to ensure that they are adequate and continue to satisfy business requirements. This policy will be reviewed and updated as required at least but not limited to once every 12 months.

Signed as Approved this day, Wednesday, 21 June 2023

Signature

Position

Mr Frank Lloyd-Murray
Chief Executive Officer

