

HEALTH AND SAFETY POLICY

The Directors and Senior Management of ATOM SERVICES LIMITED recognise that Health and Safety is a fundamental part of effective and efficient management. The Company acknowledges its responsibilities as an Employer for providing, so far as is reasonably practical, a safe and healthy workplace and working environment for our employees and others, who may be affected by our operations.

Objectives

At all levels of management, ATOM SERVICES LIMITED will take the necessary measures to meet its responsibilities by paying particular attention to the provision and maintenance of:

- Plant, equipment and systems of work that are safe and without risk to health.
- Safe assessments for the use, handling storage and transport of articles and substances.
- Sufficient information, instruction training and supervision to enable employees to avoid hazards at work and contribute positively to their own, and others safety and health.
- A safe place of work and safe means of access and egress.
- A safe and healthy working environment.
- Adequate welfare facilities.

Health and Safety objectives will be established to implement this policy. These objectives will be regularly reviewed to ensure their implementation, and new objectives set as necessary.

Information, Advice and Standards

Without detracting from their primary responsibility as Directors and Managers for ensuring safe conditions and systems of work, ATOM SERVICES LIMITED will maintain the provision of competent technical advice on occupational health, safety and medical matters.

Existing published codes of safety practice will, where appropriate be generally adopted. This includes guidance notes published from time to time by the H.S.E.

At all times ATOM SERVICES LIMITED will comply with relevant legislation and any agreed client requirements.

Organisation and Arrangements

The Directors are responsible for the implementation of safety policy and safety management arrangements.

The responsibility in matters concerning health, safety and welfare, is as detailed in the management structure.

The Directors shall review at least annually the statement of safety policy, and the organisational structure and arrangements.

Consultation

The Company encourages a participative approach to health and safety, and an employee representative will be appointed to represent employees on safety committees, which will meet at least every three months. The management is committed to follow up suggestions or at least respond with reasons where ideas are not adopted.

Signed:



HENRY KWUSHUE
Revision 2
14/01/13

ENVIRONMENTAL POLICY

ATOM SERVICES LIMITED is committed to providing services to its clients, which minimise the impact to the environment where possible.

The operations will be controlled to ensure that pollution is prevented, and that all relevant safety and environment legislation is adhered to, during the provision of the client service.

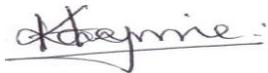
In order to understand the effect of the Company's operations they will be continually reviewed so that environmental objectives and targets can be set to measure performance in achieving continual environmental performance.

The senior management of the Company will review, at least annually, the environmental record of the organisation as part of the implementation of an integrated management system.

Employees, sub-contractors and suppliers will be made aware of the Company's environmental system relevant to their role in the operation.

This policy will be reviewed as a function of the management system, and will be available upon request.

Signed:



HENRY KWUSHUE
Revision 2
14/01/13

QUALITY POLICY

ATOM SERVICES LIMITED recognises the importance to its future by adopting a strategy, which bases the development of its business on the pursuit of quality throughout the organisation.

This commitment to quality is based on the principle that the effective and consistent implementation of operational systems, which reflect client and business requirements, will result in the continual satisfaction of client needs through the provision of a consistent service.

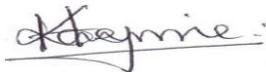
ATOM SERVICES LIMITED operational systems are defined in a documented Management Manual that provides clear guidance on the systems that are to be followed. It is the intent of ATOM SERVICES LIMITED that the Management Manual should satisfy, as a minimum, the requirements of ISO 9001:2008.

The company's goal is to achieve client satisfaction through the delivery of agreed client requirements, and the continual improvement of the company's operational systems.

The goal of continual improvement will be managed by reviewing the operational systems, setting objectives for areas of improvement, which will then be regularly reviewed and revised.

The requirements of this policy will apply to all personnel who affect the quality of the service provided by the company to its clients.

Signed



HENRY KWUSHUE
Revision 2
14/01/13

ALCOHOL AND DRUGS USE POLICY

ATOM SERVICES LIMITED is committed to maintaining safe places of work. It is recognised that alcohol or drug abuse by any employee or contractor may expose others as well as the abuser to unacceptable risk. It is also recognised that because of the hazardous nature of our activities such behaviour constitutes particularly serious risks.

Although each case will be considered in detail, the following actions will usually be regarded as gross misconduct, liable to disciplinary action, which can include summary dismissal:

- The use, possession, distribution or sale of alcoholic beverages without prior consent of a Director.
- The use, possession, distribution or sale of illicit or unprescribed controlled drugs.
- The misuse of prescribed drugs.
- Being unfit to perform your duties through alcohol or drug misuse. Any individual judged by management to be in this condition will be removed immediately.

In order to assist in the operation of this policy the following will be conditions of employment:

- The company may conduct searches for alcohol or drugs at any time.
- Employees may be tested for alcohol and/or drugs either as a routine or following an accident or incident.
- Refusing alcohol or drugs testing will usually be treated as gross misconduct.
- It is the duty of all employees to report any alcohol or drug dependency or the use of prescribed controlled drugs.
- Any employee who feels that they may be having difficulties with use or abuse of alcohol or drugs should bring this to the attention of their manager.

All subcontractors and suppliers must adopt the details of this Policy or demonstrate that they have equivalent rules and procedures.

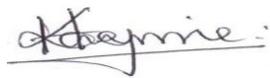
If the LUL Alcohol and Drugs Use Policy have additional or higher standards, then ATOM SERVICES LIMITED will adhere to those standards and comply with all requirements.

ATOM SERVICES LIMITED will also ensure that all subcontractors and suppliers adopt the procedures of LUL's policy.

Notification to Employees

This policy statement, together with those documents that supplement it, shall be brought to the notice of all employees. Any amendments, which stem from periodical reviews, shall be similarly notified.

Signed



HENRY KWUSHUE
Revision 2
14/01/13

DIVERSITY AND EQUAL OPPORTUNITY POLICY

The following is a statement of the requirements of the law and company policy with regard to diversity and equal opportunity in employment matters.

Equal opportunity is incorporated in the following Acts: Race Relations Act 1976 (Amended 2000); Sex Discrimination Act 1975.

Our Commitment:

ATOM SERVICES LTD is proud to be a multi-cultural establishment. We are committed to promoting equality and diversity within an inclusive and supportive environment.

In particular, we will: -

- ensure that all individuals are treated fairly,
- ensure that any opportunities we provide are open to all;
- promote diversity by recognising the particular contributions that can be made by those with different backgrounds and experiences;
- strive to make sure that our clients meet their own diversity targets.

ATOM SERVICES LTD unreservedly supports the principle of diversity and equal opportunities in employment and opposes all forms of unlawful and unfair discrimination towards employees, candidates, customers and suppliers on the grounds of race, colour, ethnic or national origins, nationality, gender, marital, parental or civil partnership status, pregnancy, HIV status, religion, sexual orientation, age, disability and political belief or membership or non-membership of a Trade Union or spent convictions and places an obligation upon all staff to respect and act in accordance with the policy.

The policy will be reviewed annually to judge its effectiveness and reflect changes in the law, demographics and internal business requirements.

Our Diversity Ethos

We value the differences that a diverse workforce can bring to our organisation. We understand that an employee and candidate community that draws upon a variety of backgrounds, skills, attitudes and experience is crucial to the resourcefulness and innovation we need to drive our business forward. We understand that diversity brings positive benefits that will improve and strengthen our business. We are serious about being customer-driven and recognise that this can only be achieved by being fair employers and business people. We strive to build a culture that values openness, fairness and transparency.

Implementation

It is the responsibility of ATOM SERVICES LTD to promote equality of opportunity and diversity in employment and to monitor the implementation of this policy.

The Managing Director is ATOM SERVICES LTD's senior level diversity and equal opportunities champion and as such is, on behalf of ATOM SERVICES LTD, the individual responsible for the effective operation of the policy.

A copy of our Diversity and Equal Opportunities Policy is available in ATOM SERVICES LTD's Employee Handbook and displayed on the staff notice board. Atom services ltd will ensure that the policy is effectively communicated during induction, regular toolbox talks and that proper training and guidance is given to ensure that everyone fully understands their responsibilities as set out both in the policy and the legislations. All employees have a responsibility to observe this policy and to ensure that diversity management and equality of opportunity is continuously provided for in ATOM SERVICES LTDs activities.

In addition, managers have a particular responsibility for ensuring the policy is fairly and consistently applied in all areas under their control.

Areas covered by the policy (Recruitment Code of Practice):

- ATOM SERVICES LTD will avoid unlawful discrimination in all aspects of employment including recruitment, promotion, opportunities for training, pay and benefits, discipline and selection for redundancy;
- ATOM SERVICES LTD is responsible for ensuring that no employee or job applicant receives less favourable treatment and that no employee or job applicant is placed at a disadvantage by requirements that are either directly or indirectly discriminatory;
- ATOM SERVICES LTD has an open recruitment policy and uses a wide range of different attraction methods e.g. Internet, ATOM SERVICES LTD will utilise JobCentre Plus and, wherever possible recruit from the local community;
- ATOM SERVICES LTD exercise proactivity in diverse markets by using publications targeted at a range of ethnic groups and by aiming to advertise in areas of the community where ethnic minorities live;
- all ATOM SERVICES LTD employees required to select staff/progress candidate applications undergo appropriate training in Interview, Selection and Recruitment techniques;
- application forms and interview records must be kept as required through legislation after the completion of a recruitment operation to ensure a detailed response can be given to those unsuccessful candidates who challenge the fairness and objectivity of the recruitment process;
- ATOM SERVICES LTD will monitor the ethnic and gender composition of the existing workforce and of applicants for jobs (including promotion), and the number of people with disabilities within these groups, and will consider and take any appropriate action to address any problems that may be identified as a result of the monitoring process.

It is illegal to discriminate on grounds of race, colour, ethnic or national origin, religion, age or sex in any of the following: job advertisements; selection; access to opportunities for promotion, transfer and training, salary or to any other benefits, facilities or services. The law is supplemented by Codes of Practice on Equality of Opportunity and Race Relations. Whilst these are not legally binding, any claim of discrimination, which is taken by an employee to an Employment Tribunal, will be considered in the light of the recommendations contained in those Codes.

It is Company policy to implement actively the provisions of the law and the Codes of practice, i.e. not to discriminate, and to provide equal opportunities to all employees irrespective of race, colour, sex, religion, age or disability. All employees, whether or not in positions of managerial responsibility have an obligation to assist the Company in effectively carrying out this policy. Disciplinary action will be taken wherever it is found that an employee is deliberately discriminating, or influencing others to discriminate, directly or indirectly, against a person in connection with matters covered by the relevant legislation and Codes of Practice.

Guidance on all aspects of the law and associated Codes of Practice can be obtained from a Director. The Directors have a particular responsibility for ensuring that all employees under their control are aware of their responsibilities.

Signed



HENRY KWUSHUE
Revision 2
14/01/13

STAFF LEARNING AND DEVELOPMENT POLICY

Policy Aims & Objectives

Atom Services Ltd recognises that staff development and learning is an integral part of the organisation's strategic planning. The training and development of staff is key to the continual growth of the organisation. Atom Services Ltd will constantly seek to improve the opportunities available to enable staff to reach their full potential.

The central aim is therefore to provide an environment where continuous development can take place to equip staff with the knowledge, skills, competence and confidence required to meet job objectives which, in turn, will ensure the company objectives are fulfilled.

Equal Opportunities

Atom Services Ltd is committed to a policy of equal opportunity for all staff. We aim to create an environment that respects the wide diversity of our staff and enables them to achieve their full potential, to contribute fully and to derive maximum benefit from their employment with the organisation. We also recognise that such development is a continuing process for every employee at every level of the organisation.

Induction Training

An induction programme helps new staff to familiarise themselves with the organisation and to become more quickly at ease in a new work environment.

All new staff will take part in an induction programme including an introduction to our mission, goals and targets, equal opportunities policy, working practices and procedures. Coaching in immediate work processes and tasks and for inducting new staff into the organisation will be the responsibility of the appropriate line manager or supervisor.

Progression Training

Atom services have made a commitment to invest in our staff. We will actively encourage the progression of every staff member in order for full potentials in all capabilities and skill sets to be achieved.

Recording, Monitoring and Evaluation

The Managing Director has responsibility for ensuring that clear procedures are in place for recording, monitoring and evaluating learning needs and training activities. The Operations Manager will ensure that the procedures are followed and that

Learning and training is monitored, the outcomes and effectiveness of the training are fully discussed and recorded. Records kept are the Skills Matrix and Training matrix for recertification dates. These records will be monitored and maintained by the administration staff to provide a clear record of learning and training activities for annual review and evaluation.

Annual Learning Plan and Budget

An Annual Learning Needs and Training Activities Plan is developed at the annual management meeting. The development of the annual plan will be initiated by the Operations Manager in consultation with the relevant line managers and the Atom Services Director. The plan will include areas of learning development specified in a Strategic Plan and learning needs identified by individuals, teams and staff groups. Atom Services will always aspire to make budgetary decisions about training in the context of overall company finances but the have made a public commitment to investing in its people and will ensure wherever possible sufficient funding is made according to the needs identified.

Signed



HENRY KWUSHUE
Revision 1
14/01/13

ANTI BRIBERY AND CORRUPTION POLICY

Policy Statement

Atom Services will take measures to ensure that we will carry on our business in an ethical manner, fairly, honestly and openly. To achieve this objective we will take the appropriate steps to ensure that:

- We will not, directly or indirectly offer, promise or make bribes in order to gain a business advantage.
- We will not offer, promise or give excessive gifts or hospitality in order to gain a business advantage.
- We will not offer or give in to demands to make illicit payments to agents, officials or employees of businesses with whom we do business.
- Will ensure that any agents or consultants or other third parties engaged by the company are remunerated only for legitimate services and adopt our values in respect of bribery and corruption.
- We will not do business with others who do not accept our values in respect of bribery and corruption.
- We will maintain processes, procedures, and accounting practices which will ensure that the risk of bribery, the establishment of “Off the books” transactions or misleading documentation which does not truly reflect transactions to which they relate is minimised.
- All of our staff and as far as possible our business partners are made aware of this policy.
- We will review and where necessary update this policy on a regular basis.



Henry Kwushue
Managing Director
Rev 1
14/01/13