

Health and Safety Policy

Balfour Beatty Regional Civil Engineering (BBRCE) considers that nothing is so important that it cannot be done safely. The health and safety of our employees and everyone else affected by our activities is fundamental to the success of our business and we believe there is no conflict between our long-term financial success and our obligation to keep employees and members of the public safe.

Our policy is to create an environment in which no one is harmed. We will achieve this by identifying the hazards and risks involved in our activities, by eliminating these risks wherever possible, and by establishing robust arrangements for the management of any remaining risks.

We are committed to continually improving our health and safety performance and we strive to eliminate the realistic likelihood of serious accidents from our business. We believe that all injuries can be prevented. We will establish and implement, across all of our operations, an effective health and safety management system which defines our organisational arrangements, specifies our controls and provides an effective process of assurance. We will set realistic health and safety objectives and we will comply with Balfour Beatty Group publications and health and safety legislation as a minimum standard.

The implementation of our health and safety management system is a line management responsibility, supported by functional specialists and relies upon the competence, cooperation and commitment of all employees. We will therefore:

- Actively involve our employees, partners and supply chain in developing and sustaining a positive health and safety culture which demonstrates exemplary and inspirational leadership and commitment.
- Develop the necessary competencies, through the provision of information, training, instruction and supervision, to enable our workforce to comply with all health and safety requirements and to perform their duties safely.
- Promote a working environment where everyone makes safety personal and helps to create a Zero Harm culture through understanding their impact on health and safety, by looking out for their own and their colleagues' safety and by stopping work and seeking guidance if they are involved in an activity which they believe to be unsafe.
- Establish effective organisational communication, cooperation and control arrangements with documented procedures and guidance where appropriate.
- Seek employee participation and views on health and safety matters through the use of appropriate consultative mechanisms.

The Managing Director has overall responsibility for this policy, including the provision of adequate resources for its implementation and regular assessment of its effectiveness in securing continual improvement in the Company's health and safety performance.

The policy will be brought to the attention of all employees, supply chain partners and persons working on behalf of the Company and will be reviewed at least annually. It will also be freely available to the public via the Company Internet Site.



Marshall Scott
Managing Director
Balfour Beatty Regional Civil Engineering

Environment Policy

Balfour Beatty Balfour Beatty Regional Civil Engineering (BBRCE) respects the natural, built, social and economic environments on all projects in which it operates. When designing, planning, constructing or maintaining built infrastructure, we are committed to conducting our operations in an environmentally and socially responsible manner to achieve environmental sustainable solutions

- BBRCE will seek to maximise the benefits that the built infrastructure brings to society. Insofar as our involvement allows, we will work closely with our customers, partners, designers and subcontractors to:
 - Respect and contribute positively to local communities
 - Offer opportunities to improve energy efficiency or carbon emissions
 - Use renewable resources in preference to non-renewable and use local and recycled materials where appropriate
 - Source products that are manufactured with due regard to human rights
 - Address life cycle impacts and low carbon technologies
 - Protect and enhance ecologies

As a steward for the industry we are committed to engaging with professional, regulatory and institutional organisations to help raise environmental standards. We are committed to continual improvement through the adoption of innovative techniques and best practices that exceed customer expectations, meet societal needs and achieve better environmental outcomes. We will set realistic environmental objectives and targets and monitor compliance so that the Company:

- Complies with all legal and Balfour Beatty requirements, which are regarded as a minimum standard in any operational location.
- Prevents pollution and protects both the natural and the built environment
- Reduces the effects of noise, dust, disturbance and inconvenience arising from its activities
- Uses resources such as energy, water and raw materials efficiently
- Purchases goods and materials that are not scarce or known to cause significant environmental harm
- Minimises waste through re-use and recycling and safely disposes of any waste
- Consults those affected by our work and responds promptly to any complaints or incidents and report these in accordance with Balfour Beatty requirements.
- Minimises the environmental impact of our work throughout its life cycle, including disposal of plant equipment and other physical assets

In our own premises, offices and transport arrangements we seek progressively to:

- Reduce fuel consumption in our vehicle fleet
- Improve energy efficiency in the premises we occupy by adopting low carbon solutions
- Reduce and reuse waste and improve recycling

To implement this policy BBRCE operates an Environmental Management System that fully satisfies the requirements of ISO 14001:2004 and ensures that throughout the business lifecycle environmental risks are identified, sound systems of work are adopted and best practice is shared. We will actively involve our employees and ensure through training that they are aware of the environmental impacts of their activities and know how to operate responsibly. It is the responsibility of every manager and employee in the business to:

- Perform his or her job so as to comply with all environmental requirements
- Stop if he or she believes what they are doing will cause pollution or an environmental incident
- Look out for environmental improvement opportunities

The effectiveness of our management arrangements in delivering this policy together with our environmental performance and compliance with Legislation is routinely monitored and reported to the Board on a regular basis. This policy will be brought to the attention of all employees and persons working on behalf of the company and reviewed at least annually. It will also be freely available to the public via the Company internet site.



Marshall Scott
Managing Director
Balfour Beatty Regional Civil Engineering

Quality Policy

Balfour Beatty Regional Civil Engineering (BBRCE) is committed to delivering consistently high standards of service to its customers, to agreed requirements and timescales. When designing, planning, constructing or maintaining built infrastructure, the standards of service for managing quality will be integrated with those for managing health, safety and the environment in a manner aimed at ensuring that:

- Designs fully consider construction and maintenance aspects
- Work is planned in a systematic, safe and coordinated manner
- Processes, materials and workmanship deliver a quality finished product
- Testing, inspections and examinations support a right first time culture, reducing defects and re-work

To implement this policy BBRCE operates a Quality Management System that fully satisfies the requirements of ISO 9001:2008 and ensures that throughout the business lifecycle customer requirements are identified, sound systems of work are adopted and best practice is shared.

We are committed to continual improvement through the adoption of innovative techniques and best practices that exceed customer expectations and achieve better performance outcomes. We will actively involve our employees and ensure through training that they are aware of the quality critical aspects of their activities and accept clearly defined responsibilities for the quality of their work.

We will work closely with our customers, partners, designers and subcontractors to:

- Listen and talk to better understand and hence meet their needs
- Communicate clearly the expected standards of service and specification requirements
- Promote opportunities that improve performance
- Establish clear performance objectives and measure outcomes Whether operating in the UK or overseas, we are committed to ensuring that the delivery of these services is not an option, but a business necessity which will be achieved by:
 - Getting our work "right first time" by operating an integrated management system with trained, competent and motivated teams
 - Creating a work environment in which all our people have the opportunity to fulfill their potential
 - Ensuring that the established culture of continual improvement at every level of the organisation is effective
 - Setting clear performance objectives and actively involving all our people in their attainment
 - Ensuring that decisions are based upon analysis of data and information
 - Working as teams both within our organisation and with our customers, designers, sub-contractors and suppliers
 - Responding promptly to any complaints or incidents and sharing any lessons learned
 - Subjecting our systems and processes to rigorous internal and external assessments It is the responsibility of every manager and employee in the business to:
 - Perform his or her job so as to comply with all business requirements
 - Stop if he or she believes what they are doing is not in accordance with requirements
 - Look out for improvement opportunities

The effectiveness of our management arrangements in delivering this policy together with our performance against our stated quality objectives is routinely monitored and reported to the Board on a regular basis.

This policy will be brought to the attention of all employees and persons working on behalf of the Company and reviewed at least annually.



Marshall Scott
Managing Director
Balfour Beatty Regional Civil Engineering

November 2009

Alcohol and Drugs Policy

Balfour Beatty Regional Civil Engineering (BBRCE) is committed to providing a safe and secure environment for all persons affected by its work activities. It recognises the inherent risks associated with drug, alcohol and solvent abuse and is intent on safeguarding its workplaces and work activities from these risks. In respect of any person carrying out work at any location on behalf of Balfour Beatty Regional Civil Engineering, the Company has adopted a policy of zero tolerance in that no one shall:

- be in possession of drugs or substances capable of abuse
- consume or be under the influence of alcohol, drugs or substances of abuse
- take prescribed drugs without informing their supervisor and having first confirmed with their doctor that the drugs would not affect their fitness for work
- trade in or supply alcohol, drugs and substances of abuse, or permit their presence or use by others

The Company conducts health screening for the presence of alcohol and drugs. It has adopted a zero traceable level for drugs and has prescribed maximum permissible levels of alcohol based upon the project specification and taking account of The Transport and Works Act 1992, the Network Rail Standard NR/L1/OHS/051 Network Rail Alcohol and Drugs Policy and the Railway Group Standard GE/RT 8070 for Drugs and Alcohol. The Company carries out unannounced random screening for alcohol and drugs and will also conduct specific testing on reasonable suspicion, or following a work related incident.

Guidance governing the implementation of this policy is contained within the Company's Business Management System. Failure to comply with this policy and the Company's procedures is a serious matter and anyone found to be in breach will be the subject of disciplinary action under the Company's Disciplinary Procedure, which may lead to Summary Dismissal for Gross Misconduct.

The Company is not looking to discriminate against employees who approach it for help with a drink or drug related problem and who are prepared to undergo an agreed form of treatment. However, approaches of this nature will not be considered acceptable when they have been made subsequent, or just prior, to a Company check that has, or would have, revealed recent consumption of alcohol, drugs, or substances of abuse or possession of these.

The policy applies to all direct and subcontract employees of Balfour Beatty Regional Civil Engineering and to any other person who carries out work on its behalf. It is designed to protect such persons, visitors and members of the public from the workplace hazards associated with alcohol consumption and drug or solvent abuse. It will be implemented at all UK workplaces and on the instruction of either the Company or joint venture board as appropriate, on overseas operations.

This policy will be brought to the attention of all employees and persons working on behalf of the company and will be reviewed at least annually.



Marshall Scott
Managing Director
Balfour Beatty Regional Civil Engineering

Our Commitment to Customers and Stakeholders

Balfour Beatty's global presence encompasses major market sectors, including rail, road, power systems, buildings and complex structures.

Wherever we operate, we will endeavour to work alongside local communities, respecting laws and customs and minimising adverse humanitarian and environmental impacts. Our blueprint for future success depends not simply on the professionalism of our people and the standards we set, but on our personal record as good neighbours and partners around the world.

We recognise the importance of meeting customer as well as statutory and regulatory requirements. These requirements will be delivered by setting exemplary standards for risk, production, safety, quality and environmental management. We are committed to protecting the health and safety of our employees and those affected by our operations, as well as to carrying out our works in a manner that demonstrates our sensitivity to local communities, their culture and way of life. We will maintain records and regularly communicate to our staff details of improvements for new customer, statutory and regulatory requirements.

As a business, we are committed to continual improvement in everything we do. Nowhere is this more important than in our health, safety, environmental and quality performance. We strive continually to enhance our management performance by systematically reviewing our arrangements through regular inspections, incident investigations and non-conformance reviews.

Our Directors will ensure that adequate arrangements are made to promote this improvement. Managers of our workplaces will discharge their responsibilities by systematically identifying hazards through risk assessments undertaken during both the design and planning processes; by adequately controlling risks and product quality in their supervision; by communicating details of risks and preventative and protective measures to employees and by adequately training employees to ensure their competence in carrying out their duties and in dealing with risk scenarios.

We recognise that excellence in managing health, safety and environmental responsibilities is essential to long-term success and will not initiate any construction operation unless we are able to do so safely and in an environmentally responsible manner. We will also exercise care with customer property whilst it is under our control or being used by us. The arrangements described in the Business Management System underpin this commitment.



Marshall Scott
Managing Director
Balfour Beatty Regional Civil Engineering

Equal Opportunities

Balfour Beatty Regional Civil Engineering (BBRCE) is an Equal Opportunity Employer. The organisation has a policy that no job applicant or employee will receive less favourable treatment on the grounds of colour, race, nationality or national or ethnic origin, disability, sex, gender reassignment, marital status, age, sexual orientation, religion or belief, or is disadvantaged by any other condition or requirement that is not essential for carrying out the job. The effectiveness of the Company will only be improved by developing the skills and abilities of all employees and this policy aims to achieve this objective.

Entry into the organisation and progression will be determined solely by the application of objective criteria, personal performance and merit. As a result, recruitment and other employment decisions and procedures will be monitored and reviewed and, where necessary, they will be changed to ensure that everybody is treated fairly. Where there is under-representation of particular groups, the circumstances will be investigated and, where appropriate, practical measures taken to remedy the situation.

Eliminating discrimination and providing equality of opportunity depends on the personal commitment of all employees, who therefore have a responsibility for the implementation of the policy. To ensure that the line managers and other relevant decision makers understand the organisation's policy and their position in law, appropriate training and guidance is provided. Direct or indirect discrimination, including bullying, harassment or victimisation is not tolerated. Deliberate failure to observe the requirements of this policy will be subject to disciplinary action through the organisation's Disciplinary Procedures.

The Managing Director has the specific responsibility for applying this policy and is accountable to the Board of Balfour Beatty plc for its implementation. Any employee who believes that they are being treated unfairly in any way associated with this policy is entitled to raise the matter through the Grievance Procedure.

The policy applies to all BBRCE employees, including those employed under contracts with other parts of Balfour Beatty plc and temporary staff.

It is the general responsibility of all managers to ensure that this policy is applied within their area.

This policy is brought to the attention of all employees and reviewed at least annually.



Marshall Scott
Managing Director
Balfour Beatty Regional Civil Engineering

Industrial Relations

Balfour Beatty Regional Civil Engineering (BBRCE) aims to promote industrial harmony and operational efficiency by following the relevant ACAS Codes of Practice and by conforming with current legislation and implementing such procedures as are laid down in the appropriate National Agreements and any relevant site agreement.

The Construction Industry Joint Council Working Rule Agreement for the Construction Industry will be followed. Local site agreements will be adhered to when in force at the request of the client.

The Company recognises the signatory unions to the Working Rule Agreement. Regular meetings of employee representatives with site management enable problems and grievances to be dealt with as they arise to avoid them escalating into major disputes.

Sound recruitment is of fundamental importance to the effective performance of labour on a contract in terms of optimising productivity and maintaining good relations between employer and employee. To this end the engagement of properly qualified operatives is paramount.

The maintenance of a disciplined labour force should be considered a priority objective of site management. To achieve operational efficiency, safe working and good morale, disciplinary action must be taken in a fair and consistent manner in accordance with the approved disciplinary procedure.

An effective procedure for dealing with disputes and grievances is perhaps one of the most potent mechanisms in ensuring harmonious employer/employee relationships.

The objective is that employees are able to resolve any issue within a climate of normal working conditions.

Site Management with advice and support as appropriate from HR / IR specialists will be responsible for establishing and maintaining good standards of Industrial Relations on each project.

We will also confirm the presence of these arrangements to partners and sub contractors, and will ensure the provision of adequate resources for the policy's implementation and review, which shall occur at least annually to assess its effectiveness in securing continuing improvement in the Company's employee relations performance.



Marshall Scott
Managing Director
Balfour Beatty Regional Civil Engineering

Whistle Blowing Policy

Introduction

We want to fulfil our responsibilities to our shareholders, our customers, our employees, our business partners and the wider community by seeking to conduct all aspects of our business at the highest level of excellence and professionalism and by operating in an ethical manner. We are committed to customer satisfaction, first-class service, safety and a responsible approach to the environment.

In order to meet these standards, we rely on the honesty and integrity of all our staff, irrespective of level or status within the organisation, to point out ways in which we can improve the conduct our business and make our decisions within a clear ethical framework. So we want to encourage a culture of openness, allowing all staff (which includes temporaries and sub-contractors) to raise and resolve any problems as quickly as possible. We recognise that subcontractors may have their own procedures and we would like to encourage them to add to these procedures so as to enable their employees to report directly to us on our operations.

We will take prompt steps to investigate thoroughly and to remedy any deficiencies brought to our attention in accordance with this whistleblowing procedure. Just as it is the Company's duty to maintain standards, it is the obligation of all of us to bring malpractice or problems promptly to the Company's attention.

When should you use this policy?

If you are genuinely concerned or have fair reason to believe that any business activities of the Company or its staff:

- pose a danger to the **health and safety** of any employee or any other individual;
- may cause actual **damage to the environment**;
- involve the commission or likely **commission of a criminal offence**, including acts of fraud against the Company;
- involve **failure to comply with a legal obligation** (under any statute, regulation, contract or at common law);
interfere with proper judicial process (such as, for example, destruction of evidence in any proceedings involving the Company);
 - involve **financial misreporting**;
 - involve a deliberate "**cover-up**" of any of the above;

then you should **promptly** report your concern to Philip Morris, who has been appointed as the **Disclosure Officer**. If your concern is about the Disclosure Officer himself then you should promptly report your concern to your Human Resources Director.

If, in your opinion, your concern is of an extremely serious nature and it involves or relates to a Director, or any other senior Manager, of this Operating Company, and you are reluctant to raise the matter with the nominated Disclosure Officer specified above, you should, as an alternative, report your concern to Chris Pearson, who is the Company Secretary of Balfour Beatty plc based at Wilton Road, telephone number - 020 7216 6833.

If you have any grievance relating to your employment, then you should follow the Company's grievance procedure, not this procedure.

What will happen after you have contacted the Disclosure Officer?

All disclosures will be treated seriously. They are important to the Company. Continued >

Whistle Blowing Policy

The Disclosure Officer's first task is to decide whether you have given him enough information to be able to investigate the matter properly. You may be asked for further information to clarify your disclosure.

Part of the Disclosure Officer's role by law is to satisfy himself that you are reporting facts in **good faith** and without any ulterior motive. The law only protects "whistleblowers" who reasonably believe in good faith that the information they have provided tends to show that the Company's or its employees' business activities fall within the paragraph entitled "**When should you use this Policy?**"

Anonymous disclosures will of course be investigated, but, inevitably, someone who is prepared to come forward and to give full details of his or her knowledge in person is capable of being far more helpful in cutting through to the heart of any issue in the shortest time possible.

Confidentiality is important. If you make a disclosure, the Company will preserve your anonymity to the greatest practicable extent. However, it may not, in all circumstances, be possible to investigate fully while preserving your anonymity. If it becomes necessary to reveal your identity, you will be told, if possible, in advance. All documentation relating to any disclosures or investigations will be kept on a secure basis and made available only on a "need to know" basis only.

We appreciate it is never easy to report a concern and, if you feel you need to take advice before doing so, you may wish to contact Public Concern at Work on 020 7404 6609. They are an independent charity who have a confidential helpline to provide free, confidential advice on whistle blowing matters.

Investigation

The Disclosure Officer will decide, in his absolute discretion, whether to conduct the entire investigation himself. He can involve someone else if necessary but will always bear in mind who has made the disclosure and the issue of confidentiality. It will assist the investigation if you can provide any tangible and/or verifiable information in relation to the complaint.

The Disclosure Officer or his authorised nominee will decide, in his absolute discretion, how the investigation will be conducted. If you make a disclosure, it will not be up to you to determine the manner in which the investigation is conducted. Depending on the nature of the disclosure, it may be necessary for us to involve outside agencies such as the police or health and safety authorities. If you make a disclosure, you will be kept informed of the progress of the investigation. You may be asked to co-operate in any further investigation.

Decision

After the investigation the Disclosure Officer will make a decision: either that the behaviour which is the subject of the disclosure is inappropriate, in which case steps will be taken by the Company in response; or that the disclosure has not revealed inappropriate behaviour, whereupon the investigation will be closed. The Disclosure Officer will let you know of the decision if possible. Please note that anyone who makes a good faith disclosure and who follows this policy is performing a valuable service to the Company. You will be protected from any detrimental action being taken against you if you have made a good faith disclosure, **even if** the Disclosure Office decides that your concern was not justified. If anyone takes any detrimental action against you because you have made a good faith disclosure following this policy, then they will be subject to disciplinary proceedings.

This procedure is effective immediately and if you have any questions you should contact the Disclosure Officer.



Marshall Scott
Managing Director
Balfour Beatty Regional Civil Engineering

Training and Development Policy

Balfour Beatty Regional Civil Engineering (BBRCE) aims to utilise, through selection, training and development, the full talents, skills and abilities of all employees. The investment made in training and providing opportunities for development at every level to improve the effectiveness of our employees is vital if we are to maintain competitive advantage and sustain continuous growth of our business.

The primary responsibility for the training and development of an employee rests with the management of the unit or group in which the employee works. Every manager must ensure that the employees in his/her unit or group are properly trained to carry out their duties effectively and that opportunities for development are available.

The HR and Training functions in the Group provide a professional support service to assist and advise the manager in discharging this responsibility.

Each member of staff is expected to take responsibility for his/her own self-development and to take advantage of the training and development opportunities available.

All staff should be given the opportunity to participate in regular performance and career development reviews, at which training and development needs should be identified.

The Group encourages employees to pursue, on their own initiative, continuing education and training. Employees may apply to their Opco for assistance with fees and study time associated with learning programmes. The relevance of the course and the suitability of the employee for that course will be taken into account in determining the level of support offered by the Company. In particular, employees are encouraged to obtain professional or vocational qualifications relevant to their work.

Training and development needs will be assessed and access to training given without discrimination in line with the Group's Equal Opportunities Policy. Appropriate training will be provided for disabled persons, taking into account their particular needs.

All employees will receive appropriate training in health and safety.

The Group has a commitment to the training of young people and to supporting schemes intended to promote it.

The Group has a commitment to supporting and participating in education liaison activities intended to increase students' and teachers' awareness of the world of construction and engineering.



Marshall Scott
Managing Director
Balfour Beatty Regional Civil Engineering

Smoking Policy

No Smoking at Work

In accordance with national laws, it is the policy of Balfour Beatty Regional Civil Engineering (BBRCE) to achieve a situation in which no one is involuntarily exposed to the effects of passive smoking. The Company bans smoking on its premises by either employees or visitors. The underlying intention is to achieve a situation in which no one is exposed to the potentially harmful effects of smoking.

Procedure

Line Managers and Functional Heads are responsible for implementing this policy through rules, which are appropriate to the particular circumstances of their operation in consultation with employees and/or their representatives.

The HR function is responsible for informing all job applicants of this policy in all offers of appointment. Employees who meet visitors from outside the Company on Company premises must explain the local policy and ensure that their visitors comply.



Marshall Scott
Managing Director
Balfour Beatty Regional Civil Engineering

Balfour Beatty Regional Civil Engineering

Timber Procurement Policy

Balfour Beatty Regional Civil Engineering (BBRCE) is committed to continuous improvement in environmental and sustainability performance.

We will therefore seek to procure timber only from independently certified, legal and sustainable sources, such as those certified under the Forest Stewardship Council ("FSC") or Programme for the Endorsement of Forest Certification ("PEFC") schemes.

Where required we will source timber with full Chain of Custody (CoC) certification

If we cannot secure timber from an FSC or PEFC certified source, we will obtain it from other independent certification schemes or independently audited sources that can demonstrate legal supply from responsibly managed forests.

To ensure this policy is implemented effectively, we will:

- incorporate its requirements in our Company management systems
- embed it in our supply chain
- communicate the policy to all our employees
- engage our customers in its implementation

Divisional management is responsible for the implementation of this policy.

The policy is available to the public and interested third parties through our website www.bbcel.co.uk. It will be reviewed annually and updated as necessary, to ensure it is consistent with developments in the sustainable sourcing and use of timber and wood-based products.



Marshall Scott
Managing Director
Balfour Beatty Regional Civil Engineering

IT Policy Governing the Use of 3G/ GPRS Data Cards

1. Overall Statement of Principles

There is a growing requirement for employees to access Balfour Beatty IT resources external to main offices or IT connected site/remote offices. 3G/GPRS data cards are available for purchase and issue to approved employees with an acknowledged legitimate business requirement to access Balfour Beatty IT resources, where the company cannot provide connection via traditional or alternate terrestrial methods.

3G/GPRS Data Cards and associated SIMS remain the property of the company and are considered controlled items. They are registered and tracked against the authorised user in the IT asset management system.

All active Data Cards have an associated user SIM card (Identical to Mobile Phones), each SIM card has a user account and data contract associated with it. Accounts are generated monthly as per mobile phones and charged against the registered user.

Cards and or SIMS are strictly never to be transferred between users without authorisation and submission of transfer notification to IT.

2. Security and Internet Policy Extracts

Users are reminded that 3G cards are provided for business purposes. Only the authorised registered user may utilise the card. The internet/email access made available through the use of the 3G card is only to be utilised for legitimate business purposes and is subject to company security and usage policy.

Users are to never:

- a. Attempt to gain access to unauthorised or restricted web sites.
- b. Attempt to or download any programs (software) or material that is not authorised by the IT department or company policy.

Breaches of policy are treated as misconduct to be dealt with under disciplinary procedures. The following are regarded as gross misconduct normally resulting in summary dismissal:

- a. Serious neglect or blatant disregard of security or policy.
- b. Breaches of company confidentiality.
- c. Accessing, downloading, sending forwarding, or storing of offensive material that is obscene, indecent, sexist, racist, defamatory, abusive, in breach of copyright or otherwise inappropriate.

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IT Policy Governing the Use of 3G/ GPRS Data Cards

3. Return/Transfer Procedures

Users are to return 3G cards to IT when there is no longer a requirement for their use. Cards may be transferred as deemed appropriate by manager's to users with an acknowledged legitimate business requirement by use of an IT equipment transfer form and user request form. This is required to enable IT to load and configure associated 3G software and most importantly ensure the user acknowledges the policy surrounding the use of 3G cards.

Upon receipt of the IT equipment transfer form IT will notify buying who will amend the name of the registered user against the service contract. This alteration will be reflected at the following monthly account review and account records will be updated.

4. Acceptable Use/Responsibility

Acceptable use is the authorised users responsibility. Users are to limit usage of their data card to what is deemed as necessary business transactions. Users are to monitor and control their own data usage (The same as users monitor and regulate the use of mobile phones).

Every card has been put on a £25 per month tariff. Vodafone's fair usage policy states that this equates to no more than 2GB of data transfer a month. If this is exceeded, Vodafone may levy additional costs. It must be noted that 2GB is a substantial amount of data transfer so please contact your local service desk if you are exceeding these amounts or think you may do so in the future.

5. Acknowledgement

When using the Vodafone card abroad please contact your IT service desk to understand the roaming charges that can be levied, as costs incurred can be substantial.

The IT department will provide instruction and guidance on the use of 3G cards, which will include the procedure for monitoring usage. Training and guidance will be provided at the time of card issue.



Marshall Scott
Managing Director
Balfour Beatty Regional Civil Engineering

Mobile Phones Policy

Balfour Beatty Regional Civil Engineering (BBRCE) is committed to managing the safe use of mobile phones by its employees. We seek to ensure that mobile phone use places neither the user, nor any other person, at risk.

Drivers on Company business are prohibited from using a hand-held mobile phone whilst driving. By providing a hand-held mobile telephone, the Company does not in any way require an employee to make or answer a call whilst driving a vehicle.

Using a hand-held mobile phone whilst driving is a criminal offence which carries a fixed penalty, plus up to six penalty points on the driver's licence. The law only permits the use of a hand-held mobile phone whilst driving to make a genuine emergency call to 999, and only in circumstances where it would be unsafe for the driver to stop. It should also be noted that driving carelessly or dangerously when using a hand-held phone can lead to a disqualification, a large fine and up to two years imprisonment. The Company will not be held responsible for any employee who is prosecuted for using a hand-held mobile phone whilst driving, nor to or for any fine or penalty that may result.

It is not illegal to use a hands-free mobile phone whilst driving. However, depending on particular driving circumstances, its use could lead to careless or dangerous driving, which have the above stated penalties.

The Company will provide selected users, who have a justifiable business case, with a vehicle fitted (cradle mounted) hands-free phone kit. However, by doing this it does not require or expect them to make or receive any phone calls whilst driving. If an outgoing call is essential, it should only be made in cases where the driver considers it safe to do so. Similarly, drivers should only answer an incoming call where they feel it is safe to do so and they should tell the caller that they are driving. All call durations should be kept to a minimum. If the driver considers it unsafe to answer the phone, it should be left to ring and the call returned when the vehicle is parked in a safe location.

Anyone within a site boundary who is driving or operating any vehicle, mobile plant, or machinery, is specifically prohibited from making or receiving a telephone call from either a hand-held or hands-free mobile phone. Drivers must park their vehicle in a safe location and switch off the ignition before making or receiving a telephone call.

The use of mobile phones (and other personal hand-held electronic devices) is prohibited whilst walking or carrying out any work duties within site boundaries. The exception to this would be where a mobile phone is required as a means of emergency communication, or where an individual has been authorised by Balfour Beatty site management to use a mobile phone whilst in a safe location.

This policy statement will be brought to the attention of all employees and persons working on behalf of the Company and will be reviewed at least annually.



Marshall Scott
Managing Director
Balfour Beatty Regional Civil Engineering

Driving Policy

Balfour Beatty Regional Civil Engineering (BBRCE) is committed to managing the health and safety of employees who drive vehicles on the public highway on its behalf and of all other people whether passengers, pedestrians or other road users who may be affected by the way in which employees drive. This is applicable to all Company owned/leased vehicles, privately owned vehicles and hired cars.

It is the policy of BBRCE to implement a risk management process which will create a culture of accident prevention whilst driving a vehicle on Company business.

The key objectives are to ensure that:

- the risks associated with travelling are assessed and properly managed, including route planning and scheduling;
- all individuals who are required to drive on behalf of the Company are competent and authorised to carry out their duties;
- all vehicles used by employees are properly maintained, in a roadworthy condition and are appropriate for the use to which they are being put.

The Managing Director has overall management responsibility for this policy including the provision of adequate resources for its implementation and regular assessment of its effectiveness in securing continuing improvement in the Company's performance. In addition, every individual carrying out work which involves driving on the public highway has a responsibility to co-operate with line management and to drive in a safe manner at all times.

Processes will be implemented to ensure that all individuals driving on Company business are competent. Authorisation shall be reviewed and re-issued (or revoked) on an annual basis. More frequent review may be required if the driver is involved in an accident or receives a licence endorsement.

This Policy Statement will be brought to the attention of all employees and persons working on behalf of the Company and will be reviewed at least annually and following significant organisational, industry or legislative changes.

It will also be freely available to the public via the Company Internet site.



Marshall Scott
Managing Director
Balfour Beatty Regional Civil Engineering

Code of Conduct Policy

Balfour Beatty Regional Civil Engineering (BBRCE) may operate in many countries and geographical areas around the world where different cultures, traditions, customs and employment conditions and practices prevail. As an organisation, BBRCE is committed to undertaking its business activities in a manner that respects these local customs and practices and to observing the highest standards of ethical behaviour. It sees honesty, integrity and fairness as the cornerstones of the way in which it conducts its business.

A Code of Conduct booklet provides employees with guidance on some common ethical and legal issues which may be encountered both at and away from the workplace. It has been structured to cover three broad areas:

- Employees' obligations when conducting BBRCE business with other people and organisations
- Individuals' responsibilities as employees of BBRCE
- Employees' responsibilities with respect to issues that may arise outside the workplace and which may lead to conflicts of interest, especially in an international context

The guidelines contained in the Code of Conduct booklet cannot, of course, cover every conceivable circumstance and all employees are required to exercise common sense and good judgement when it comes to applying the principles in practice. Wherever possible, employees should seek further advice from their supervisors and managers rather than respond individually to circumstances with which they are unfamiliar or unprepared.

Guidance for reporting infringements of this Code of Conduct are provided within the booklet.

This Code will be brought to the attention of all employees and reviewed at least annually.



Marshall Scott
Managing Director
Balfour Beatty Regional Civil Engineering

Sustainability Policy

Balfour Beatty Regional Civil Engineering (BBRCE) recognises sustainability as much more than just a corporate value and that the responsibility for it lies with all of us. Sustainability is extremely important to us as a business and the delivery of it lies with ourselves and all our employees. When designing, planning, constructing or maintaining built infrastructure we are committed to the prudent use of all resources to ensure economic, environmental and social issues are balanced and integrated. This will allow us to meet our existing needs without compromising those of future generations.

Our commitment to sustainability will be met by engaging with local communities, customers, partners, designers, subcontractors and stakeholders and through the implementation of our business processes.

The aims of this policy are as follows:

- Setting best practice standards and implementing.
- Working with, respecting and contributing positively to local communities and those affected by our activities.
- Minimising waste by reusing and recycling materials.
- Improving energy efficiency and reducing carbon emissions
- Sourcing products that are manufactured with due regard to human rights
- Developing sustainable procurement procedures
- Creating Shareholder value by meeting customer expectations
- Improving health and well being of all our people
- Protecting the environment and enhancing it wherever possible for the benefit of future generations
- Increasing employee satisfaction
- Reducing water usage
- Promoting innovation and sustainable construction
- Sourcing timber from sustainable sources.

We have developed a five level approach to achieve these aims as follows:

- Through partnerships with those we work with
- By planning how we carry out design and the materials we use
- By saving resources through minimising waste
- Operating processes that promote sustainable development and efficiency
- Reporting and communicating results to improve our performance

Building Sustainability into our activities is critical in order to maintain the confidence and support of our clients, neighbours and shareholders and allow us to thrive without compromising the needs of the future. Sustainability is an extremely large undertaking but one that makes good business sense and achieves responsible growth allowing a proper balance of people, planet and profit.



Marshall Scott
Managing Director
Balfour Beatty Regional Civil Engineering