



Employee Handbook



Contents

- Core Values
- Objectives
- Policies
- Contact Information



Core Values

Our Business Values

- Keeping ourselves and those we work with safe and healthy is our most important job
- We will minimise our waste and our effect on the environment
- We will always aim to be the best contractor wherever we work
- We will use our time efficiently
- We will keep things simple
- Our workmanship will be of the highest quality
- We will always be on time
- We will meet our deadlines
- Our customers' success is vital to our success
- We will look for ways to give our customers better value for money

Our Ethical Values

- We will always behave with integrity, honesty and fairness with each other and towards our customers, suppliers, shareholders and other interested parties
- Trust is an important part of everything we do
- We will not tolerate any bullying in our company
- If you have any doubt over the ethics of what you are planning to do then ask yourself 'how would someone I respect view what I'm about to do?'
- We will always act in the best interest for our company and for our customers
- Discrimination is not permitted on the basis of race, gender, age, disability, marital status, sexual orientation or religion



2019 Objectives

Annual objectives will be set in the Strategic Management Meeting and progress reviewed in every Management Meeting.

2019 Business Objectives

Objective	Responsible	Date
To surpass budgeted sales and profits	All	Ongoing
To be the best contractor wherever we work	All	Ongoing

2019 Quality Objectives

Objective	Responsible	Date
Maintain Annual QMS Planner	Frank Cawley	Ongoing
Achieve and maintain 9001:2015, 1090 accreditations	Frank Cawley	Ongoing
Welding Repair rate < 3%	Frank Cawley	Ongoing
No Major Non-Conformances	Frank Cawley	Ongoing

2019 Safety Objectives

Objective	Responsible	Date
Maintain Annual SMS Planner	Gary Price	Ongoing
Maintain OHSAS 18001 accreditation, commence 45001	Gary Price	Ongoing
To achieve a reduction in the number of the previous year's accidents and incidents, aiming for zero	Gary Price	Ongoing
To have the highest safety rating wherever we work	Gary Price	Ongoing
To improve inspection compliance of tools and work equipment	Gary Price	Ongoing

2019 Environmental Objectives

Objective	Responsible	Date
To be compliant with 14001 ready for external stage 1 audit	Gary Price/Lance Rose	01/09/2018

2019 Commercial Objectives

Objective	Responsible	Date
Maintain Annual CMS Planner	Emma Davis/KR	Ongoing
Deliver all Enquiries on time and accurately	Kevin Reith	Ongoing
Improve Procurement in J&D	Kevin Reith	Ongoing
Deliver accounts and payroll correctly and on time	Emma Davis	Ongoing
All vehicles to be legally compliant	Emma Davis	Ongoing



Quality Policy

To manage the quality of J&D's products and services to meet and exceed customer satisfaction

Safety Policy

To ensure that everyone in J&D, and the people we work with, are kept safe and healthy

Environmental Policy

To seek to minimise the effect of J&D on the environment

Commercial Policy

To ensure that J&D is profitable and has a sustainable future

We the undersigned are committed to ensure the following in regard to each of the above systems;

- They are appropriate for J&D
- They reflect the specific nature of the environments we work in
- We will endorse and promote them
- Objectives are set and monitored
- Customer and regulatory requirements are met
- Each system and J&D's performance continues to improve every year
- These policies and objectives are communicated to all J&D employees
- Each system is documented and available to any interested party
- We maintain our 9001 and 18001 accreditations and move towards achieving 14001

Martin Kiss

Richie Barnard



Contact Information

Should you wish to discuss anything contained in this booklet or if you have any other issues you would like to discuss, in the first instance contact your Line Supervisor or Contract Manager. If you are not satisfied with the outcome of this discussion, please contact the Managing Director at the address or phone number listed below.

The management team welcomes any suggestions for improvement of Jenkins & Davies, particularly in the area of Health & Safety. The Management team are committed to ensuring there are no negative consequences from reporting any safety issues.

Head office:

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