

Supplier Code of Conduct

including Grievance Process
& Supply Standards

May 2025



About Speedy Hire

We are the UK and Ireland's leading provider of tools, specialist equipment and services through our core brands: Speedy Hire and Lloyds British. The group has around 3,300 experienced colleagues and approximately 150 sites throughout the UK and Ireland.

We deliver over 2,500 hire product lines from everyday power equipment and tools through to more specialised lifting, survey, powered access, rail and power generation equipment as well as consumables, including fuel and PPE, to a range of customer markets including the public sector and large businesses via customer networks as well as to consumers.

Speedy Hire also provides a wide range of training solutions to support customers to operate efficiently and safely, as well as enhancing the qualifications of their teams.

With over 200 years of industry-leading experience and support, our Lloyds British business delivers testing, inspection and certification of an extensive range of equipment to comply with regulatory requirements.

Our Values and Decade to Deliver Strategy

Speedy Hire relies on its suppliers to deliver many products and services to our colleagues, customers and business partners. Whilst we have contracts in place we also rely on high standards of ethical, professional and sustainable behaviour to drive our supply chain to uphold Speedy Hire's reputation when delivering on behalf of Speedy Hire.

Our values shape how we and others expect us to work and behave at Speedy Hire. Acting in line with our values, and the ethical behaviours that are embedded within them, contributes significantly to our reputation and overall success by giving assurance to our colleagues, customers, shareholders and communities about our reliability and integrity.

We require our suppliers' performance and behaviour to align with our values and not to bring the Speedy Hire brand into disrepute. This Code provides further detail on how our suppliers can work to reflect and uphold Speedy Hire values. Suppliers are expected to detail in information shared with us how they will apply the Speedy Hire values to the relationship.

The Speedy Hire Decade to Deliver is our plan on how we will together create a "Hire Revolution"; to make hire - and the services, solutions and equipment that make it all possible - even more sustainable than it already is. We expect our suppliers to reflect this ambition in their ways of working with us and our customers

Speedy Hire Values

Ambitious: We lead with bravery to make anything possible.

Innovative: We nurture a culture where ideas grow.

Inclusive: We are all unique and we all belong.

Safe: We share a collective responsibility to keep everyone safe.

Together: We are family; proud to work as one to make great things happen.

Trusted: We are responsible and do the right thing, always.



This Code is not intended to be a comprehensive rulebook and cannot address every situation, but it sets out the key principles that underpin the minimum standards we expect from all of our suppliers.

There may be times when individual customer requirements exceed Speedy Hire's standards. Speedy Hire will engage with suppliers to agree when this applies and prior to any order.

Scope of this Code

The principles in this Code apply to all suppliers that work with Speedy Hire. Under this Code 'supplier' means any third party that provides goods or services (including works) to Speedy Hire or undertakes any activity for or on behalf of Speedy Hire (whether directly or indirectly). This includes contractors, consultants, agents, sub-processors, manufacturers, distributors and re-hire partners.

Furthermore, we expect all suppliers to take reasonable steps to cascade the principles of this Code to their own suppliers.

Core Principles

These Core Principles apply to all suppliers, irrespective of what goods or services (including works) that the supplier is providing.

Working Together

Due Diligence - As part of its supplier selection process, Speedy Hire engages with reputable organisations by conducting due diligence in line the UN Guiding Principles (UNGPs).

We foster and build relationships via a formal supplier relationship management process, which allows joint assessment of performance and enables both parties to identify opportunities for improvement as well as innovation. We assign roles, clarify ownership of tasks and allocate authority and accountability in our commercial arrangements to provide clarity for both parties to ensure that we work successfully together.

During the lifecycle of our supplier arrangements, Speedy Hire strives to collaborate and work with suppliers to aid their sustainability journey.

Supplier Assurance - Speedy Hire operates a supplier assurance programme to manage risk within our supply chain, which aims to check and validate compliance standards and identify areas for improvement and potential innovation. Further details are available in our Supplier Auditing Policy.

We trust and expect our suppliers to fully co-operate with us, including on all audit activity, to assist us in effectively identifying, assessing and managing supply chain risks and opportunities across the Speedy Hire business and in return Speedy Hire will apply professional auditing practices.

We require suppliers working within certain supply categories listed in our Supplier Auditing Policy to become a member of Sedex (our chosen sustainability audit partner) and to complete a desktop self-assessment questionnaire via the Sedex online platform annually, as well as undergoing third party audits via Sedex as required. We also strongly encourage other suppliers to become a member of Sedex.

People and Workplaces

Health and Safety

Our suppliers must ensure that any people in their workplace are not exposed to working conditions that endanger their health and safety. We expect our suppliers to promote a culture of safety, ensuring that all risks are identified, managed, and mitigated; fostering an environment where employees feel secure and supported.

Regardless of business size, we expect our suppliers to:

- maintain safe and clean working environments;
- implement measures to proactively prevent accidents and injuries including clearly communicating procedures for workers to report accidents, injuries, near misses, diseases and dangerous occurrences;
- ensure that plant and machinery are maintained and safe to use;
- have in place appropriate policies and procedures on drug and alcohol use;
- document safe working practices and ensure that these are followed, including putting in place appropriate signage and master safety data sheets for managing substances that are hazardous to health;
- provide appropriate protective equipment and training on health & safety matters as identified from recorded risk assessments that are updated at least annually or whenever there is a relevant change;
- ensure adequate first aid facilities at all sites and access to medical care as needed
- provide safe storage for chemicals and hazardous materials;
- Establish and regularly test emergency response plans across the group;
- Ensure that all sites have appropriate physical characteristics including ventilation, temperature, lighting, noise levels, toilets and communal facilities and potable drinking water.

Speedy Hire, and most of our customer base, operate strict policies on being under the influence of drugs and alcohol at work. All suppliers must ensure that their workforce is aware of the possibility that random testing will be required at Speedy Hire and/or its customers premises.

Equality, Diversity, and Inclusion

At Speedy Hire, we recognise and value the differences that each colleague brings to the workplace. Our teams have a diverse range of skills, backgrounds and experiences and Speedy Hire values the collaboration, creativity and innovation which that brings. We expect our suppliers to have in place facilities and processes that are well communicated to its workforce to encourage equality, diversity and inclusion in the workplace, aiding innovation and collaboration in our supply chain.

Anti-Discrimination, Bullying and Harassment

Speedy Hire adopts a zero-tolerance approach to discrimination and we, equally, expect our suppliers to confront and eliminate discrimination of any nature within their workplace whether by reason of age, disability, gender, race, sexual orientation, political opinion, religious belief or any other protected characteristics. Suppliers must, as a minimum, comply with local laws in this respect and, in their absence, we expect suppliers to comply with UK laws.

The supplier's approach should be sufficient to prevent any form of harassment or bullying in the workplace including prevention of sexual harassment, and include a fair but effective process for disciplinary action if they occur. Suppliers are also expected to have adequate procedures in place to prevent wrongful, unfair and constructive dismissal.

No forms of abuse or harassment should be tolerated within the workplace and towards others and, in line with the above, Suppliers should respect the following principles of the [ILO Convention](#): 111 on Discrimination (Employment and Occupation) and 190 on Violence and Harassment.

Suitable Remuneration and Working Hours

Suppliers shall ensure that all workers and employees are compensated fairly, in compliance with local laws. All workers, whether employees or contractors, should be paid accurately, in full and on time for each pay period under their contract and should not be subject to any unreasonable deductions. Wage deductions should also not be used as a disciplinary measure.

Suppliers are encouraged to offer all employees a fair wage that meets or exceeds local standards for basic needs including housing, food, and transportation. Compensation must reflect fair pay for hours worked and provide a decent standard of living for employees and their families. Speedy Hire expects suppliers to comply with local wage laws and asks suppliers to strive to go beyond minimum wage standards where possible. Ensuring a living wage is essential to maintaining ethical business practices and fostering long-term partnerships.

Working hours for all of the supplier's workforce must comply with local laws and any collective agreements that apply. Any overtime should be agreed in advance and comply with local law.

Mental Health and Wellbeing

Speedy Hire is building a work environment and culture to support mental health; allowing us to tackle any factors that might have a negative impact. This includes increasing colleague understanding and awareness of mental health and wellbeing issues and behaviours to reduce the stigma around conditions like depression and anxiety as well as actively encouraging colleagues to participate in a range of initiatives that support mental health and wellbeing including regular physical exercise and making healthy eating choices.

Suppliers are expected to prioritise the wellbeing of their workforce including by fostering a supportive work environment, offering appropriate resources for stress management, and ensuring reasonable working hours. Speedy Hire expects suppliers to comply with applicable regulations and proactively address any risks to workers wellbeing.

Competency and Training

Speedy Hire values a skilled workforce and invests in the ongoing development of its workforce. Speedy Hire expects its suppliers to actively contribute to the growth and training of their personnel. Continuous professional development ensures high-quality work and promotes career progression and therefore suppliers are encouraged to provide regular skills development and training to improve workforce competency and enhance job satisfaction.

Suppliers must include establishment of appropriate competency and awareness programmes, that are regularly reinforced, to ensure that the supplier's workforce remains up to date with applicable laws, regulations and leading industry practices.

We trust it goes without saying, but suppliers must also ensure that all staff are fully qualified, trained, and competent to perform the tasks assigned to them. This includes meeting any required certifications, licenses or experience conditions relevant to the work being undertaken.

Modern Slavery and Human Rights

Modern Slavery is a crime and a violation of fundamental human rights and takes various forms such as slavery, servitude, forced and compulsory labour and human trafficking. Speedy Hire has a zero-

tolerance approach to modern slavery and is committed to ensuring modern slavery is not taking place in our business or in any of our supply chain.

We expect our suppliers to respect human rights and maintain and raise awareness of procedures to avoid and prohibit modern slavery in both its business and supply chain, including by implementing appropriate due diligence practices and training its people to assist them to recognise warning signs and/or actual instances of modern slavery.

We also strongly encourage our suppliers to promote within their workplace the independent Modern Slavery Helpline (<https://www.modernslaveryhelpline.org/>). This helpline is free, confidential, open 24 hours a day and available in 200 languages.

Suppliers must notify us of any potential or actual circumstances of modern slavery as soon as they are suspected or identified.

Responsible Mineral Sourcing

Minerals are key to local economies, the green transition and certain industries, their sourcing is however also linked to human rights abuses, conflict, corruption and environmental risks that can harm society, interrupt supply and deter essential investment. Where suppliers source minerals from areas that are conflict affected and which have higher risk profiles, we expect them to do so:

- in a way that mitigates, not overlooks, these risks; and
- in accordance with international standards (including OECD guidance) and applicable laws.
- put in place systems and processes to ensure they are able to identify, manage and report on related risks in their supply chain and, in particular, only import tin, tantalum, tungsten and golds from responsible and conflict-free sources, as required by the EU Conflict Minerals Regulation

Worker Feedback & Concerns

We expect our suppliers to have documented processes for workers to raise any workplace grievances and/or concerns. Such processes should be effectively and transparently communicated; accessible to all workers and raise awareness of, and provide assurances about, anonymity and that no one will suffer retaliation or reprisal for raising a legitimate concern. The processes should enable prompt receipt of concerns about, actual or suspected breaches of practices and principles covered by this Code and ensure genuine concerns are investigated and addressed without undue delay.

Sustainability

Speedy Hire's Decade to Deliver (mentioned above) sets out how Speedy Hire aims to deliver sustainable hire for all by ensuring that the hire process, as well as the services, solutions and equipment which make hiring feasible, are all as sustainable as possible. Speedy Hire recognizes that it can't achieve this alone, so we want to work with you (our supply partners) to make a difference; to reduce our own and each other's sustainability impact.

Sustainability Requirements

Each supplier must comply with our Sustainability Requirements for Suppliers, which detail further the expectations of each supplier and how you can meet these. Please see Speedy Hire's Sustainability Requirements for Suppliers (available on our website or on request) for further details.

Business Ethics and Integrity

Suppliers must, as a minimum, comply with all laws and regulations relevant to them in the countries in which they operate and supply. Suppliers are also expected to engage in fair business practices and ensure that their behaviour and appearance, including that of their people, does not damage the goodwill and brand of Speedy Hire or its customers.

Anti-Bribery & Corruption

Bribery is an offence that takes place when someone offers or gives a financial or other advantage to induce another person to behave improperly (such as awarding or renewing a contract in return for a gift). Corruption is an abuse of position of trust or the misuse of power for personal gain and can take other forms beyond bribery including extortion, blackmail and embezzlement.

Suppliers must not practice or tolerate bribery or corruption of any kind. Our suppliers must not accept or offer bribes or participate or allow participation in any other form of corruption. We expect our suppliers to openly declare to us any enforcement (or potential enforcement) connected with their business or supply chain that relates to bribery or corruption.

Conflicts of Interest

Suppliers must avoid actual or potential conflicts of interest in relation to the supplier or any of its representatives (including their employees, agents and consultants) with any of Speedy Hire group, their directors and/or colleagues.

Suppliers are required to notify Speedy Hire in writing of any conflicts of interest before we enter a business relationship. Where a conflict arises during the business relationship, the conflict should be disclosed in writing to Speedy Hire's General Counsel in a timely manner.

Confidentiality, Data Protection & Intellectual Property

Speedy Hire respects the intellectual property and privacy of its suppliers' information, and we look to our suppliers to return that respect. We expect our suppliers to keep secure and appropriately manage confidential information and to take appropriate steps to protect all colleague confidential and personal information as well as intellectual property rights. Suppliers must notify our data protection manager of any potential confidentiality or personal data breach as soon as it occurs.

We expect our suppliers and subcontractors to comply with all applicable laws and regulations for protecting and managing personal and sensitive data including being registered with the ICO. Suppliers must only retain and use personal records that are necessary for legitimate business, legal or contractual purposes. As a minimum we ask all suppliers to:

- Restrict access to confidential information (including personal data) to those who need access for the above reasons;
- Refrain from discussing confidential information in public places or with family/friends;
- Use care in storing and disposing of media containing confidential information;
- Only store data in line with Speedy Hire data retention policy, or as advised by Speedy Hire;
- Regularly train and educate workforces on adequate protection of data.

Financial Crime Prevention

Suppliers and their personnel must not engage in any activity, practice or conduct which would constitute an economic crime or the facilitation of an economic crime including any form of tax evasion, money laundering, fraud, embezzlement or false accounting. Suppliers must ensure that this commitment is implemented throughout the supplier's supply chain.

Compliance with Sanctions Regimes

Suppliers must not (directly or indirectly) sell, distribute, export or otherwise provide any goods or services to any person in contravention of any financial sanction, trade embargo or other restrictive measures imposed from time to time by the United Nations, the European Union, the United Kingdom or any other applicable sanctions authority.

Fair Competition








Speedy Hire believes that fair competition is a key principle and therefore actively promotes free and open market competition. All suppliers are expected to conduct their business in line with the principles of fair competition and to comply with all applicable anti-trust/competition laws.

Suppliers are also strongly encouraged to ensure that these principles are flowed down throughout their business and supply chain.

We require each supplier to report any potential or actual breaches of anti-trust/competition laws to Speedy Hire's Legal Team as soon as they are identified.

Corporate Governance & Standards

We expect our suppliers to have and maintain all required permits, licenses and registrations necessary to operate their business. We also encourage our suppliers to align with the certifications and subscriptions (or equivalent) that we have in place across the Speedy Hire group, some of which are set out below.

| Title | Details of Certification/Subscription | Group | Lloyds British |
|--|---|---|---|
| RoSPA | Royal Society for the Prevention of Accidents – Presidents Award (gained gold level for 10 consecutive years) |  | |
| ISO17020 | Operation of various types of bodies performing equipment inspections | |  |
| ISO9001 | Quality Management |  | |
| ISO45001 | Health & Safety Management |  | |
| ISO14001 | Environmental Management |  | |
| ISO27001 | Information Security Management System |  | |
| Cyber Essentials plus | A government backed certification helping keep data held by organisations safe from cyber-attacks; offers a more in-depth audit than Cyber Essentials |  | |
| Exponential Roadmap Initiative (ERI) | Uniting companies to accelerate climate action, exponentially scale climate solutions and halve emissions by 2030 |  | |
| Ecovadis | Sustainability Rating - gained at Platinum Level |  | |
| Science Based Target initiative (SBTi) | Corporate climate action enabling companies and financial institutions worldwide to play their part in combating the climate crisis. |  | |
| UN Global Compact (UNGC) | Voluntary subscription, code of practice and sustainable development goals |  | |
| Carbon Disclosure Project (CDP) | A not-for-profit global disclosure system for investors, companies, cities, states and regions to manage their environmental impacts. |  | |
| Sedex | Supply Chain Sustainability Assessment & Audit |  | |

Remediation & Speak Up Whistleblowing

Supplier Grievances

Speedy has a Supplier Escalation process for notification of any issues, concerns or complaints; details of contact points for this are set out in each supplier contract. Additionally, suppliers may use the general supplier grievances address listed below.

Speedy Hire's whistleblowing process (see below) is also open to all suppliers, their vendors and their teams to raise any concerns and grievances, including actual or suspected breaches of the practices and principles covered by this Code.

Suppliers are asked to actively promote the above mechanism within their workplaces.

We will review our escalation and whistleblowing processes so that they remain fit for purpose.

Whistleblowing

We are committed to an open and accountable culture where stakeholders feel safe and able to speak up and raise any genuine concerns or suspicions that they may have about misconduct, in the knowledge that they will be taken seriously and treated fairly without retaliation from Speedy Hire as a result. Our Speak Up Whistleblowing Policy (available on our website) and related mechanisms

encourage reporting of any concerns of suspected wrongdoing or dangers relating to Speedy Hire activities, this includes breaches of law or this Code.

If the reporting person asks us to keep their identity confidential, we will do so (beyond those limited people who need to know to investigate the concern raised). There may however be times when we are unable to fully investigate and/or resolve a concern without a person's identity being revealed; in these cases, we will agree how best to proceed with the reporting person.

There are a range of ways that suppliers and their colleagues can Speak Up about whistleblowing. If you don't feel it is appropriate to raise directly with the Supply Chain team using the escalation process above, you can report your concern in confidence using any of the below:

- Via email to: whistleblowing@speedyhire.com
- To our independent external partner called SeeHearSpeakUp (**SHSU**) by calling 0800 026 0477 (UK) or 1 800 901 631 (RoI) or completing an online web report via the SHSU website (<https://fileaconcern.org/speedyhireplc>) or
- Direct to the Head of Risk & Assurance; HSSEQ Director, General Counsel and Company Secretary or Chief People Officer

Useful Contact Details at Speedy Hire:

If you have any questions relating to this Code, please use the most appropriate contact below:

| Role | Email/Telephone Number |
|--|--|
| Supply Chain Team (other than supplier grievances) | supplychain@speedyhire.com |
| Supplier Grievances | suppliergrievances@speedyhire.com |
| ESG Team | 0345 609 9998 |
| Property Team | property@speedyhire.com |
| Health, Safety, Security, Environment & Quality Team (HSSEQ) | safety@speedyhire.com |
| Legal Team | DLLegal@speedyhire.com |
| Data Protection Manager | privacy@speedyhire.com |

Supply Standards

These Supply Standards set out further details of the minimum standards that we expect our suppliers to meet; they form part of the agreement between the supplier and Speedy Hire, which each supplier has acknowledged and accepted.

These Supply Standards are structured so that Part A (Supply Standards – General) applies to all suppliers and Parts B to F apply to those types of suppliers indicated in the relevant part. This may mean that one or more parts apply to any supplier (e.g. a supplier providing hire equipment would be subject to Parts A (General), B (Products) and C (Hire Equipment)).

These Supply Standards comprise the following parts:

Part A – Supply Standards – General

Part B - Supply Standards – Products

Part C - Supply Standards – Hire Equipment

Part D - Supply Standards – Construction & Facilities Management

Part E - Supply Standards – Hauliers

Part F - Supply Standards – Training Providers

PART A - SUPPLY STANDARDS – GENERAL

Speedy Hire aims to align with industry leading practices at all times, and we expect each supplier to also apply a level of skill, diligence and prudence reasonably expected of a skilled and experienced provider in their respective field(s). As a key part of the above, we aim to make all reasonable efforts to protect the health, safety and welfare of our colleagues, customers and others affected by our activities. The same standard of diligence and care regarding health, safety and welfare is expected of each supplier.

If you are in any doubt about matters of health, safety, physical security, environmental compliance or quality relating to Speedy Hire, the nominated member of the HSSEQ team will be available for information and guidance.

Speedy Hire reserves the right to terminate its agreement with and/or withhold payment to any supplier that materially or persistently fails to meet these Supply Standards or the wider Supplier Code of Conduct, in particular (but not limited to) health, safety and environmental breaches.

1. BUSINESS CONTINUITY PLAN (BCP)

Each supplier should have suitable and sufficient business continuity arrangements in place. Copies may be requested by Speedy Hire during onboarding or upon audit to confirm arrangements.

2. VEHICLES AND PARKING

Vehicles must be well maintained, roadworthy and licensed as per DVSA and DVLA requirements.

Any lorry-mounted equipment provided for lifting or winching purposes must be in sound condition and full working order, be inspected and tested in accordance with the Lifting Operations and Lifting Equipment Regulations 1998 (“LOLER”), and any other applicable legislation.

Delivery vehicles used should be equipped with a sufficient number of chains and/or webbing straps for safely securing the load being transported. The vehicle's securing anchor points are to be constructed and designed so as to be suitable for the load being transported.

Operators must be competent to secure their loads for safe transporting; they are responsible for ensuring their load is safe before moving the vehicle and whilst on the public highway.

Vehicles used for operational purposes must have received a documented first use/daily check that is made available upon request by Speedy Hire or its customer.

Vehicles must always be operated and driven safely in accordance with the current edition of the Highway Code and Road Traffic Act 1988.

Vehicles are parked at locations of Speedy Hire or their customers at the owner's risk and must not unreasonably interfere with any access to premises or adversely affect any rights of way.

3. PERSONAL PROTECTIVE EQUIPMENT

Each supplier should identify and provide operatives with, and ensure adequate maintenance of, all necessary personal protective equipment (PPE). PPE must be worn before entering to deliver products to sites of Speedy Hire or its customers. Where additional requirements beyond the minimum standards below apply, these will be advised to you in advance. Where task-specific PPE is required, this must be documented within the applicable risk assessment.

The minimum standard of PPE for any supplier personnel:

- accessing operational premises of Speedy Hire or its customers, is a Hi Vis vest or jacket and protective footwear;
- loading/unloading vehicles, is Hi Vis vest/jacket, head protection and protective footwear;
- handling equipment is, in addition to the above, to wear gloves unless they interfere with safe working practices.

Where working on or adjacent to rail infrastructure (trackside), the following must also be worn:

- Orange hi-vis jacket (RIS-3279-TOM Standard) bearing your company name on the back;
- Safety Boots – lace-up with toe protection and mid-sole (EN345-P Standard) (Note: Rigger boots are not permitted);
- Hard Hat – preferably white, but definitely not red or green;
- Gloves – suitable for required task(s) to be carried out.

Any additional task specific PPE must be worn as necessary as identified in the applicable risk assessment.

Any vehicle provided to transport cabins or containerised units must carry suitable fall protection equipment (e.g. harness and inertia reel system) which must be utilised when access to the top of the unit is required.

4. OPERATIVES

The supplier will always be fully responsible for the actions of their personnel. Suppliers must ensure that all operatives are aware of industry best practice, have been suitably and sufficiently trained in all aspects of the Safe Systems of Work to be employed and are experienced and have been assessed as competent.

All operatives must hold a competency certificate issued by a nationally recognised training provider (see examples below). Please note that this list is not exhaustive, if you are in any doubt about whether your operatives competency certificate meets our requirements please confirm with the relevant Speedy Hire HSSEQ representative.

- CSCS – Construction Skills Certification Scheme
- CPCS - Construction Plant Competence Scheme
- ALLMI – Association of Lorry Loader Manufacturers Importers
- NPORS – National Plant Operators Registration Scheme
- NICEIC – National Inspection Council Electrical Installation Contracting

- C&G – City and Guilds
- IPAF – International Powered Access Federation
- Gas Safe

Where the competency is not Construction Skills affiliated (CSCS) the operator will additionally need to hold the respective CSCS card.

All supplier operatives must:

- be trained and fully conversant with any work equipment used for their tasks. Note: Suppliers are not permitted to use any customer equipment, unless by express prior arrangement.
- be capable of undertaking a Point of Work (POW) risk assessment before undertaking any work activity and for identifying and sourcing any appropriate work equipment required. Note: Speedy Hire will hire equipment if requested (as below) but is not responsible for judgments about task suitability.
- appear clean and tidy, act professionally and be polite and courteous at all times.
- follow any depot and site-specific safety rules.
- be trained in the use of any necessary safety equipment, eg harness/inertia reel.

Aggressive, abusive and other unsuitable behavior towards our colleagues, customers or members of the public will not be tolerated.

Any operative suspected to be under the influence of alcohol or drugs will immediately be prohibited from acting on behalf of Speedy Hire, pending the results of a drugs and alcohol test. Where the test result is positive the operative may be permanently prohibited.

Operatives and vehicles will be subject to periodic spot checks or auditing on behalf of Speedy Hire.

5. WORK EQUIPMENT

All work equipment must be:

- identified on a risk assessment and suitable for the task or activity it is being used for;
- used in accordance with the manufacturer's instructions without improvisation;
- tested and maintained in accordance with the Provision and Use of Work Equipment Regulations 1998 (PUWER) and other applicable legislation; and
- accompanied by test and inspection records, where applicable (e.g. lifting equipment, safety harnesses, electrical).

All electrical equipment must hold a valid up to date Portable Appliance Test (PAT) and preferably be 110v or battery powered.

The supplier must not, at any time, use any equipment from a competitor of Speedy Hire, whilst performing work/supply for or on behalf of Speedy Hire, failure to comply with this requirement will be deemed a material breach of agreement and may result in immediate termination of any order.

Where the supplier needs to use equipment in its work/supply to or on behalf of Speedy Hire and it is not available in its own stock, the supplier may hire that equipment from Speedy Hire where it is covered in the Speedy Hire trade catalogue/website, this will be subject to Speedy Hire standard terms and conditions of hire. Preferential rates will be given to our approved suppliers undertaking work/supply for us where the equipment is identified on a risk assessment by the supplier.

6. LIFTING EQUIPMENT & OPERATIONS

All lifting equipment must be used in accordance with:

- manufacturer's instructions
- Lifting Operations and Lifting Equipment Regulations (LOLER)

- BS7121 Part Four – Lorry Loaders
- your documented Lift Plan - all lifting operations must follow the guidance in the Lift Plan.

Spreader pads of sufficient size must be used underneath the stabilisers for all lifting operations.

Under no circumstances should a load be short-chained. Any operator found 'short chaining' will be immediately and permanently excluded from working for Speedy Hire.

Under no circumstances should any lifting points be bent or modified in any way. Damaged lifting points must be reported immediately (i) in line with your own process for lifting equipment is provided by supplier and (ii) to the relevant Speedy Hire depot manager for lifting equipment from Speedy Hire.

No attempt should be made to lift loads with any restraining devices attached.

7. CONTACT WITH BACTERIOLOGICAL HAZARDS

Given the nature of our industry, equipment may be used in conditions that cause it to be contaminated. We ask all customers to decontaminate our equipment, but this cannot be guaranteed and we're not always advised of material/liquid being pumped or of associated dangers.

Speedy Hire considers that drivers, service engineers and others might be exposed to health risks during delivery, collection, installation, repair, service or contact with pumps that may become contaminated through use whilst hired. This becomes a particular concern if works are undertaken in certain environments, such as sewers, effluent plants and rivers, where rats are likely to be present as this raises the potential for exposure to hazards such as Leptospirosis (Weil's disease).

To ensure all suppliers are aware of the potential risks and precautions to take we recommend you follow the instructions provided in the HSE Guidance INDG197 titled "Working with Sewage – The Health Hazards, an employee's guide", it is free to download from the HSE website:

<http://www.hse.gov.uk/pubns/indg197.pdf>

8. NON-COMPLIANCE

Speedy Hire takes Health, Safety, Security, Environmental and Quality (HSSEQ) matters very seriously and as such expects all colleagues and suppliers to carry out all work in a safe and secure manner on our premises and when acting as Speedy Hire representatives on its customer's sites.

It is Speedy Hire policy to assist and give guidance on HSSEQ matters to all suppliers, however failure to adhere to our Supply Standards and/or minimum statutory requirements will not be tolerated; as Speedy Hire generally has a duty of care to take appropriate action.

Reports of breaches may come from various avenues including routine audits/checks that we carry out as well as from Speedy Hire colleagues or customers.

All reported HSSEQ failures will be investigated fairly, and a report will be compiled, in consultation with you, and held on record. A copy of the final report will be shared with Speedy Hire senior management. Appropriate action will be taken where a supplier is found to be negligent or at fault which may include warning, audit/inspection and/or suspension in part or whole. We reserve the right to permanently withdraw a contract from any supplier where persistent breaches occur.

9. ACCIDENT & INCIDENTS

Each supplier is required to co-operate with Speedy Hire to enable discharge of our joint duty of care under health and safety laws.

Speedy Hire records all health & safety incidents, accidents and near misses on its system (EcoOnline). If an incident, accident or near miss occurs on Speedy Hire premises, the supplier must report details to the responsible person on site, who will complete a system incident report. We also encourage suppliers to report such matters occurring on Speedy Hire customer sites.

Suppliers may be contacted by Speedy Hire HSSEQ team to establish further details if needed, we require all supplier personnel to fully co-operate with our reasonable requests for further assistance,

information and investigations to ensure that incidents, accidents and near misses, as well as property damage, are properly investigated and closed out to a satisfactory standard

Any health & safety accidents, incidents or near misses that occur whilst delivering or collecting equipment (whether at a Speedy Hire location, a Speedy Hire customer location or whilst providing transport or haulier services on behalf of Speedy Hire) must, in the first instance, be reported to the person(s) who requested the work/supply to be undertaken.

Suppliers must notify Speedy Hire as set out in the incident notification matrix below; failure to do so will be treated as a material breach of the supplier's agreement with Speedy Hire.

| INCIDENT NOTIFICATION MATRIX | | |
|--|--|--|
| Incident Type | Action Required from Supplier | Timescale |
| <ul style="list-style-type: none"> - Loss of load - RTA on a motorway - Any incident involving a vulnerable road user - Any incident involving a fatality or near fatality - Any incident involving Dangerous Goods - Any serious RTA resulting in significant road closures - Any serious incident on a customer site - Any fuel spills of more than 250 litres - Any incident which is (or might reasonably appear to be) a terror threat | Phone call to depot that placed the order (https://www.speedyservices.com/depot) (If depot uncontactable or unknown, call Supply Chain Team on: 01942 327120) | Phone call – as soon as possible after becoming aware of incident |
| | Follow up email sharing all available facts to: safety@speedyhire.com , supplychain@speedyhire.com and property@speedyhire.com . | Follow up email, ASAP and within 60 minutes of becoming aware of incident. |
| <ul style="list-style-type: none"> - Any incident involving any individual which has led to hospital treatment being required but is not fatal or near fatal - Any incident where the Speedy Hire brand is likely to be damaged or adversely affected publicly | Phone call to depot that placed the order (see link in above row for phone details). (If depot uncontactable or unknown call Supply Chain Team on: 01942 327120) | Phone call - Within 60 minutes of becoming aware of incident. |
| | Follow up email sharing all available facts to: safety@speedyhire.com , supplychain@speedyhire.com and property@speedyhire.com | Follow up email – ASAP and within 30 minutes of above initial phone call |
| Any of the below not covered above: <ul style="list-style-type: none"> - Any damage to property - Any accident occurring via transportation of equipment on behalf of Speedy Hire | Initial email to supplychain@speedyhire.com and property@speedyhire.com | Initial email - within 1 working day of becoming aware of incident |
| | Thereafter a monthly status report to be sent to supplychain@speedyhire.com | Monthly report - on or before 10 th day of each calendar month. |

PART B - SUPPLY STANDARDS - PRODUCTS

This part is specific to suppliers of products to or on behalf of Speedy Hire and should be read in conjunction with other applicable parts of these Supply Standards including Part A (Supply Standards – General), as well as the Core Principles and Values above.

10. QUALITY

All products that are supplied to Speedy Hire, must be delivered with:

- a "CE" marking and/or a "UKCA" marking as applicable and conform to the relevant standards, import requirements and laws applicable in the country of delivery

- a copy of the product's Declaration of Conformity document
- manufacturer's Warranty/ Guarantee
- user Instructions (where applicable)
- a Serial Number and /or Batch Number
- a Delivery Note
- technical specifications and parts listings and schematic drawings

11. PRODUCT RECALL

In the unfortunate event that it is necessary to recall a product that has been supplied to or via Speedy Hire, the supplier must notify technical@speedyhire.com outlining the product model, description and relevant serial and/or batch number(s) and detailing the reasons for the product recall and the risk that the product poses.

The supplier must also provide information as to what actions Speedy Hire should take and what actions the supplier/manufacturer has and will be undertaking to remedy the issue.

Consideration should be given to detailing how Speedy Hire can expect to be compensated for such a recall. The supplier will be responsible for all costs related to the product recall.

PART C – SUPPLY STANDARDS – HIRE EQUIPMENT

This part is specific to suppliers of hire equipment and should be read in conjunction with other applicable parts of these Supply Standards including Part A (Supply Standards – General), as well as the Core Principles and Values above.

12. DOCUMENTS REQUIRED

A supplier will ensure that all operatives carry proof of competency documents for any relevant tasks and copies are made available on request by Speedy Hire or their customers, examples include an:

| | | |
|--|--|---|
| Appointed person card | Slinger/signaller card | Electrical competence card |
| CSCS (Construction Skills Certification Scheme) card | Hiab (Hydrauliska Industri AB) operator card | IPAF (International Powered Access Federation) load and unload card |

In addition, where applicable, a documented safe system of work may be requested for any relevant task, therefore additional documents may be required such as:

- Risk Assessment(s) for the required task(s)
- Method Statement(s) for the required task(s)

13. BASIC MINIMUM REQUIREMENTS FOR HIRE EQUIPMENT

The supplier must ensure that hire equipment supplied has undergone all necessary maintenance, inspections and testing prior to supply to Speedy Hire or its customer. Below is a non-exhaustive list of checks that we'd expect to be undertaken as a minimum.

A suitable record of any tests and maintenance carried out must accompany any hire equipment to site. Records of test and inspection must be held on file and made immediately available to representatives of Speedy Hire or its customer on request.

13.1. Operator Instructions

All machinery will be provided with a copy of the full manufacturer's operating instructions. Where requested by Speedy Hire or one of its customers, a handover certificate for all operated plant must be completed at the point of delivery.

13.2. Mechanical Safety

All plant and machinery must be serviced and maintained in accordance with the manufacturer's instructions. All equipment must undergo a full mechanical inspection before each hire.

13.3. Roadworthiness

All vehicles supplied for public highway use must have a current Ministry of Transport (MoT) certificate. All vehicles must be within their respective test and inspection date as per DVSA/ DVLA requirements.

13.4. Electrical Safety

All electrical equipment supplied must:

- be constructed and tested to BS7671:2022 IEE Wiring Regulations
- be serviced and maintained in accordance with the manufacturer's instructions; and
- undergo a full electrical inspection prior to each hire to Speedy Hire.

13.5. Lifting Safety

All lifting equipment must be supplied and maintained as per LOLER and thorough examinations must be carried out at the appropriate interval being: 12 monthly for all lifting appliances, 6 monthly for all lifting accessories and 6 monthly for all equipment involved in lifting people.

The supplier is responsible for ensuring all testing and retesting under LOLER is carried out and is responsible for any costs related to these unless otherwise expressly agreed in writing.

All lifting equipment must have clear Safe Working Load (SWL)/Working Load Limits (WLL) markings.

13.6. Roll Over Protection System (ROPS)

All ride-on equipment must be supplied with ROPS unless specifically requested otherwise by Speedy Hire or its customer in writing. ROPS must be in line with the manufacturer specification and suitable and sufficient for the equipment application.

13.7. Pressure System Safety

All pressure vessels supplied to Speedy Hire must be within the retest interval of their respective written schemes. The supplier is responsible for ensuring all testing and retesting under LOLER is undertaken and will bear any costs related to these unless expressly agreed otherwise in writing.

14. ENVIRONMENTAL SAFETY INCLUDING COSHH

Any equipment that involves the use of hazardous substances must be accompanied by the full COSHH assessment and Manufacturer's Safety Data Sheet. Where equipment is provided operated by supplier, the supplier is responsible for any spillages that occur during the contract.

The supplier must have in place and implement suitable and sufficient contingencies regarding foreseeable environmental incidents for all equipment supplied, including an emergency spill procedure and process in place before the contract commences.

Speedy Hire reserves the right to deploy its own spillage response to facilitate any clean up where the supplier fails to implement suitable and sufficient spillage in a timely manner, the costs of this will be passed on to the supplier where the spillage arises due to failures of the hired equipment, the supplier's operation of equipment or other defaults by or on behalf of the supplier.

15. EQUIPMENT SPECIFIC REQUIREMENTS

15.1. Mobile Elevating Work Platforms (MEWPs) and Materials Lifting Plant

Self-Propelled Booms, Scissor Lifts, Lorry Mounted, Vertical Personnel Platform, All MEWPS and Materials Lifting Plant must be LOLER compliant, eg supplied within their 6 monthly LOLER Thorough Examination Interval and should bear clear SWL/ WLL markings.

All drivers delivering MEWPS to Speedy Hire must hold an IPAF demonstrators certificate.

15.2. Telehandlers

All Telehandlers must have Working Load Limit (WLL) lock out systems, or similar.

15.3. Excavators

Excavators must not be supplied with semi-automatic quick release hitches.

15.4. Fuel Bowsers/IBCs

All bowzers supplied must be double bunded and comply with applicable regulations and guidance.

15.5. Trackers

All dumpers, excavators and materials-handling plant must be provided with a tracker fitted as standard. If this is not possible, the supplier must make the Speedy Hire person arranging the relevant hire aware at the time of arranging the hire.

16. EQUIPMENT LOSS, DAMAGE AND/OR REPAIRS

16.1. Overview - Supplier Claims for Equipment Loss and/or Damage:

Suppliers must inform Speedy Hire if there are any losses or damages to equipment hired via Speedy Hire in line with sections 16.2 (Lost Equipment) and/or 16.3 (Damaged Equipment) below. Once the relevant process below is followed, your claim is registered with Speedy Hire, and we can start the process to resolve by notifying our customer. You may be asked for further supporting evidence and information to help us resolve your matter, and we ask for your co-operation here.

Unless expressly stated below, all supplier communications required in this part must be sent via email to psld@speedyhire.com. **No other form of communication will be accepted or speed up the process.** It is imperative that you, as part of our supply chain, assist us here. By following the processes below you maximise the opportunity for your claim to be resolved in a timely manner. Failing to follow the below processes is likely to create delays and raise further queries before the matter can be concluded.

16.2. Lost Equipment:

When the supplier attends site to collect, and it transpires that some/all of the supplier's equipment cannot be located, the supplier must follow the procedure below:

- A signature must be collected from the end user(s) representative on site, on the proof of collection document, confirming that the relevant items have not been collected.
- In the unlikely event that there is no representative on site at the time of collection, Speedy Hire must be informed immediately on the following phone number: 0345 600 3546 (with a follow up email as soon as possible to the address at section 16.1 above). For clarity, we expect collection drivers to make every possible effort to obtain a signature from a representative on site.
- Within 1 working day after the Off Hire Date, the Supplier must then advise Speedy Hire via email (as above) of the loss. The email must contain:
 - Speedy Hire Purchase Order Number in the subject line;
 - Proof of Delivery and signed Proof of Collection documents (as above); and
 - details of what equipment has been lost and the value of that equipment which you are seeking to charge to Speedy Hire.

16.3. Damaged Equipment:

When the supplier attends site to collect, and it transpires that some/all of that equipment has been damaged, the supplier must follow the below procedure:

- A signature must be collected from the representative on site on the proof of collection document confirming that the stated items have been damaged.
- In the unlikely event that there is no representative on site at the time of collection Speedy Hire must be informed immediately on the following phone number: 0345 600 3546 (with a follow up email as soon as possible to the address at section 16.1 above). For clarity, we expect collection drivers to make every effort possible to obtain a signature from a representative on site.
- Photographic evidence of the damage to the equipment must be taken as soon as the damage is noticed and a report produced detailing the damage and estimated repair cost. Generally, photos of damage are expected to be taken whilst the equipment is at customer site awaiting collection; we do however recognise that certain aspects of damage may be unnoticeable until the equipment arrives back at supplier's premises. The same process for photographic evidence and reporting applies in all cases.
- Within 5 working days after the Off Hire Date, the supplier must advise Speedy Hire of the damage using the email address above. The email must contain:
 - Speedy Hire Purchase Order Number in the subject line
 - Proof of Delivery and signed Proof of Collection documents (in line with the above)
 - Photographic evidence of damage and any relevant paperwork about the repair and
 - Details of any costs that the supplier will look to recoup from Speedy Hire.

16.4. Equipment Repairs/Call Outs:

In circumstances where equipment has been damaged or become defective on site and needs repair whilst the hire is on-going, the following procedure will apply:

- Speedy Hire will notify the supplier of the need for a repair and will instruct the call out to carry out the repair works (this may include replacing the equipment). No new or updated Purchase Order will be issued at this point, as final costs may not be known.
- The supplier will undertake the call out/repairs swiftly, and at least within 24 hours of the above notification by Speedy Hire.
- The supplier will advise Speedy Hire via email to psld@speedyservices.com once the repairs have been completed satisfactorily and, for customer information purposes, provide details of the cost of the call out/repairs.

PART D – SUPPLY STANDARDS – CONSTRUCTION & FACILITIES MANAGEMENT

This part is specific to those suppliers who provide property facilities management services and/or construction work, including those who are contractors under Construction (Design and Management) Regulations 2015 (“**CDM Regulations**”). This part should be read in conjunction with other applicable sections of these Supply Standards including Part A (Supply Standards – General), as well as the Core Principles and Values above.

17. CDM REGULATIONS & OTHER STATUTORY REQUIREMENTS

For construction work or projects entailing construction-type skills, the requirements of the CDM Regulations must be met. Under the CDM Regulations, Speedy Hire will be the ‘Client’ and suppliers must demonstrate that they have the necessary skills and experience to undertake construction work within the remit of the CDM Regulations.

In line with the Core Principles above, all work/services undertaken must meet or exceed minimum statutory requirements.

18. DOCUMENTS REQUIRED

Suppliers and their sub-contractors must hold valid safety related trade accreditation. Suppliers undertaking construction work or when using construction related skills must hold a relevant safety related trade accreditation, accredited to the Safety Schemes in Procurement (SSIP) eg; CHAS, SafeContractor etc.

The supplier must ensure operatives carry proof of competency documents for any relevant tasks and copies are made available upon request by Speedy Hire or their customers, examples include:

| | | |
|------------------------|----------------------------|--------------------|
| Appointed person card | Slinger/signaller card | Hiab operator card |
| CSCS Card | Electrical Competence card | iPAF card |
| Waste Carriers License | Gas Safe Certificate | |

The following documents are required for all work:

- Risk Assessment(s) for the required task(s)
- Method Statement(s) for the required task(s)

and, for construction work, a Construction Phase Plan will also be required.

In addition to the requirements at section 4 (Operatives) above, suppliers must identify their working methodology in suitable document(s) to be approved by Speedy Hire prior to work commencing.

19. LADDERS AND ACCESS EQUIPMENT

The supplier is responsible to ensure that a task specific risk assessment is carried out to identify the most appropriate access equipment.

The supplier will source and provide the necessary equipment, e.g. ladders, podium tower, Mobile Elevating Work Platform (MEWP); noting the requirements of section 5 (Work Equipment) above

MEWPs must only be operated by persons with a valid iPAF certificate, MEWPs must be provided with all statutory inspection documents and relevant hand over certificates

Working from ladders is prohibited unless for solely for short duration or access, and then only when the specific site safety rules do not prohibit ladder use. Where permitted for use, ladders must always be secured with three points of contact.

Any ladders/access equipment used must be fit for purpose and in good condition. Operators should be adequately trained and competent to use any access equipment safely.

Operatives erecting alloy tower must be PASMA trained.

20. WORK EQUIPMENT

In addition to requirements at section 5 above, all work equipment must be:

- identified on a risk assessment and suitable for the applicable task or activity;
- used in accordance with the manufacturer's instructions without improvisation;
- tested and maintained in accordance with the Provision and Use of Work Equipment Regulations 1998 (PUWER) and other applicable legislation; and
- accompanied by test and inspection records where applicable, e.g. lifting equipment, safety harnesses, electrical.

All electrical equipment must hold a valid up to date Portable Appliance Test (PAT) and preferably be 110v or battery powered.

If additional equipment is required and could be provided by or hired from Speedy Hire, preferential rates will be given to our signed contractors, providing the equipment is identified on a risk assessment by the supplier (see section 5 above)

21. PERMIT TO WORK

Once all relevant documents are submitted and approved, Speedy Hire will issue a permit to work.

The supplier must ensure that for any activity the agreed controls are in place, and the permit to work is issued before work commences and signed off once work is completed.

22. LIFTING EQUIPMENT & OPERATIONS

Lifting must be carried out in a safe manner and by persons who are trained and competent to do so.

All lifting equipment should be marked with its Safe Working Load (SWL). Lifting Equipment must not be used to move loads heavier than its SWL.

Risk assessments must be prepared for all lifting operations.

All lifting equipment must be used in accordance with:

- manufacturer's instructions without improvisation
- the Lifting Operations and Lifting Equipment Regulations (LOLER)

23. WASTE MANAGEMENT

Unless arranged before commencing work, it is assumed that all suppliers will provide suitable waste management facilities for disposal of any waste produced by works and that suppliers will provide details of their own waste carriers license before removing any waste from a site.

A copy of the carriers licence, consignment notes and or waste transfer notes must be left with Speedy Hire site management.

Where waste management facilities exist at site or depot, these must not be used unless advance permission has been granted by Speedy Hire, and suppliers must then ensure that they segregate the waste into the appropriate receptacles on site.

The supplier will be responsible for any costs arising from inappropriate waste management.

Suppliers must apply good housekeeping, always minimising waste and surplus materials.

All mobile operators who are removing hazardous waste from Speedy Hire locations must return it to their own facility which must be registered as a hazardous waste producer (England and Wales only) with the Environment Agency.

24. WASTE TRANSFER OPERATIONS

All waste transfer and pump out operators must have appropriate Waste Carriers License and leave a copy of the waste transfer note with the site.

Good hygiene practices must be observed at all times to reduce possibility of cross-contamination with clean water systems and equipment.

All spillages must be cleared up immediately and reported to site/depot management. Any incident of cross-contamination must be reported to site management.

25. SECURITY

All suppliers are responsible for the security of the tools and equipment employed by them, whether they are owned or hired.

Suppliers must ensure that any buildings and premises are suitably secured at the end of their working shift.

26. MATERIALS

All suppliers are responsible for sourcing sustainable materials and will be asked to demonstrate this, as appropriate, by evidencing:

- legal sourcing;
- environmental management systems or
- use of chain of custody schemes.

Further information relating to this is available in our Sustainability Requirements for Suppliers.

27. DUST & NOISE

Suppliers must take all steps to minimise the production of dust and noise to reduce nuisance to anyone in the vicinity including our colleagues, customers, neighbours and members of the public.

Appropriate dust suppression must be identified on a risk assessment and agreed prior to work commencing. Any residual airborne dust created must be cleared and cleaned. If dust particles are identified as hazardous, it is the responsibility of the supplier to supply the appropriate personal protective equipment for their own personnel and to notify us in advance of the particle type.

Noise must be kept to a minimum at all times. It is the responsibility of the supplier to use the most effective equipment to keep noise to a minimum and to ensure noise suppressed methods of work are used. Where excessive noise cannot be avoided the supplier must consult with the responsible person on site to make suitable arrangements for noisy work to be carried out at agreed times.

28. ASBESTOS

Prior to work commencing the supplier will be issued with pre-construction information which will include the site Asbestos Report (if applicable).

The supplier is responsible for ensuring that asbestos containing materials (ACMs) are not disturbed or worked on. The supplier must make themselves familiar with the location of ACMs on site and make suitable arrangements to ensure no disturbances take place during the planned works.

In the event of an accidental ACM disturbance, the supplier must stop work immediately and inform the responsible person on site, who will inform our Property Department to gain further instruction.

29. SPILLAGE PREPAREDNESS

Suppliers must take all reasonable steps to minimise and reduce the likelihood of spillage of any substances whilst carrying out their work.

Where the nature of the work requires substances such as, oil, diesel, petrol or any other hydrocarbon to be dispensed, decanted or transferred there must be sufficient spillage containment equipment available to reduce the impact of any spillage.

Spillage of any substance must be cleared up immediately and reported to site management, the supplier must remove and appropriately dispose of all contaminated absorbent materials from site.

- 30.** In the unlikely event that a supplier does not have any spillage preparedness Speedy Hire will follow its Spill Response Procedure and any subsequent costs incurred by Speedy Hire as a result will be reimbursed by the supplier.

BASIC MINIMUM REQUIREMENTS

This section details the basic responsibilities and qualifications necessary to carry out the respective works. These are not intended to be exhaustive. Where qualifications are detailed, in

most cases equivalents may be acceptable, but this should be confirmed with the Speedy Hire HSSEQ team before proceeding. If in doubt, the supplier should contact the HSSEQ team.

| ROLE | RESPONSIBILITIES | QUALIFICATIONS |
|--------------------|--|---|
| ELECTRICIAN | <p>Compliance with a safe system of work</p> <p>Ensure any Permits to Work are signed off before work commences</p> <p>Ensuring no personnel are able to contact live electrical apparatus</p> <p>Ensuring all electrical works undertaken comply with 18th Edition IEE Wiring Regulations</p> <p>Testing of electrics prior to commissioning and after repair</p> <p>Ensuring all electrical apparatus worked on is made safe prior to finishing working shift</p> <p>Correct completion and submission of appropriate certification</p> | <p>City & Guilds 2382 - IEE Wiring Regulations 18th Edition Electrician</p> <p>City & Guilds 2392 or equivalent electrical installation testing</p> <p>CSCS Card holder</p> |
| PLUMBER | <p>Compliance with a safe system of work</p> <p>Ensure any Permits to Work are signed off before work commences</p> <p>Ensuring no personnel are able to contact high pressure systems</p> <p>Safe and correct installation of associated plumbing</p> <p>Testing and ensuring safe function of services (except electrical)</p> <p>Ensuring all works are made safe prior to finishing working shift</p> <p>Ensuring all waste materials are correctly cleared away</p> | <p>NVQ / equivalent plumbing competence</p> <p>Gas Safe certified to work on any mains gas appliance</p> <p>CSCS Card Holder</p> |
| JOINER | <p>Compliance with a safe system of work.</p> <p>Safe installation of accessories (staircases, links etc)</p> <p>Ensuring all works are inspected and made safe prior to finishing working shift</p> <p>Ensuring all waste materials are safely and correctly cleared away</p> | <p>NVQ / equivalent joinery competence</p> <p>CSCS Card Holder</p> |
| GLAZIER | <p>Compliance with a safe system of work</p> <p>Ensuring no personnel come into contact with glass or glass shards</p> <p>Safe installation and repair of window and associated units</p> <p>Ensuring good working at height practice is observed</p> <p>Ensuring all works are inspected and made safe prior to finishing working shift</p> <p>Ensuring all waste materials are safely and correctly cleared away</p> | <p>NVQ / equivalent glazing competence</p> <p>CSCS Card Holder</p> |

| | | |
|--|--|--|
| FLOORER | <p>Compliance with a safe system of work</p> <p>Safe installation and repair of flooring products</p> <p>Ensuring all works are inspected and made safe prior to finishing working shift</p> <p>Ensuring all waste materials are safely and correctly cleared away</p> | <p>NVQ / equivalent flooring competence</p> <p>CSCS Card Holder</p> |
| WELDING & FABRICATION | <p>Compliance with a safe system of work</p> <p>Ensure any Hot Works permits signed off before work commences</p> <p>Ensuring no personnel are able to contact hot apparatus</p> <p>Ensuring all personnel are protected from welding arc and flash</p> <p>Ensuring fire prevention measures are in place before commencing works</p> <p>Provision of suitable and sufficient firefighting equipment, i.e. suitable fire extinguisher on hand</p> <p>Ensuring all works and apparatus worked on is inspected after cessation of works and made safe prior to finishing working shift</p> <p>Only fully coded welders may undertake work on lifting critical components or structures that form part of the lift path</p> <p>Ensuring all waste materials are safely and correctly cleared away</p> | <p>NVQ / equivalent welding competence</p> <p>Coding Certification (lift path sensitive)</p> <p>CSCS Card holder</p> |
| ROOFER | <p>Compliance with a safe system of work</p> <p>Use of appropriate access equipment at all times</p> <p>Ensure use of appropriate fall arrest measures ensuring individual fall protection equipment is considered as a last resort where suitable handrails cannot be provided</p> | <p>NVQ / equivalent roofing qualification</p> <p>CSCS Card holder</p> |
| APPOINTED PERSON (LIFTING OPERATIONS) | <p>To ensure the implementation of the safe system of work and lift plan</p> <p>Ensuring no personnel are able to access lifting area</p> <p>To perform site specific risk assessment</p> <p>To formulate lift plan and produce all associated documents</p> <p>To select appropriate lifting equipment</p> <p>To ensure all lifting equipment is fit for purpose and within mandatory service intervals</p> <p>To organise and control the lifting operation (this may be delegated to the lift supervisor).</p> <p>To consult with all parties involved</p> <p>To ensure that a system is in place for reporting defects and incidents</p> | <p>Appointed Persons (BS7121 Lifting Operations) Qualified</p> <p>CPCS/CSCS Card Holder</p> |

| | | |
|--|---|--|
| SLINGER/SIGNALLER | Compliance with a safe system of work (and lift plan where applicable) Ensuring good working at height practice is observed Attaching and detaching the load to the crane Selection and use of correct lifting equipment Initiating lift safely Directing safe movement of the load Assisting crane operator to ensure lift is completed safely | Slinger/Signaller qualified Vehicle Banksman qualified CPCS/CSCS Card Holder |
| WASTE TRANSFER ("PUMP-OUT" SUPPLIERS) | Compliance with a safe system of work Ensuring no personnel come into contact with effluent or sewage Ensuring sufficient measures are taken to prevent cross contamination with clean water systems Ensuring any spillages are reported and safely cleared Inspecting all works are made safe and hygienic prior to finishing working shift Ensuring all Waste Carriers Licences and associated duty of care paperwork is issued and maintained | Trained on respective pump out equipment Trained on hygiene and safe system of work Trained on risks associated with bacteriological hazards CSCS Card Holder |
| COURIER | Compliance with a safe system of work Ensuring minimum site/depot PPE requirements are met Ensuring vehicle meets VOSA requirements | Appropriate driving licence |

PART E – SUPPLY STANDARDS – HAULIERS

This part is specific to suppliers of haulage services (ie transport of goods) and should be read in conjunction with other applicable parts of these Supply Standards including Part A (Supply Standards – General), as well as the Core Principles and Values above.

32. LICENSING

The haulage supplier must hold a valid Operator's License. **Subcontracting the work out to another haulage supplier is not permitted except with express written permission from Speedy Hire.** If the work cannot be done using the supplier's own vehicles, then the supplier must notify the Speedy Hire transport coordinator immediately.

All driver/operators must be fully conversant with the requirements of Driver CPC.

For any international delivery requirements, the supplier must ensure that their insurance and licences cover all operating countries and regions required.

33. DOCUMENTS REQUIRED

The supplier must ensure that the following documentation, licences and qualification cards are valid and carried by all drivers and are made available upon request by Speedy Hire or their customers:

| | | |
|--|--|--|
| Driving Licence | Driver DQC Card | ADR licence (Dangerous Goods Only) |
| IPAF Operator and Demonstrator card (Powered access only). | IPAF Load and Unload Card. (Powered access only) | FORS driver training depending on level. |

| | | |
|--|--|--|
| Certificates of Thorough Examination for Lorry Loader Crane | Certificates of Thorough Examination for Auxillary Lifting equipment | Inspection certificates for all safety equipment |
| Lift Plan specific to the customer/ site requirements based on Customer Lift plan questionnaire. | ALLMI or CPCS card for Lorry Loader Crane (Crane vehicle only). | Generic set of RAMS, dependent on the task. |

34. DRIVER OPERATORS

In addition to the general requirements above, the supplier is responsible for ensuring that all operators and drivers provided have been suitably trained in DVLA, DVSA, ALLMI and IPAF requirements to carry out the task safely.

Suppliers must only provide vehicles that are requested and drivers that hold the relevant qualifications. This may be checked on arrival to location.

Haulage suppliers are not permitted to use Speedy Hire Forklift Trucks or other Speedy Hire plant or equipment for the purpose of loading/unloading their load.

35. LORRY LOADER OPERATIONS

Speedy Hire strongly recommend that haulage suppliers using lorry loader cranes consider membership of The Association of Lorry Loader Manufacturer Importers (ALLMI) as the recognised trade association for the lorry loader industry and advisors to the Health and Safety Executive (HSE) and Contractors Plant Association (CPA). Details of membership can be found on their website.

All lorry loader operations should be in accordance with CPA/ALLMI Best Practice Guide 'Safe Use of Lorry Loaders'. The guidance note is free to download from the ALLMI and CPA websites.

It is the responsibility of the supplier to complete the required lift plan.

PART F – SUPPLY STANDARDS – TRAINING PROVIDERS

This part is specific to suppliers of training services and should be read in conjunction with other applicable parts of these Supply Standards including Part A (Supply Standards – General), as well as the Core Principles and Values above.

36. TRAINING SERVICES – BASIC REQUIREMENTS

In relation to training services, the supplier will ensure that:

- delivery is by a competent person(s) possessing all necessary qualifications in the specific area for which training is being provided and who has sufficient knowledge of the area about which they are providing training. The above includes that any training to gain a specific accreditation/certification, must be delivered by a trainer who is accredited/certified to the specific standard that is the subject of the training course.
- All person(s) providing any equipment training has a sufficient standard of knowledge and knowhow in relation to the use of the equipment to demonstrate the equipment effectively and answer any questions about safe use of such equipment.
- Courses are delivered according to course content notes agreed in writing by Speedy Hire.
- Subject to the below and unless expressly agreed otherwise, copies of accreditation documents/certificates for courses are issued electronically to Speedy Hire for onward transmission to delegates. Note: Where Speedy Hire Training team hold a course accreditation, Speedy Hire will process registration of such courses.

- conduct and appearance of all supplier personnel is of a professional standard and they will act politely and courteously so not to cause undue distress or harm to people or property.
- any equipment provided by the supplier contains NO reference to and/ or branding, mark etc of any direct competitor of Speedy Hire. See section 5 (Work Equipment) above where the supplier needs to use equipment that is not available in its own stock.
- all course materials provided for training, where permitted by the accrediting body, displays Speedy Hire's logo prominently, states that the training has been provided by Speedy Hire and follows the Speedy Brand Guidelines (available on request).
- it attends quarterly review meetings as requested (whether in person or virtually) and provides management information reasonably requested to support review of its performance, including at such meetings.
- any training provided, where relevant, relates to the Health & Safety policies & procedures of the organisation receiving training.
- where requested by Speedy Hire, supplier trainers wear Speedy Hire branded clothing (to be supplied by Speedy Hire) when delivering training courses to Speedy Hire customers.

Where the supplier receives Speedy Hire branded clothing, the supplier must ensure that its personnel do not wear the branded clothing except when representing Speedy Hire and all branded clothing is returned to Speedy Hire on request or at the end of the contract.

We may retain allocation lists of branded clothing distribution and where clothing is not returned within a reasonable time after request or at the end of the contract period, the supplier agrees to pay Speedy Hire, as a debt, the actual replacement cost of each item of clothing not returned.

To avoid any doubt, the requirement to wear Speedy Hire branded clothing does not override the supplier's obligation to provide its personnel with PPE to comply with health & safety requirements.

37. DELIVERING TRAINING AT PREMISES OF SPEEDY HIRE OR ITS CUSTOMERS

Where the supplier delivers training from premises of Speedy Hire or its customer, the supplier will:

- comply with the health & safety policy and procedures applicable at the relevant premises (available on request);
- familiarise itself with the location and general housekeeping rules (eg toilet facilities, fire alarm etc) before providing training at the premises and ensure this information is shared with any personnel and/ or third parties who will be providing training on behalf of the supplier as well as to any delegates attending; and
- provide all necessary materials and equipment, such as projector, writing utensils, notepaper, general course material etc, unless it is Speedy Hire agrees in writing in advance that these are not required and/or will be provided directly by Speedy Hire.

Before training is delivered at a Speedy Hire customer premises, a completed Venue Requirements Form for the relevant premises will be shared with the supplier for information. If the supplier needs to discuss logistics and/or site suitability requirements before the course date directly with the customer, the supplier must gain Speedy Hire's prior agreement to this and shall ensure that they (i) inform the customer that they are acting on behalf of Speedy Hire and (ii) conduct themselves in a professional manner in line with these Supply Standards, the Values and the Core Principles.

38. DELIVERING TRAINING AT SUPPLIER'S CHOSEN PREMISES

Where the supplier is not delivering training from premises of Speedy Hire or one of its customers, the supplier must obtain Speedy Hire's prior written approval of the supplier's proposed venue. To obtain approval the supplier must email a completed Venue Requirements Form (available on request) for the relevant venue to trainingenquiries@speedyhire.com.

A Venue Requirement Form must be submitted for all new venues in advance of booking. The supplier must inform Speedy Hire immediately of any changes to the details that the supplier originally declared about a venue in an approved Venue Requirements Form.

The supplier acknowledges that delivery of training at the suppliers chosen premises may be undertaken by either the supplier's personnel and/or, where agreed in advance, Speedy Hire personnel.

Where Speedy Hire has requested a bespoke training course be delivered, the supplier will not, under any circumstances, add their own delegates to such courses.

39. COURSE EVALUTION

During Course - Supplier courses may be subject to unannounced observations from a Speedy Hire training representative.

Post Completion - We may request delegates undertake an evaluation after completion of each course. Where this is done, we expect each trainer to be evaluated as satisfactory or above by at least 80% of those delegates who complete the evaluation for each course.

Where evaluation scores fall below the expected 80% mentioned above, we reserve the right to investigate the reasons for this and where scoring for a supplier continues to fall below the expected 80% level we may, at our discretion, require the supplier to cease using the relevant trainer and/or terminate the supplier's agreement.

40. COMPLETED COURSE PAPERWORK

Attendance logs for each course must be returned electronically within 24 hours of course completion to training.support@speedyhire.com.

All other completed course paperwork, including details and evidence of outcomes for each delegate is to be returned to Speedy Hire within 5 working days of the date of course completion to the address below.

Except where the relevant accrediting body of the course requires otherwise, all original paperwork must be delivered to Speedy Hire and copies retained by the Supplier.

Address for returning course paperwork as above: Speedy Hire, The Old Fire Station, Dale Street, Ossett, Wakefield, West Yorkshire, UK, WF5 9HF

41. COURSE CONTENT

Where the supplier is requested to:

- Write a new and bespoke training course for Speedy Hire
- Adapt existing supplier or Speedy Hire course content or
- Provide an existing supplier course without any change to content

any development required to course content as a result is to be supplied without additional charge to Speedy Hire. The supplier acknowledges that the costs for any bespoke training courses will be negotiated at the point of request and agreed in writing between the parties.

The supplier will ensure that all course content is valid and up to date (including with any legal requirements) as at the time of planned delivery and allows for any future updates which are reasonably foreseeable at that time.

Where requested, the Supplier will share a copy of the course content with Speedy Hire to enable Speedy Hire to support its customers with any questions and/or queries relating to course or its content post course completion.

42. CANCELLATIONS

In the event of course cancellation by Speedy Hire or its customer the following compensation will be payable by us:

- where notice of 4 working days or more is given, there will be no compensation payable for cancellations or postponements; and
- If less than 4 working days notice is given, 50% of the course fee will be payable for cancellations.

In the event of course cancellation by the supplier the supplier will (unless Speedy Hire is able to find a suitable alternative provider) either:

- reschedule the course at a time to suit Speedy Hire and/or its customer at no additional cost to Speedy Hire or
- where Speedy Hire or its customer are unable to re-schedule pay to Speedy Hire the full (100%) cost of the course where Speedy Hire and/or its customer are unable to reschedule the course.

If a supplier needs to make a cancellation, they may suggest a preferred associate to run the course in their absence. Speedy Hire will consider this on its merit and authorise in writing, if acceptable. This substitution will be limited to two events per year and will be monitored as part of the year end supplier review.