

## COVID-19 Safe Working Environment – Code of Conduct

### Purpose

This code of conduct responds to the outbreak of COVID-19 (Coronavirus) and sets out the standard practices and procedures that should be adopted by all suppliers when attending sites for the purpose of providing waste management & recycling services. The code should be used in conjunction with the supplier's own updated safe working practices and site-specific requirements.

Suppliers will need to update their risk assessments & method statements for managing social distancing and infection control and review these on a regular basis. The updated procedures should be issued to all employees and a record kept additionally they should be carried in vehicle cabs.

The supplier should brief all employees on the Reconomy COVID-19 Safe Working Environment – Code of Conduct and provide proof as and when requested to satisfy our own client protocols. Failure to do so could result in supplier vehicles being refused entry to site.

### General

Ensure a safe working environment is provided for all employees and all government guidelines are followed and maintained. Ensure all employees are issued with the appropriate PPE and an issue register is maintained.

It is the waste operator's responsibility to ensure their facilities are set up to ensure adequate social distancing protocols can always be maintained including:

- Canteens & eating facilities
- Toilet facilities
- Handwashing facilities
- All offices & contact centres comply with government guidance; **'Working safely during COVID-19 in offices and contact centres'**
- Changing rooms and common rest areas
- Regular washing and cleaning of plant & vehicles

### Who should not attend site?

- A vulnerable person (by virtue of their age, underlying health condition, clinical condition or if they are pregnant)
- Anyone **living with** someone in self-isolation or a vulnerable person.
- Anyone who comes into contact with someone who is known to have COVID-19 should also go into self-isolation.

## Procedure if someone falls ill at work

If an employee, or people they live with show symptoms of COVID-19, these being:

- new continuous cough and/or
- high temperature

The employee **must not** attend work, inform their employer immediately, follow the Government's self-isolating guidance and not return to work until the period of self-isolation has been completed.

If they start to show symptoms whilst at work, they must return home immediately and follow the Government's self-isolating guidance and not return to work until the period of self-isolation has been completed.

## Entering & working on a construction site

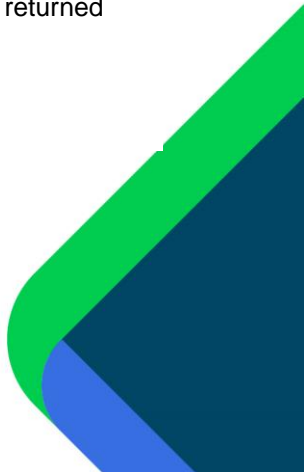
### Attending Site

- Sites should only be attended during published normal working hours (when the site is open) unless specifically instructed otherwise
- The driver, where possible, should contact the site contact prior to arrival and make arrangements for the delivery

### Vehicles

- Vehicles should be driven and operated by a single person and in circumstances where this cannot be achieved, Reconomy must be informed in advance of the activities and the client sites affected.
- Should more than one person be required in the vehicle the supplier will provide the necessary RAM's in advance of the operation taking place.

### Drivers

- When entering site all social distances measures must be observed and drivers must always remain 2 metres apart from other people.
  - The driver should make themselves known to the site and follow the individual site signing-in procedure as instructed.
  - The driver must familiarise himself with the individual sites procedures and protocols and follow instruction from the site team's representative on safe areas of work including using toilet facilities.
  - The Driver makes the final decision about whether they feel it's safe to complete the delivery when they arrive at the site. If they are uncomfortable about any aspect of the offload they are empowered to return to their vehicle and leave the site safely.
  - The supplier must inform Reconomy immediately in writing of any sites where drivers have returned from site due to safety concerns.
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- A decorative graphic in the bottom right corner consisting of overlapping geometric shapes in green, blue, and dark blue.

### Tickets, Waste Transfer Notes & Consignment Notes

- It is not expected that delivery tickets will be signed by Site Management including any electronic pads.
- Drivers must make sure the appropriate person fills in the relevant sections of the waste transfer note or consignment note for each waste transfer.
- You do not need to sign or get a customer signature in the signature box.
- Instead of a signature the responsible person must provide their full name and business contact details. This includes a telephone number, an email address or a postal address (or all 3).
- Drivers must ask permission of the site contact to take a picture and use this to demonstrate that the delivery/exchange has been completed.
- If site refuse to allow a picture to be taken the driver should confirm this by writing **no picture allowed**, they should still record the individuals name on the ticket and initial the delivery note in the normal way.
- If the driver does not have a smart phone available he should inform site and write **no smart phone** on the ticket they should still record the individuals name on the ticket and initial the delivery note in the normal way.

**This will work if we all work together, anyone not respecting this Code of Conduct will not be permitted on Reconomy managed sites and potentially not return**

**Stay Apart. Stay Safe. Stay Well.**

A handwritten signature in black ink, appearing to read "Paul Cox".

**Name of Signatory:** Paul Cox

**Position:** Chief Executive Officer

**Date:** May 2020

