

Framework Business Consultancy Limited Lone Working Policy

The purpose of this Policy is to ensure that we are committed to ensuring that staff is safe and free from the threat of abuse or harm whilst carrying out their work. We do not tolerate staff being subjected to race, sexist or other offensive comments, during the execution of their work.

Procedures and Processes

- Whenever possible we will arrange meetings in public places.
- We will make sure we notify a colleague of the time and venue, the name of the person and the expected length of the meeting.
- We use a "security code" to be used in an emergency phone call to a colleague, who can raise awareness without causing alarm.
- Mobile phones should be fully charged and checked to see if they are useable in the geographical location of the meeting so that help can be summoned if needed or pre-arranged calls made.
- If any member of staff does not feel comfortable during a meeting we will support their decision to leave.
- If any member of staff does not feel comfortable about leaving their car unattended or walking from the car to the meeting we will support their decision to cancel the meeting.

This Policy is fully supported by Angie Ingman. We will ensure that all our staff, customers and clients are aware of the Policy, and that staff understands that they are responsible for observing it.

Our Lone Working Policy action plan outlines the steps we will take to give effect to this policy. We will monitor the action plan and review the progress we have made each year, to make sure the Policy is achieving its aims.

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Action Plan

- Angie Ingman is responsible for the Lone Working Policy and for putting the action plan into practice.
- We will circulate our Lone Working Policy to all staff by means of a Policy Handbook and via the company website.
- We will ensure that all staff signs a declaration that they have read, understood and accepted individual responsibility for this Policy.
- We will keep records of all staff acknowledgements.
- We will keep abreast of any Lone Working developments and incorporate any practical actions into the plan.
- We review all our Policies every six months.
- We welcome feedback from our clients, associates and other interested bodies, implementing any procedures that will improve our Policies.