

REFUSAL TO WORK POLICY

Policy Statement

Delton Contracts Services Ltd is committed to providing a safe working environment. We recognise that there may be occasions where an individual feels that their safety or the safety of others is at risk. In such cases, we support the right of any employee, contractor, or temporary worker to refuse to work on the grounds of Health & Safety. This policy is based on the principles of the "Worksafe Policy" and ensures that no individual will face disciplinary action or be disadvantaged for raising a genuine safety concern.

Company Responsibility

Delton Contracts Services Ltd will:

- Ensure all staff are aware of this policy and their right to refuse unsafe work.
- Plan all tasks with safe working conditions in mind to prevent the need for this policy to be invoked.
- Thoroughly investigate any "Refusal to Work" reports and implement corrective actions before work resumes.
- Guarantee that continued employment will not be affected by the genuine invocation of this policy.

Employee Responsibility

Employees must:

- Exercise diligence in monitoring their working environment.
- Only invoke this policy if they have a genuine belief that the work, the equipment, or the environment is unsafe.
- Clearly communicate the specific reasons for their concern to management.

Procedure for Invoking the Policy

If a situation arises that you believe is unsafe:

- **Stop Work Immediately:** Do not commence or continue the task. Ensure you and others are in a safe position.
- **Notify Management:** Immediately report the issue to your direct Line Manager or Site Supervisor.
- **Local Resolution:** The manager will investigate the risk and attempt to resolve the issue safely. A "Refusal to Work" report form should be initiated.
- **Escalation:** If the manager cannot resolve the issue or does not support your concern, you may request a "second opinion" from a Director or a Safety Officer.
- **Formal Review:** Work will not resume until the risk has been assessed and, where necessary, mitigated.

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Confidential Reporting (CIRAS)

In addition to internal reporting, Delton Contracts Services Ltd recognises the importance of independent reporting for safety concerns.

- If you feel unable to report a safety concern through internal channels, you may contact
- CIRAS (Confidential Incident Reporting & Analysis System).
- CIRAS is a completely independent and confidential service.
- Contact CIRAS: Freephone: 0800 4 101 101
- Text: 07507 285887
- Online: www.ciras.org.uk

Non-Retaliation

Providing the concern is raised in good faith, the individual will not be subject to any detrimental action by the Company, even if the concern is ultimately found to be unsubstantiated.

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| Approved by | G.Singh Director | Signed:  | Date 6/3/2025 |
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