McLANACHAN
TRANSPORT LTD
UK & EUROPEAN DISTRIBUTION



Employee Handbook

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WELCOME



Welcome to your McLanachan Transport Employee Handbook.

McLanachan Transport has a proven track record as the UK and European logistics partner for many sector-leading companies. We provide sustainable and on time, integrated transport services, including temperature-controlled pharmaceutical and fresh foods to groupage loads and pallet distribution. With 37+ years of expertise, our people, management and processes, combined with our real-time tracking and monitoring, provides confidence for our customers in McLanachan Transport delivering on time, every time.

You, our people drive our business, helping us deliver Europe wide.

Any successful business is only as good as the team who are integral to its operations. Our knowledge and experience of European logistics have proven invaluable to our customers who rely on us to deliver throughout the European Economic Area.

Our culture and behaviour is not only a reflection of us as individuals but how our customers and the wider public perceive McLanachan Transport.

On behalf of the company, I want you to enjoy working at McLanachan Transport and take any opportunities to develop your skillset and find being part of our business rewarding. Welcome to the team.



Damian McLanachan
Managing Director

Our employee handbook not only sets the company's expectations of each of us but also acts as a guide and resource to work to our standards. It's how we act, communicate and add value to all our customers.

Would you please take some time to explore all sections and familiarise yourself with all policies and procedures. It is critical that every employee understands and signs the company policies and procedures agreement form to reach our mission statement and our customers' supplier policies.

Click here to sign policies agreement form



Introducing On-Track

As part of our Corporate Social Responsibility (CSR), we are developing our company culture and initiative programme - On-Track.

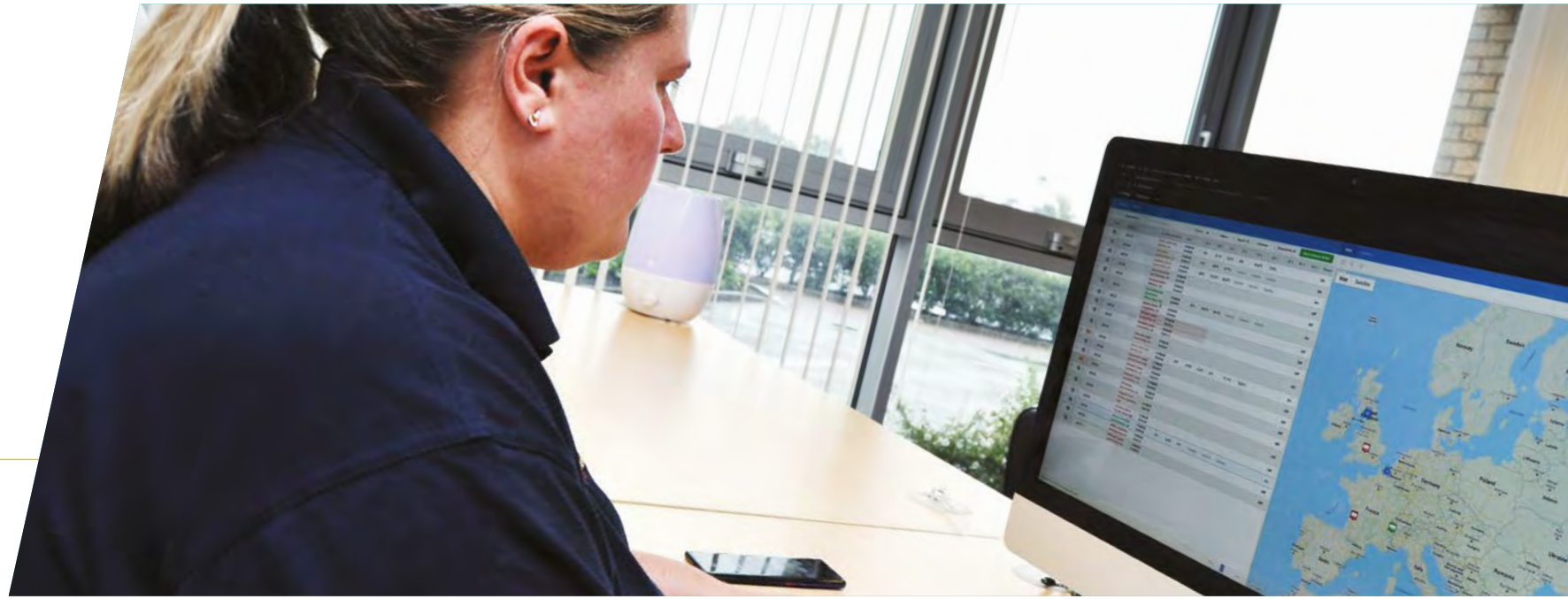
We will be continually developing policies and initiatives to help make McLanachan Transport a company that sets the standards in the European Transportation sector. Every member of our team plays an integral part of the wheel, which keeps our business moving forward.

On-Track will help create a company that nurtures talent and rewards initiatives at all levels. Be part of our future by helping us shape today.



OUR VISION

Throughout our company culture and our operations, we build effective and trusted client relationships. We drive results through our service approach and processes, managed by an experienced and knowledgeable team, who ensure every client, and our supply chain partners can rely on us. We become an integral part of our client's businesses, working collectively to the same agreed objectives. As part of our team, you play a pivotal role in making those client relationships effective.



Throughout the years, our vision has laid the foundations of who we are and how we operate. Building on these foundations, our four pillars are fundamental to our long-term strategy:



Customers First

We want to lead and be known as a best-in-class and trusted transportation provider, ensuring cost-effective and secure end-to-end management of our customer's products.

Customers value our services, and we build effective relationships by taking care of their products, ensuring reliable and efficient solutions, and placing them first.



Colleague Collaboration

We work together, supporting each other to ensure we add value to our customer network. Originating as a family business, we have grown considerably over the years, but our family values still run through our company today.

By working together, we keep delivering on our promises.



Effective Relationships

Our philosophy is to create sustainable relationships – with our customer network, employees and the wider industry. We believe in developing an enjoyable environment where business is effective. Creating close partnership relationships with our customers allows us to build structured solutions.

We retain customers and relationships with our honest, open, and practical approach to service and delivery.



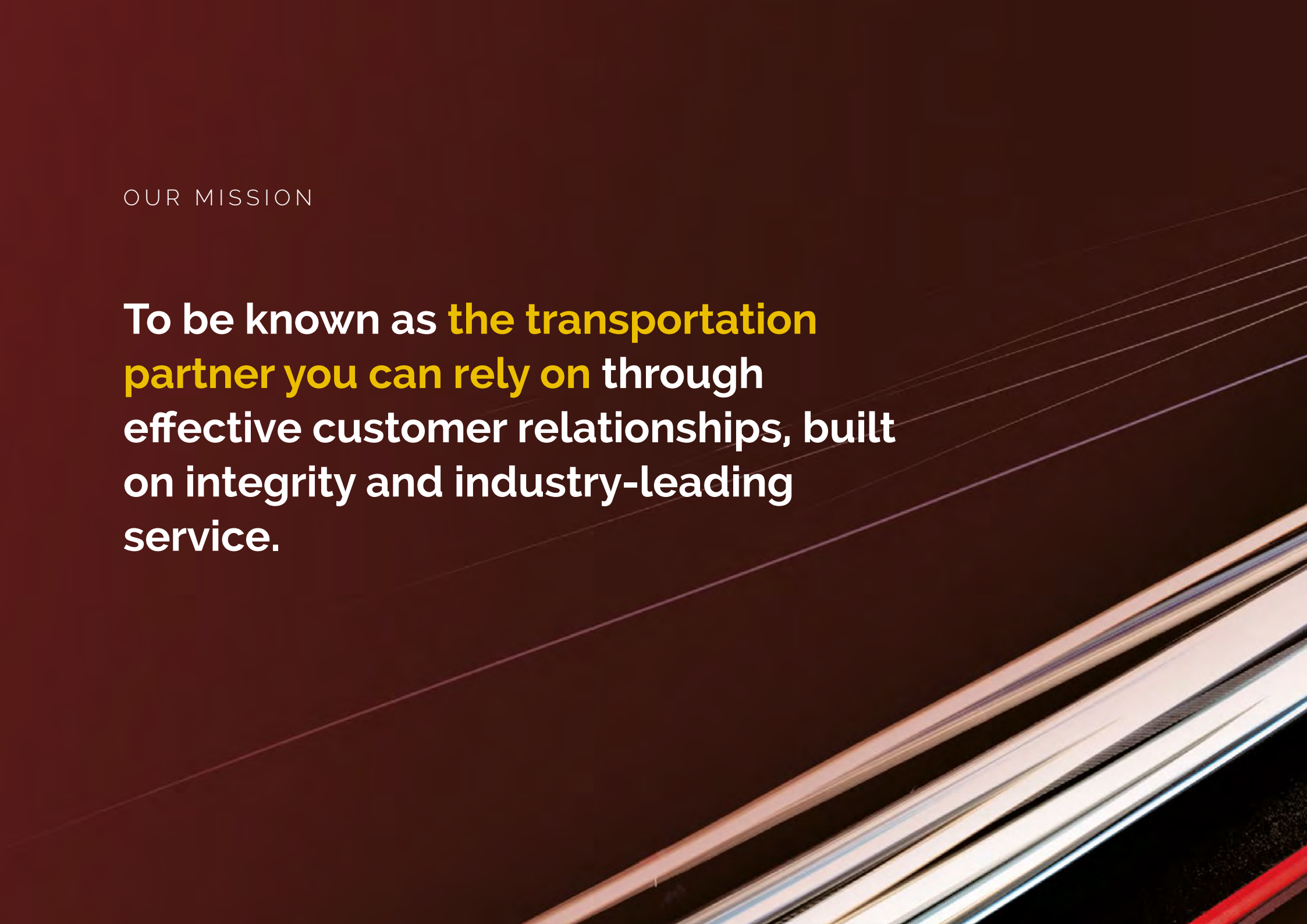
Product Integrity

Safely managing our customers secure consignments is critical. From route planning, vehicle tracking and onboard remote temperature-controlled monitoring, we provide confidence.

Our end-to-end logistics supply chain solutions cover sectors including pharmaceutical, healthcare, and foods industries that successfully meet the demands of these highly regulated sectors.

OUR MISSION

To be known as the transportation partner you can rely on through effective customer relationships, built on integrity and industry-leading service.



1984

OUR STORY & HISTORY

Our origins are the bedrock of our business which has shaped our future and our client relationships.

Our values and traditions were set out from day one by our founder Matt McLanachan. These traditions and approaches to clients, and service and delivery levels are still evident throughout all our operations today.

Since our conception in 1984, attention to detail and commitment to clients has been our hallmark. As a family-owned business, we strive to reflect those core values throughout our relationships and services. It is an approach that has stood the test of time for our business and our clients. With the growth in our company, the sectors we service and the client base, we've continually developed and brought investment in quality vehicles, tracking and monitoring systems, supported by our staff.

OPERATIONAL STANDARDS

At McLanachan Transport, our operational standards is pivotal in the way each employee ensures we deliver excellence in service delivery, product security, health and safety and client value.

Day-to-day it's important that every employee is familiar with these standards and demonstrates them.

OUR PEOPLE

Investment in skilled people with continual training drives our success.

PROCESSES

Our approach ensures our systems and processes align with your needs.



SUSTAINABILITY

Quality management systems and robust security procedures deliver confidence for you.

MANAGEMENT

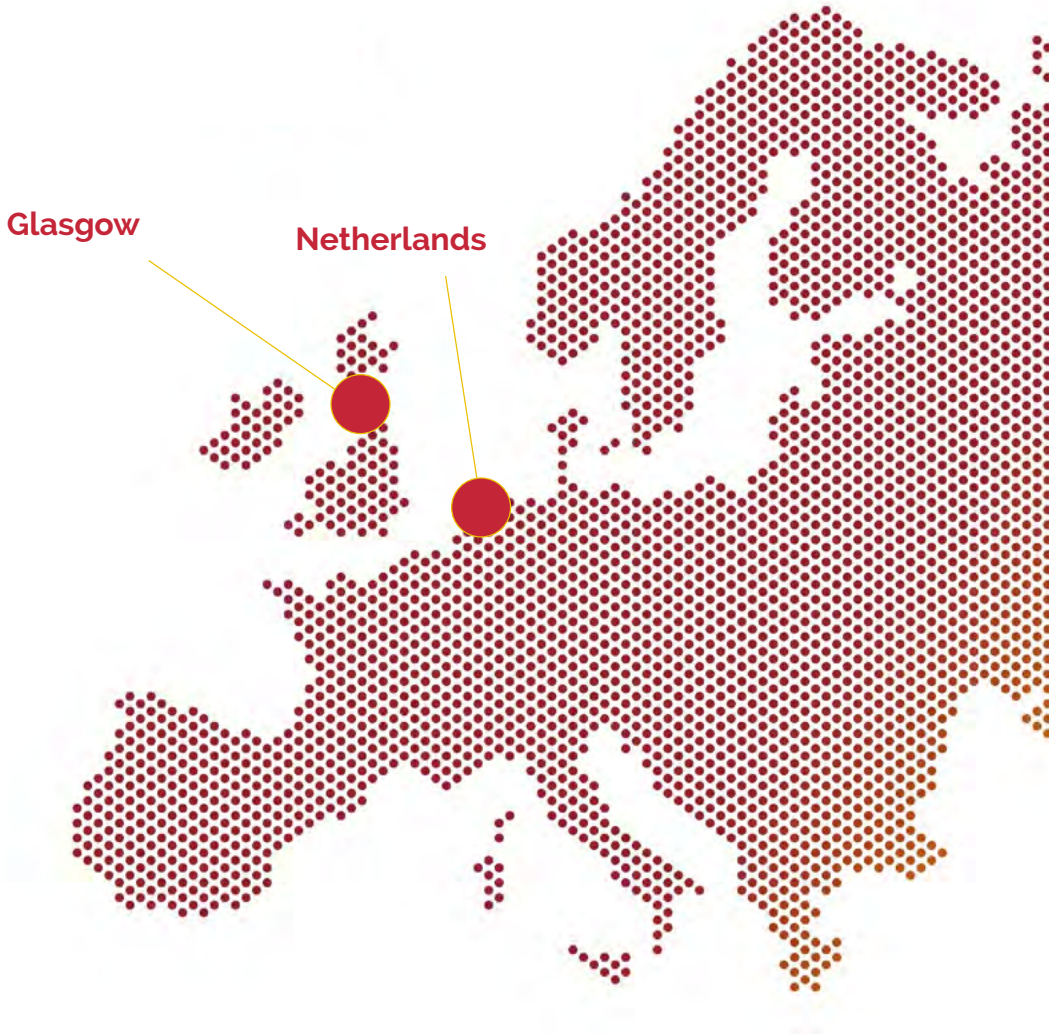
Built upon industry experience, focused on adding value to your business and our relationship.

A wealth of UK and European logistics knowledge by your side

From the Highlands of Scotland to the Swiss Alps, our drivers deliver vital medical supplies, commodities and food across the UK and Europe. We take pride in our ability to help keep our customers and their end-users business wheels turning, with our fleet delivering 24-7, 365 days a year.

Our large modern, well-maintained fleet of tractor units and trailers are the envy of the industry. Our drivers take pride in their vehicles. A pride reflected in our on-time, every-time company standard.

European logistics expertise is at the heart of our operations. Tracking and monitoring in real-time ensure there are no surprises for us or our customers. Our Ijmuiden Port warehouse complements this service by allowing fast onward delivery from one central location.





Expert logistics planning strategy tailored to your business

McLanachan Transport provides transportation solutions throughout the UK and Europe. We are the trusted supply chain partner for a wide range of businesses and sectors that rely on our services to fulfil their haulage demands.

- Logistics Planning
- Groupage Solutions
- Temperature Controlled
- Returnable Container Management
- Hazard Consignments
- Sensitive Products
- Food and Frozen Goods
- Pharmaceutical & Healthcare
- Pallet Distribution

APPROACH AND PROCESSES

Consultation and Fact-Finding

We start by getting to know you, your company and culture, along with an understanding of your product. We structure the most appropriate solutions to integrate with your processes and systems.

Problem Solving

Driving solutions is key to the relationships we build. We explore and address any previous transportation issues and develop robust budget control and cost management to ensure measurable results for you.





Management

We act as part of your team, ensuring that we work to the same objectives. We base our success on results, and we assist with schedules, tracking and monitoring, throughout customs control management.

Reporting and Aftercare

Our clients are familiar with our open communications throughout our operations. Our reporting levels give you confidence, from real-time monitoring to end-to-end reporting systems and quarterly reviews.

EMPLOYEE BENEFITS

MTL operates a company pension scheme, through 'Peoples Pension' that new employees are automatically enrolled into unless they decide to opt out. If they do opt out, we match your contribution and as an employee, you will gain the benefit of the tax incentive for this scheme.

All other standard company terms and conditions are applied to bereavement, maternity and paternity and details of these can be found within the company policies section of the handbook, as well as within the company website by clicking here





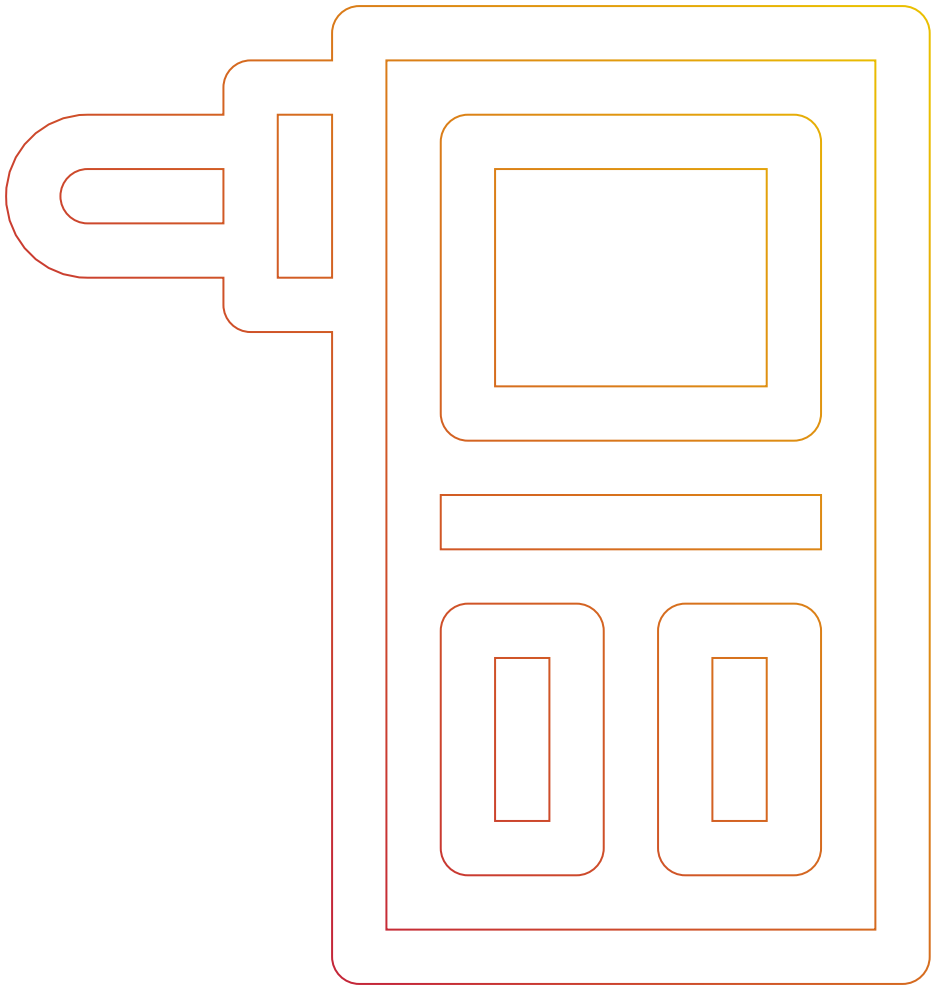
EMPLOYEE HEALTH CHECKS & TESTING

All drivers are required to complete a questionnaire during interview on general health and as per law, we ensure all drivers are given full medicals every 5 years after they reach 45.

We also carry out 6 monthly eyesight testing, applying the 20-metre rule for 3 x number plates, which are recorded and signed for every 6 months.

The company is also in the process of trialling the Drager in cab breathalyser. The Drager systems is linked to the ignition of the vehicle and will be a mandatory breath check each day, once rolled out across the company, to ensure that all drivers are constantly below any threshold for alcohol, before being allowed to drive.

The system is also linked to the satnav programme and has alerting, and reporting software built in to allow us to show compliance.



DRIVER INDUCTION & TRAINING



At MTL we have a robust induction and training process to ensure the safety, wellbeing, and operational effectiveness of all employees. Our first interaction with all drivers is to inform and explain the structure and workloads for either the European or domestic roles that they may be offered.

Suitable candidates are then invited to attend a face-to-face interview where they complete the following:

- Company Application Form
- Right to Work in the UK Form
- Provide Necessary Reference Information

Following the above, all drivers Digi-Card information is accessed along with a DVSA Licence check for any endorsements.

As part of your initial induction, all drivers will be taken through our daily check's routine for the unit and trailer, where they will also be required to demonstrate the ability to couple up a trailer and are then taken for a supervised test drive, assessing driving style and control levels.

DRIVER INDUCTION & TRAINING

Following successful completion of the initial documentation, checks and processes the company may look to onboard you as a driver, arranging a start date, provide an offer letter confirming the company Terms and Conditions of Employment, Operations and Policies, along with agreed pay structure for the driver to sign and accept, before officially starting.

On day one of starting, all drivers spend up to 3 hours on our induction documentation for a European driver and around 1.5hrs for a domestic dayshift driver. At this stage, all explanations of driver obligations, responsibilities and documents are provided, explained and where necessary, also signed.

These signed documents and completion of this stage of the induction is to evidence that the driver has understood the information they have been provided, including:

- Safety Checks
- Tachograph Rules
- Security Instructions
- Border Force Obligation and Procedures
- Covid Declarations
- French Macron Law Documentation
- Statements of Honour for Italy and Belgium
- Manual Handling Guidelines
- Road Safety

All your Employee Documentation can be accessed through the **MTL Employee Hub**.





SPEED LIMITER AND TRACKING

The speed limiters in all MTL vehicles are built into the trucks in accordance with the DVSA guidelines, and are all limited to 90kmh by law. The speeding events, of vehicles and drivers are all continually monitored through the company telematics system - Webfleet, which provides real time location, tracking and driving style information, along with over speeding, harsh braking and cornering, and acceleration. Through the Webfleet system and monitoring we ensure the safety of our drivers, public and customer consignments.

Our approach also means that we can assess driver ability and competence and provide warnings or educational training wherever required.

All drivers are informed and should be aware that through our systems and approach, the driver management team have access to weekly reports, providing statistics on all driver and vehicle activity. Additionally, these stats will inform of economy and idling times with a dashboard league table called "Optidrive" which constantly monitors our driver's performance and gives them scores out of 10, aligned to a RAG system showing best to worst across the different spectrums.

Our processes and systems deliver overall scores, for each day, week, and month, providing transparency in our driver operations and assisting with our approach to continual education, training, and personal development. All vehicles are also GPS tracked throughout Europe, as well as being monitored through Webfleet with Truck specific TomTom units in each vehicle cab.

ACCREDITATIONS AND ASSOCIATIONS

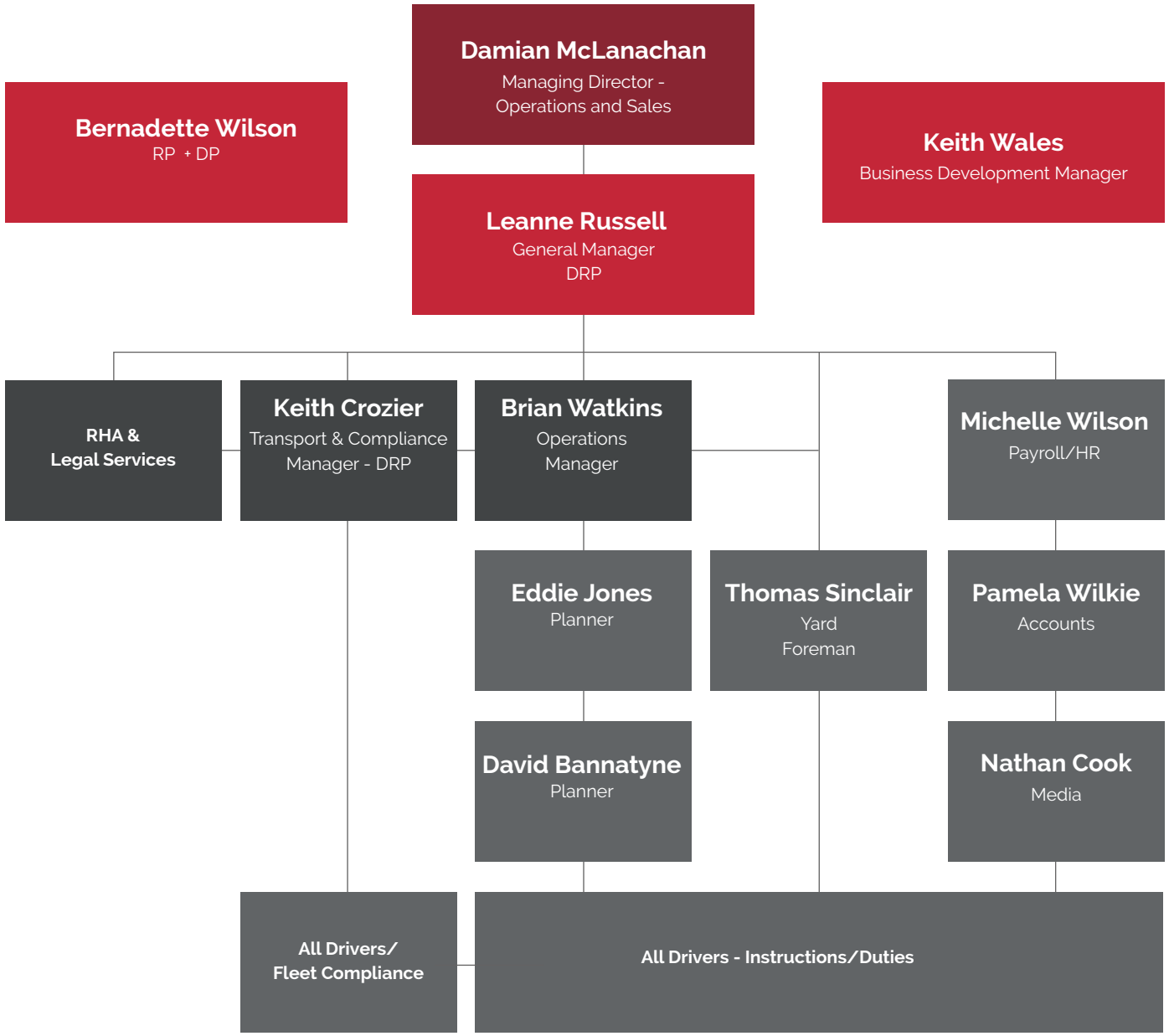
Confidence and transparency are critical elements in choosing and partnering with a logistics support partner and that is why at McLanachan Transport, we feel it is crucial to allow all our clients to know and trust in our business from day one. You can find and download our operational documents by visiting **here**.

These consist of our people, our fleet and our partners. All of our drivers have Driver Certificate of Professional Competence (CPC) Cards and consistently are trained and assessed for management of our vehicles through Thermo King, our vehicle management partner. We also have stringent training and assessment procedures for all drivers delivering hazardous goods and they are all ADR Certified from the Department Of Transport.

Our fleet has grown in scale, but also with safety, performance and reliability at the forefront at all times. We are recognized by our industry governing bodies and are the members of the following associations and certifications:

- BS EN ISO 9001:2015
- RHA (Road Haulage Association)
- FTA (Freight Transport Association)
- SEPA Waste Carrier
- Institute of Export & International Trade
- Certificate of Professional Competence in International Road Haulage Operations
- ADR Licensed Drivers

COMPANY STRUCTURE



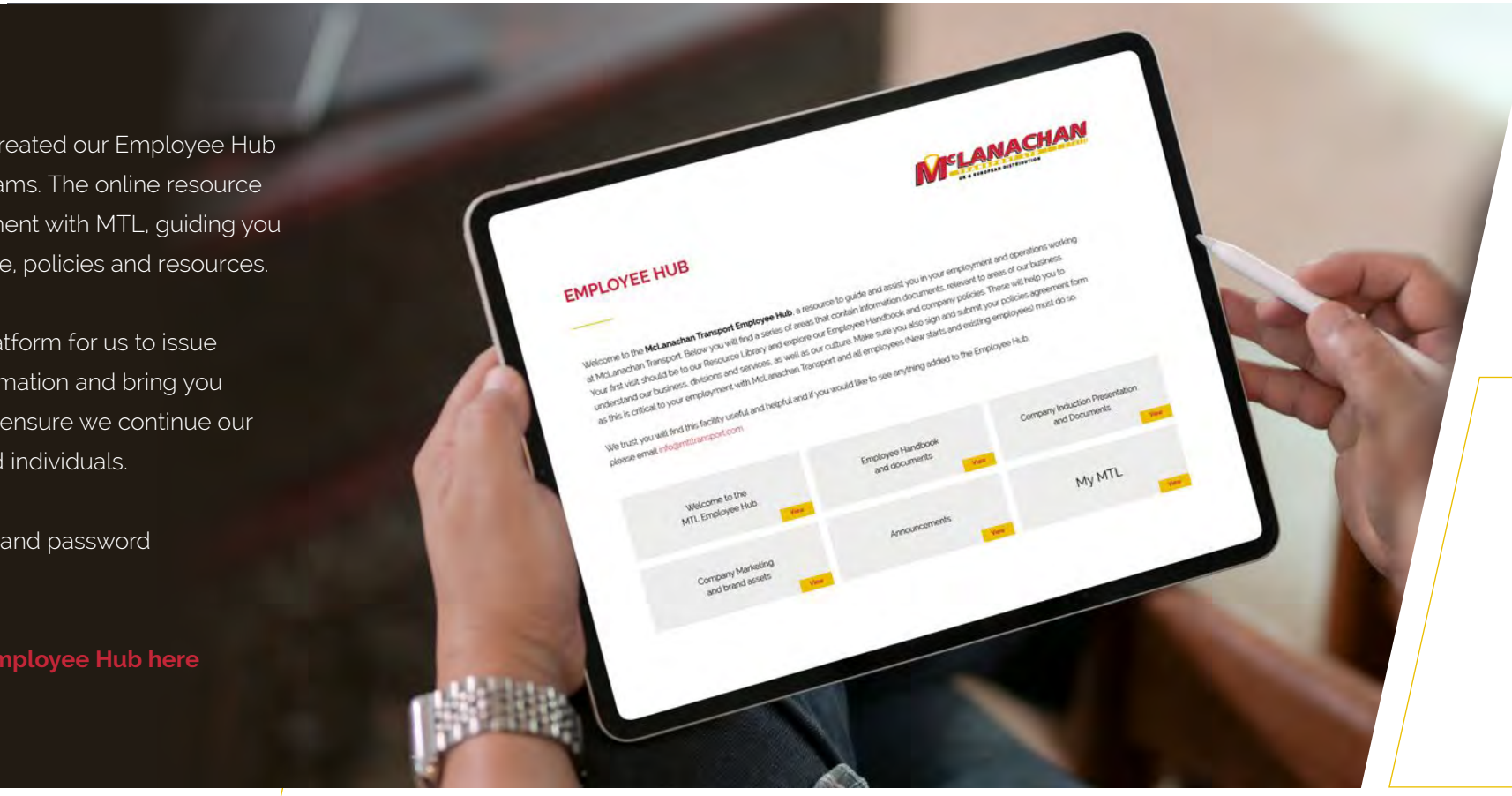
EMPLOYEE HUB

The MTL Management Team created our Employee Hub to connect our divisions and teams. The online resource is to assist you in your employment with MTL, guiding you throughout the company culture, policies and resources.

The Employee Hub is also a platform for us to issue memos, health and safety information and bring you industry and company news to ensure we continue our development as a business and individuals.

We securely issue a username and password to all employees.

Log on and connect to your Employee Hub here





Our Policies

As an organisation, we ensure that our people, processes and operations all meet with our expectations and align with our customer requirements. The following provides you with our company policy documents and remember, all employees must sign their policies agreement form in accordance with your employment contract.

View our company policies here

Access and sign your agreement form here

TRANSPORTATION YOU CAN RELY ON

P1 - Quality Policy

01.08.2025



McLANACHAN TRANSPORT LTD
UK & EUROPEAN DISTRIBUTION

P-1 Quality Policy

It is the policy of the company to provide our customers with a service that fulfils their specified requirements. The following policy is prepared and implemented to assist with this. Our Quality Management systems match the requirements of ISO 9001:2015 standard. The policy also considers our organisational context. We have applied the following principles throughout the company:

- Full commitment of all personnel to delivering a high quality of service. It is also our intention to monitor and improve customer satisfaction levels by collecting feedback from our customers.
- Full commitment of all personnel to active involvement in making improvements.
- Full commitment to meeting customer requirements as well as any applicable regulatory and statutory requirements.
- Full commitment to continually improving our quality management system.
- Full commitment to ongoing training and development of staff.
- Full understanding by all employees, of long term importance of achieving customer satisfaction and their role in ensuring that their failure to meet standards will lead to the company failing to meet customer standards.
- Appraisal and checks to ensure our approved suppliers understand and meet our quality requirements.
- All staff are aware of and follow our quality management system, associated procedures and policies and understand the process of continual improvement of our Quality Management System.

Approved by:



Damian McLanachan

Managing Director

McLanachan Transport

Date: 01.08.2025

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TRANSPORTATION YOU CAN RELY ON

P2 - Environmental Policy

01.08.2025



McLANACHAN TRANSPORT LTD
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P-2 Environmental Policy

The company are committed to a positive and responsible course of action with regard to those aspects of the business which impact upon the environment. The company are committed to fulfilling our compliance obligations.

Furthermore, we seek to always to act in accordance with good practice, preserving and, where possible, enhancing the quality of the environment.

Commitment to the environment is demonstrated by maintaining an Environmental Management System, which meets the requirements of ISO 14001:2015 and is focused on preventing pollution and continuously improving the company performance.

Key components of the system include the establishment of environmental objectives and targets, which require the company to achieve continual improvement and the establishment of programmes to ensure satisfaction of these improvements, objectives and targets.

The strategy addresses the following key areas to:

- Review and reduce the environmental impacts of our operations.
- Increase employee environmental awareness and training.
- Protect the environment, through pollution prevention and emergency response.
- Ensuring the company is a good neighbour.
- Recycle materials and minimise waste.
- Comply with all planning permission and license requirements.
- Continually improve our Environmental Management System to enhance environmental performance.

Management, staff and employees are encouraged to liaise and work closely with suppliers, sub-contractors, regulators and customers to ensure the services will meet and exceed all regulatory requirements and other applicable requirements.

Questions and enquiries should be directed to the Environmental Representative.

This policy is publicly available.

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TRANSPORTATION YOU CAN RELY ON

P3 – Health and Safety Policy

01.08.2025



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P-2 Health and Safety Policy

McLanachan Transport Limited recognises that its people are its most valuable asset.

Our management is committed to the provision of a safe and healthy working environment. Our Health and Safety policy, processes and approach extend to the protection of the public, property and the environment.

We take a zero-tolerance attitude to unsafe practices and are committed to the prevention of injury and ill-health. Safety is always the first consideration concerning all business activities.

McLanachan Transport Limited and all employees take all reasonably practicable steps to ensure the health, safety and welfare of employees, contractors, customers, visitors and the general public from any injury due to the work activities. The business will, therefore, comply with all statutory requirements, regulations and approved codes of practice dealing with health and safety where applicable to the company.

In fulfilling this commitment, and in compliance with legislative and other requirements, our management team will strive toward the continued development of a positive safety culture within the workplace to help maintain a safe and healthy working environment for all persons.

Staff are encouraged to document and report incidents or near misses and to suggest safer ways of working. Any health and safety issues reported are investigated, to prevent problems occurring in future and management will endeavour to eliminate hazards where recognised.

Our management team, in combination with active employee involvement, actively strive to prevent and control accidents and health and safety issues of all types.

Prevention of health and safety issues is the direct responsibility of all Staff, Managers and Employees alike, and we continually explore new ways for any improvements.

All management functions will comply with the company policy regarding health & safety. All staff should perform their duties correctly and follow established company procedures, instructions and rules.

We always inform all individuals working on behalf of the company of their Occupational Health & Safety obligations.

This policy is reviewed at intervals not exceeding 12 months, and the target will be to continuously improve the health and safety performance of the company, where possible and applicable.

The company management team understand the importance of robust health and safety processes and apply these to all relevant legislation and the OHSAS 18001 standard. Assessment is continual, although objectives and targets are set annually at management review meetings.

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TRANSPORTATION YOU CAN RELY ON

P4 – Anti-Slavery and Human Trafficking Policy

01.08.2025



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P4 – Anti-Slavery and Human Trafficking Policy

It is the policy of McLanachan Transport Limited to take a zero-tolerance approach to any form of modern slavery which encompasses slavery, servitude, human trafficking and forced labour. We are committed to acting ethically and with integrity and transparency in all business dealings and to ensuring effective systems and controls are in place to safeguard against any form of modern slavery taking place within our business operations or in our supply chain.

We acknowledge the Modern Slavery Act 2015 and accept that we have a responsibility to ensure that our workers are never exploited. We continually strive to provide a safe working environment and that relevant employment, health and safety, and human rights laws and standards are adhered to, including freedom of movement and communication.

Any concerns about any form of modern slavery taking place within our business or supply chain, are encouraged to be reported to management.

We currently operate a supplier approval process which includes consideration of any risks of modern slavery or human trafficking. All approved suppliers are required to demonstrate they meet our requirements to ensure that slavery and human trafficking is not taking place within our organisation or supply chain. We will not have any dealings with any business knowingly involved in slavery or human trafficking.

This policy considers, and supports, the policies, procedures and requirements documented in our ISO compliant management systems. The implementation and operation of this management system underline our commitment to this policy. Our approach includes procedures to ensure that this policy, as well as all other company policies, is available and understood at all levels.

This policy will be reviewed annually to ensure its continuing suitability and relevance to company activities and is made available to all staff and interested parties upon request.

Approved by:



Damian McLanachan

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TRANSPORTATION YOU CAN RELY ON

P5 – Sustainable Procurement Policy

01.08.2025



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P5 – Sustainable Procurement Policy

McLanachan Transport Limited is committed to maintaining the highest levels of service quality, safety, health and environmental standards to deliver our organisational sustainability objectives.

Our robust sustainability processes extend to our procurement activities, aligning our suppliers and partners with our procedures. As a recognised leader in the UK and European transportation, we acknowledge the responsibility we have for the environment, for our ecosystem and the essential part we play for people within our business and beyond. We leverage our quality, safety & health, security and environmental processes to maintain an ethical and responsible setting while delivering service excellence to:

- **Our customers:** We strive to positively contribute to our customer's business goals by ensuring high-quality procurement and partners that continually add value to our operations.
- **Our suppliers:** A partnership approach with our supply chain delivers mutually beneficial relationships. Procurement of services and assets, is always with organisations aligned to our business objectives and our client network.

Objective

We base operational and development procurement activity on people and the environment, with sustainability at the core. Our procurement processes and approach meets the needs of today without compromising future generations. Our organisation recognises it must pursue sustainable development in all it does. The company promotes an awareness of sustainable development and environmental issues through our practices, and we develop our iso 14001 compliant management system to monitor and improve environmental performance on an ongoing basis.

Sustainable procurement Policy Statement

Procurement plays a crucial role in influencing the delivery of any organisations' contribution to sustainable development. We continually utilise our position in the organisational supply chain to influence and positively impact our purchasing processes. Key points of our strategy;

- To encourage all those involved in conducting purchases on behalf of McLanachan Transport Limited to be considerate of environmental and sustainable issues in all purchasing activity.
- To encourage the elimination of hazardous materials in our purchases
- To promote the reduction of waste in both goods and the packaging of goods
- To encourage the reduction of environmental impact through excessive or unnecessary travel or the utilisation of more environmentally-friendly vehicles wherever possible.
- To encourage a culture of re-use and recycling of goods.

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- Wherever viable, reorganise or redesign processes to deliver a strategy of fewer goods or energy, or to produce less waste or harmful emissions.
- Compile specifications to encourage or favour, whenever appropriate, sustainable goods, services and works and to minimise environmental impact during use.
- Where possible, procure goods, services and works from suppliers and contractors that have an active, sustainable procurement process.

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P6 – Equal Opportunities Policy

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P5 – Equal Opportunities Policy

The Company is committed to providing a working environment in which employees are able to realise their full potential and to contribute to the success of the business.

Our aim is to identify and eliminate discriminatory practices and behaviours throughout the organisation. Employees are expected to support this commitment and to assist in its realisation in all possible ways.

Specifically, the Company aims to ensure that no employee or job applicant is discriminated against, either directly or indirectly, by perception or association, or by harassment, on the grounds of age, race or nationality, disability, religion or similar philosophical belief, sexual orientation or gender.

All employees, whether part time or full time, permanent or temporary, will be treated fairly and with respect.

All employees will be helped and encouraged to develop their full potential so that their talents and resources may be fully utilised to maximise the efficiency of the organisation.

This commitment applies to all aspects of employment, including those outlined below:

- Recruitment and selection
- Training
- Promotion and career development opportunities
- Terms and conditions of employment, and access to employment related benefits and facilities
- Grievance handling and the application of disciplinary procedures
- Selection for redundancy

The company management and all members of staff have a shared responsibility to ensure that the Equal Opportunities Policy is adhered to and to promote dignity and equality of opportunity at work.

Breaches of the Equal Opportunities Policy by staff members will be regarded as potential misconduct and could lead to disciplinary proceedings.

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TRANSPORTATION YOU CAN RELY ON

P7 – Drug and Alcohol & Drug and Alcohol Abuse Policy

01.08.2025



McLANACHAN TRANSPORT LTD

P7 – Drug and Alcohol & Drug and Alcohol Abuse Policy

The following document sets out the policy of McLanachan Transport Limited alcohol and drug abuse.

Every employee must be aware of their obligations under this policy, as well as protecting others around them: incidents, concerns and potential abuse must be reported immediately to our management team.

The company endeavours to ensure that an employee's use of either alcohol or drugs does not impair the safe and efficient running of the organisation or the health and safety of its employees and others. While on duty at any time, which includes being on Daily/ Weekly rest in your vehicle, or Fortnightly rest in a hotel, you are still in charge of the vehicle and in possession of the vehicle keys. Any employee found to be consuming alcohol, taking drugs for non-medical reasons, taking medication in contravention of medical advice, buying, or selling drugs or in possession of unlawful drugs will be deemed to be committing an act of gross misconduct.

Whilst on any Train or Ferry Crossing with your vehicle, even when on rest, with the vehicle keys in your cabin, it is Company Policy that you must not consume alcohol at any time. The ferry could be diverted after you set sail and could land prematurely before the original timescale, and you must always be legally fit to drive the Company vehicle at any time during the crossing or sailing. When presented with your drinks voucher on the ferry, you must always choose the soft drink option.

Knowingly consuming alcohol on board, the Train/ Ferry, in breach of this policy, could be classed as Gross Misconduct which could lead to potential dismissal.

Any employee tasked with a safety critical role (which includes driving) or considered to be exhibiting suspicious or unacceptable behaviour whilst strongly believed to be under the influence or in the possession of non-prescription drugs or medicine taken in contravention of medical advice or alcohol will be suspended until they are in a fit state to participate in the disciplinary process.

At any time, the company reserve the right to ask an individual/ employee it suspects of being under the influence of drugs or alcohol to undertake an appropriate test. The employee will not unreasonably withhold their consent to a test being undertaken and in circumstances, where the employees' consent is withheld, adverse inference may be drawn, and further disciplinary action may result.

If after a full investigation and disciplinary hearing it is believed that an employee was under the influence of or in possession of non-prescription drugs or alcohol whilst on duty, they may be dismissed for reasons of gross misconduct.

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If you have been prescribed medication by your GP or any other medical expert which could affect your ability to perform the tasks associated with your role (especially if you drive company vehicles) and instructed to notify your employer, then you are required to advise the company immediately and, in any event, before you drive a vehicle.

The company will treat any disclosure confidentially and will endeavour to work with the employee to consider alternative duties and/or any other reasonable adjustments as considered necessary. The company may also require a report from your GP or the prescriber of the medication to assist the company with its investigation.

Alcohol Abuse Policy

- Our company's policy is to forbid the consumption of alcohol on our premises.
- In certain circumstances, for instance, office functions permitted and approved by the company management team, restrictions within this policy may be temporarily waived. However, employees must note that attendance at these functions is still subject to the standard disciplinary rules concerning acceptable behaviour in the workplace.
- Employees found to be intoxicated, or consuming alcohol during work hours, within our premises or attending client/partner premises, will face disciplinary action on the grounds of gross misconduct under the company's disciplinary procedure.
- McLanachan Transport Limited has the right to conduct regular health checks, or testing, to establish whether there are any alcohol or drug problems amongst the staff.
- It is our right as a company, to request prospective employees potentially undergo a medical examination conducted by the company's medical advisor. During this, we will seek to determine whether the potential employee has an alcohol abuse problem or has taken a controlled drug. The outcome of these tests may then impact on our condition of any offer of employment to prospective employees.
- If a potential employee refuses to give consent to such an examination or refuses to undergo the screening, the company has the right to withdraw any offer of employment made immediately.

Drug Abuse Policy

- The company strictly forbids the possession, use or distribution of drugs for non-medical purposes on the company's premises.
- An employee who is prescribed medications by their doctor or is taking over the counter medicines, which may affect their ability to perform their duties should inform their line manager.

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- Where suspected there may be a breach of the prohibition on substances or suspected an employee's work performance or conduct be impaired through substance abuse, the company reserves the right to require the employee to undergo a medical examination to determine the cause of the problem.
- If an employee refuses the request to undergo a medical examination, such refusal will amount to gross misconduct under the company's disciplinary procedure.
- The company reserves the right to search an employee or any of an employee's property held on the company's premises at any time if reasonable grounds are found concerning prohibition or use of substances is infringed.
- Employee searches will be carried out by a member of staff of the same sex as the employee. Another member of staff will witness all searches. The employee's consent to these searches will be requested before commencement.
- If an employee refuses to comply with these search procedures, such action will typically be treated as amounting to gross misconduct and will entitle the company to take disciplinary action.
- The company reserves the right to inform the police of any suspicion it may have, concerning the use of controlled drugs by any of its employees on the company's premises..

Pre-employment

Pre-employment, we ask potential employees to declare if they have any medical conditions, e.g., epilepsy, drug dependency, which could affect their ability to work safely, concerning their safety, and that of others.

The company will consider, after taking professional advice, these conditions, and decide what position, if any, within the company would be suitable.

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TRANSPORTATION YOU CAN RELY ON

P8 – Corporate Social Responsibility Policy

01.08.2025



McLANACHAN TRANSPORT LTD
UK & EUROPEAN DISTRIBUTION

P8 – Corporate Social Responsibility Policy

McLanachan Transport Limited recognises that its activities and operations have a significant impact on the wider social, environmental and economic well-being of the areas in which we operate.

As a member of the business community, we recognise our Corporate Social Responsibility (CSR) commitments in our various roles, which include producer, employer and consumer.

We continually ensure that we conduct our business operations and relationships according to rigorous ethical, professional and legal standards.

In addition to compliance with current industry legislation, our policies and codes of conduct encourage high standards of corporate behaviour in areas such as the environment, health and safety and equal opportunities, both for our staff and with those into whom they may come into contact.

We aim to reduce any negative impact of our business operations and encourage a positive contribution through appropriate health and safety and environmental policies and objectives, through effective management leadership and throughout all our people.

We firmly believe that CSR is much more than a box-ticking exercise and we are passionate about our business, allowing us to make a difference for people. We are continually engaging communities through local liaison and sponsorship of local events, community groups, youth groups and sports teams.

We aim to manage our employees openly, honestly and impartially and to be a responsible employer, adopting values and standards designed to help guide our staff in their conduct and business relationships.

Our CSR approach expands to our partners and supplier community and we encourage them, where possible in their dealings with us, to deliver impactful CSR activities.

We are committed to having a thoroughly trained and competent workforce and actively promote vocational training for our employees, as well as driving their thought process to assist others.

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TRANSPORTATION YOU CAN RELY ON

P9 – Driving Policy

01.08.2025



McLANACHAN TRANSPORT LTD
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P9 – Driving Policy

It is the policy of McLanachan Transport Limited that only those who we have deemed as competent for driving are allowed to drive for business purposes whether this is using own or company supplied vehicle.

Safe Driving - Employees must ensure that they have proper control of a vehicle that they are driving at all times. The consumption of alcohol or drugs before or during the course of driving is strictly prohibited.

All drivers must;

- Observe speed limits, all other road traffic laws and the highway code;
- Drive considerately and courteously and avoid conflict with other road users;
- Develop a safe and economical driving style;
- Report any medical condition or if taking any medication that can affect the ability to drive;
- Report any changes to existing or new medical conditions that may affect the ability to drive;
- Use all provided safety equipment, when required and appropriate;
- Wear corrective eyewear if needed (It is a criminal offence to drive a motor vehicle if a driver cannot read a standard number plate in good daylight from 20.5 metres);
- Take particular care when vulnerable road users are evident and to look out for vulnerable road users;
- Ensure any load is adequately secured and the vehicle is not overloaded or unevenly loaded;
- Comply with driving hours and working times;
- Comply with this policy and all company safe operating procedures;
- Ensure that necessary paperwork and documentation is in the vehicle at all times.

Preventing Fatigue While Driving

At McLanachan Transport, we continually monitor and work within industry driving legislation guidance. HSE guidance suggests that drivers should take a 20-minute break for every 2 hours of driving to avoid fatigue which is a significant cause of driving incidents due to loss of concentration.

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Drivers should not drive if they are overly tired or in danger of falling asleep, and if feeling tired, drivers should stop in a safe location and take a break before continuing their journey. Long journeys or journeys with a very early start / late night should be avoided wherever possible, with consideration given to an overnight stay where practicable.

Fuel-Efficient Driving and Reduction of Engine Idling

Driving style can have a significant impact on fuel efficiency as can avoiding engine-idling wherever possible. We encourage drivers to understand and implement fuel-efficient driving techniques including;

- Looking well ahead and anticipating slows or stops to try to keep the vehicle moving and avoiding unnecessary gear changes;
- Fuel used is proportional to the speed of a vehicle when travelling. A 5% reduction in fuel consumption can be achieved simply by reducing your speed rate from 56 to 50 mph;
- Using the momentum of the vehicle will save fuel;
- Harsh braking uses more fuel, increasing the number of fuel-inefficient gear changes;
- Drivers should use constant speeds on motorways, and dual carriageways, meaning fewer gear changes, less wear and tear and improved fuel efficiency;
- Correctly inflated tyres offer less resistance on the road, improving fuel economy, providing greater stability and reducing the risk of accidents.

Route Planning

We work with drivers and clients to consider and plan every journey. When planning a journey consideration should be given to selecting the safest and most efficient route avoiding congestion hot-spots and also minimising the potential for interaction with vulnerable road users. Routing should consider weather conditions, driver fatigue and light and visibility levels.

Use of Technology / Mobile Devices

It is a criminal offence to use hand-held mobile phones while driving and something that McLanachan Transport Limited take seriously. Drivers will be liable for prosecution and payment of any fines if found holding a mobile phone or any other type of hand-held device to send or receive data.

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The law states that drivers will be deemed to be driving if they are in charge of a vehicle with its engine running on a public road, even if the vehicle is stationary. It is therefore strictly forbidden for you to use hand-held mobile phones while driving.

We do, where appropriate, make mobile phones available in vehicles. However, drivers may only use these devices for business purposes or in an emergency unless prior authorisation for alternative use is in place and approved if drivers do use mobile devices, they must so follow the law at all times.

We only permit drivers to use mobile phone devices or tablets, safely and following the law. In the instance of receiving or making a call, voice-activated use using hands-free systems, without need to hold the phone at any time is our policy.

When you need to operate the mobile phone, you must stop and park the vehicle where it is safe and lawful to do so and with the engine switched off.

Commercial Vehicles

If you are the driver of a commercial vehicle, you are responsible for any load up until a signed receipt for delivery is received. It is your responsibility to ensure that signatures are legible and accompanied by the receiver's printed name. You must comply with all statutory and company regulations regarding the recording of daily mileage, journeys undertaken and driving hours, and must not exceed maximum driving hours.

Drivers Hours and Working Time

We regularly monitor drivers' hours to ensure they continually meet legal requirements in terms of driving hours and working time regulations.

From daily driving limits, weekly and fortnightly operating limits are all monitored as well as daily and weekly rest periods. Where fitted, Tachographs provide data on an ongoing basis, and we act upon any infringements identified.

Commercial Vehicle Manoeuvring

Danger to pedestrians - where possible, drivers are requested to ensure there are no pedestrians in the area before any manoeuvres and if not possible seek assistance to clear and direct pedestrians.

Reversing should be kept to a minimum, but if it is required, ensure that you have a clear view at all time and look out for pedestrians and other vehicles.

General manoeuvring – Always ensure the area around the vehicle is clear before engaging gear for forward or reverse movements, turning or parking.

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Before reversing you should always ask;

- Can I avoid the need to reverse,
- Can I remove people from the danger area,
- Is there enough space for reversing the vehicle.
- Can I minimise the reversing distance

Incident Reporting

You must immediately report every accident or incident in which a vehicle in your charge becomes involved, regardless of fault and whether or not persons or property are affected.

In the event of an accident or collision;

1. Stop - if you are involved in an accident it is an offence not to stop and identify yourself to other drivers
2. Call emergency services if required and do not leave the scene of the accident unless it is unsafe to remain
3. Report directly to management
4. Do not give any statement to any other party unless requested to do so by police
5. If another party admits liability, ask them to write and sign a statement to this effect
6. Provide your details and take details of all other parties involved in the accident/collision and if safe to do so take photos

Note: You do not have to be involved in an accident with another vehicle for it to be considered a road traffic accident. Colliding with and damaging property, road furniture or colliding with an animal are all considered to be road traffic accidents.

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TRANSPORTATION YOU CAN RELY ON

P10 – Anti-Bribery and Corruption Policy

01.08.2025



McLANACHAN TRANSPORT LTD
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P10 – Anti-Bribery and Corruption Policy

McLanachan Transport Limited believes that certain principles and values are the foundation of sound and fair business practice and as such, are essential to uphold.

One such principle is a **zero-tolerance position concerning bribery and corruption**, wherever and in whatever form someone encounters it.

It is important to uphold our sound reputation for ethical behaviour, financial integrity and reliability. In support of this aim, we intend to limit our exposure to bribery and corruption by:

- Setting out a clear anti-bribery & corruption policy
- Encouraging employees to be vigilant and to report any suspicion of corruption, ensuring sensitive information is treated appropriately
- Rigorously investigating instances of alleged bribery
- Taking action against any individual(s) involved in bribery or corruption

What is Bribery?

A bribe does not need to be actual money. It can be any form of advantage; offered, requested or received. A contract does not need to have been won for a corruption offence to take place.

Similarly, a recipient does not need to benefit personally from a bribe – it may be the intended beneficiary is a third party or a company.

Finally, bribery can occur in the private as well as the public sector – it is not just about our relationship with public officials.

Policy

This policy has two straightforward rules that all employees, consultants and agents must adhere strictly to:

- Do not offer, promise or pay bribes
- Do not request, agree to or accept bribes

This policy applies to individual employees, customers, suppliers or any other people or bodies associated with the company.

Report concerns - employee responsibility

The prevention, detection and reporting of bribery is the responsibility of all McLanachan Transport Limited employees.

Suitable channels of communication by which employees or others can confidentially report any suspicion of bribery will be maintained. Any employees suspected of involvement in bribery or corruption will be subject to the disciplinary procedure.

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TRANSPORTATION YOU CAN RELY ON

P11 – Company Vehicles Policy

01.08.2025



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P-11 Company Vehicles Policy

Company vehicles are only to be used by drivers who hold a current and valid driving licence. You must report any conviction for driving offences, any driving endorsements and any fines incurred immediately. You are personally responsible for the payment of any road or traffic offence fine or fixed penalty incurred whilst in charge of all McLanachan Transport vehicles.

If you are considered to be acting carelessly or recklessly in your use of the vehicle, you will be subject to action under the Disciplinary Procedure (and this may involve the withdrawal of the vehicle where appropriate). If prosecuted or convicted of a driving offence, which results in a period of disqualification, or retention of a licence, where your licence is essential to your employment, this will result in your dismissal.

You must immediately report any accident or incident in which a vehicle in your charge becomes involved, regardless of fault and whether or not persons or property are affected.

The consumption of alcohol or drugs before or during driving is strictly prohibited, and infringement of this rule will result in your summary dismissal.

Only authorised personnel may drive the Company's vehicles. Unauthorised passengers are not permitted in company vehicles, nor must vehicles be used for personal purposes without authorised permission.

It is your responsibility and company policy that you carry appropriate documentation at all times driving (e.g. driving licence and insurance details), and you must ensure that all security devices are operable when the vehicle is left unattended.

Where a telephone is installed in your vehicle, it may only be used for business purposes or in an emergency unless prior authorisation to do so has been given; and in accordance with the law.

You must ensure that the vehicle is kept in good condition. This includes keeping it clean and ensuring that the tyre pressure, lights, oil, water etc. are up to the required standard. You must not drive the vehicle in an unroadworthy condition. Any defects must be reported immediately to management.

Where appropriate, you are responsible for ensuring and carrying out any service, maintenance and vehicle repair required.

Where you are responsible for any damage or loss to the vehicle, the company reserves the right to insist on you rectifying the damage at your own expense or paying the excess part of any claim on the insurers.

It is strictly forbidden by McLanachan Transport to smoke in any company vehicles.

You will need to produce your driving licence each year, or as otherwise requested, so that a copy can be kept on file for insurance purposes as well as signing company vehicles forms.

You must not have modifications made, or extras fitted to the vehicle, without prior permission from management.

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COMMERCIAL VEHICLES

If you are the driver of a commercial vehicle, you are responsible for any load up until you receive and store a signed receipt for delivery. It is your responsibility to ensure that signatures are legible and accompanied by the receiver's printed name.

You must comply with all statutory and company regulations regarding the recording of daily mileage, journeys undertaken and driving hours, and must not exceed maximum driving hours.

SAFE DRIVING

You must ensure that you have proper control of a vehicle that you are driving at all times.

It is an offence to use hand-held mobile phones whilst driving. You will be liable for prosecution if you are holding a mobile phone and any other type of hand-held device to send or receive any data. The law regards and states you to be driving if you are in charge of a vehicle with its engine running on a public road, even if the vehicle is stationary. It is therefore strictly forbidden for you to use hand-held mobile phones whilst driving.

You may only use a mobile phone where there is an incoming call or an out-going voice-activated call through a hands-free device, activated without a need to hold the phone at any time.

When you need to operate the mobile phone, you must stop and park the vehicle where it is safe and lawful to do so and with the engine switched off. Whilst driving, you must not use the text message facility on the mobile phone, or if available through such a phone, an imaging facility or internet access.

Approved by:



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TRANSPORTATION YOU CAN RELY ON

P12 – Right to Refuse Work Policy

01.08.2025



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P-12 Right to Refuse Work Policy

Under the Employment Rights Act 1996, employees have the right to refuse to work in or to leave their place of work if they reasonably believe that there is a serious and imminent risk of danger to themselves or to others.

This Policy is intended to provide guidance on what procedures should be adopted in the event that an employee exercises or proposes to exercise that right.

Notification and response

Where any employee reasonably believes that to start or to continue work would place themselves or others in serious and imminent danger, they may stop work or refuse to start work or take other reasonable steps to protect themselves or others. In any of these events the employee must immediately report the matter to management.

- The H&S Lead or appointed person will make a written record of the report with full details of the alleged risk / dangerous situation and shall investigate the matter as soon as is practicably possible.
- At any time prior to or during the investigation of the issue reported, the H&S Lead or appointed person may undertake or authorise actions to mitigate the hazard or reduce any possible risk to an acceptable level.

Continuation of work

Where a right to refuse work report has been generated work may only continue when:

- It is agreed by the employee or employees who reported the issue that the hazard has been eliminated or reduced to an acceptable level; or
- The Project Manager or appointed competent person state that in their opinion the hazard has been eliminated or risk reduced to an acceptable level.

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TRANSPORTATION YOU CAN RELY ON

P13 – Fatigue Risk Management Policy

01.08.2025



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This document sets out the policy of the Company in assessing, reducing and managing fatigue at work. It is important that every employee is aware of their obligations under this policy, and any queries should be addressed to Management.

Avoiding and Reducing Fatigue

Fatigue, as defined by a feeling of tiredness, can affect workers in terms of their ability to process information, physically react to situations and can lead to mistakes or accidents and is something we strive to avoid to ensure we maintain a healthy working environment with productive staff.

As an organisation we manage fatigue as much as possible by making sure that:

- Working hours are not too long with adequate breaks between shifts and during the day
- Employees don't work too many shifts in a row
- Employees avoid critical or risky jobs at the ends of shifts
- Employees take quality rest breaks in their work
- Staff can report fatigue problems and the company will review and try to make improvements to help reduce fatigue wherever possible
- The working environment doesn't cause drowsiness
- Incidents or accidents where fatigue may be a factor are thoroughly investigated

Risk assessments of company operations will consider fatigue and the potential for fatigue.

Causes of Fatigue

The main causes of fatigue are:

- Lack of sleep / Poor quality sleep
- Having to work at a 'low point' in the day e.g. early hours of the morning; mid to late afternoon and after a meal
- Long working hours
- Inadequate breaks during the working day

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Fatigue Guidance

Staff are encouraged to also consider the following;

- Sleep for at least 8 hours between shifts & to develop good sleeping habits
- Restrict night shifts to 4 in a row or to 2 in a row if 12 hour shifts
- Allow at least 2 days off after nights
- Avoid long shifts and aim for less than 50 hours work per week

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TRANSPORTATION YOU CAN RELY ON

P14 – Whistleblowing Policy

01.08.2025



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P-14 Whistleblowing Policy

This document sets out the policy of the Company for reporting of issues or concerns at work (whistleblowing) by company staff. It is important that everyone within the organisation understands the process to report issues and concerns and that they feel they can raise concerns with absolute impunity with regards their own position regardless of the outcome of any enquiry into the reported concern and that an adequate review / investigation will be completed to assess the issue / concern reported.

What is a Whistleblowing policy?

This whistleblowing policy is in place to assist individuals who have discovered malpractice or impropriety taking place within the business such as;

- Criminal offences / Failure to meet legal obligations
- Health and Safety Concerns
- Damage or potential to cause damage to the Environment
- Bribery / Corruption
- Not following company procedures / policies
- Activities that could lead to significant harm or loss to the organisation

Individuals should report any issues or concerns to management, if it is inappropriate to report such concerns to an immediate line manager the individual should contact another manager or a company director. Concerns can be communicated verbally or in writing.

Any issues reported will be taken seriously and a review / investigation completed. The confidentiality of the reporter will be respected and assuming the concern is genuine the reporter will suffer no consequences as a result of their disclosure.

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Whistleblowing Protection

The Public Interest Disclosure Act provides legal protection to employees from being dismissed or penalised for whistleblowing and is applicable to any disclosure made in the public interest. In addition to meeting the requirements of this act this policy provides further confirmation that legitimate issues can be raised without any negative consequences to the reporter.

This policy applies to all individuals and interested parties including consultants, contractors and trainees.

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TRANSPORTATION YOU CAN RELY ON

P15 – Lone Working and Violence Policy

01.08.2025



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This document sets out the policy of the Company in assessing and reducing the risk of lone working and violence and aggression at work. It is important that every employee is aware of their obligations under this policy, and any queries should be addressed to Management.

Avoiding and reducing the risk of Lone Working

It is the policy of the company to monitor and manage risks and this includes, wherever possible, avoiding any situations where workers are working alone. The following guidance in relation to lone working should be followed:

- Avoid working alone except in exceptional circumstances - there should always be at least two people on site. If working alone is required ensure adequate plans are made and manager informed;
- If working alone externally adequate communication facilities such as a Mobile phone are carried at all times and tested to ensure functional and ensure your planned movements, timings and any scheduled check-in plans are communicated with manager / another worker;
- All workers who are required to work alone should be familiar with emergency procedures and be aware of the location of any emergency equipment;
- Do not work alone if you have a significant medical condition or if you have any mobility issues;
- Avoid manual handling tasks or any other higher risk activities if working alone;
- If working externally ensure phone contact with other worker is arranged at periodic intervals.

Avoiding and reducing the risk of Aggression and Violence at work

It is the policy of the company to ensure all measures are taken to ensure our staff are not exposed to aggression or violence at work. Where any workers are aware of a situation where there is potential for aggressive behaviour this should be reported to management.

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Dealing with aggressive and threatening behaviour

It is important for all workers to be aware of their surroundings and to ensure their own safety and to identify aggressive and potentially violent behaviour. Aggression can be defined by the use of hostile or threatening gestures, language, verbal abuse or threats of or actual use of violence against a person or property. Hostile behaviour towards workers whether in or out with the workplace, during or out with work hours will not be tolerated and should be reported in all instances.

When such behaviour has been identified it is important that the following guidance is followed:

- Where possible attempt to diffuse the situation to reduce aggression and avoid confrontation;
- Avoid any further action that may result in any escalation of the situation;
- Identify opportunities to exit the situation to ensure personal safety;
- Remain calm and in control of the situation and avoid engaging in any behaviour that may lead to further antagonism or conflict;
- Be aware of actions that could lead to aggressive behaviour and ensure consideration is given to approaches that will minimise potential for stress, anger and conflict;
- Contact manager and / or Direct aggressor to manager if any concerns.

Any workers who are likely to be exposed to aggressive behaviour will be provided with additional training and support.

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TRANSPORTATION YOU CAN RELY ON

P16 – Training and Competency Policy

01.08.2025



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P-16 Training and Competency Policy

This document sets out the policy of the Company with regards to the provision of training to workers and the management of competence.

Statement of Intent

It is the policy of the company to ensure all measures are taken to ensure our workers are appropriately trained to ensure they have the skills and knowledge to safely and efficiently complete all work tasks undertaken.

We will ensure that training opportunities are provided to all workers on an equitable basis and that adequate time is allocated for completion of training. Workers are encouraged to take ownership of their own professional development. Some workers, such as those completing apprenticeships, have the right to apply for time off to complete training and the company has a responsibility to process and agree to such requests as required.

Training Resources

Training may be completed in-house by our own workers who are competent to provide training or will be provided by approved 3rd party training providers and completed on or off site.

Training completed will be logged, training records retained and feedback will be collected from trainees about the quality of the training received.

Management of Competency

Ongoing review of training and competence will be completed with a formal appraisal completed at least annually when forward training requirements will also be reviewed. Training completed and qualifications / licences held will be logged on company Training Matrix to provide an overview of skills held and ensure any renewal / refresher dates are managed effectively. All work tasks that require a level of competence will be identified and added to the Training matrix and worker competency will be logged for each task as required.

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TRANSPORTATION YOU CAN RELY ON

P17 – Communications Policy

01.08.2025



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This document sets out the policy of the Company with regards to the management of internal and external communications. The company recognise that effective communication, both internal and external, are essential in assisting us to achieve our aims and objectives. It is also the policy of the company to actively promote participation and feedback from workers and interested parties and this requires clear communication channels to facilitate open dialogue.

Internal Communications

Our company management system includes an overview of communications within the organisation, how communications are managed and responsibility for communications. It is important that all workers are aware of company objectives, company policies and current issues and good communication is essential to facilitate this.

The following arrangements are in place to assist with internal communications:

- Documented management system and Policies;
- Documented objectives and management review;
- Documented company structure and responsibilities;
- Ongoing training and consultation with workers;
- Updates using email, memos, notice boards and other methods of communication;
- Regular meetings and reviews with workers to facilitate two-way communication between workers and management;
- Engagement initiatives such as feedback, suggestion and improvement schemes and problem and near-miss reporting.

External Communications

The company have various mechanisms in place for ensuring effective communications with external interested parties. The objective of external communication is to ensure that timely communication is made to relevant interested parties.

When undertaking any communications with external parties the following guidance should be followed:

- Be polite, courteous and professional at all times;
- Communications should be made using appropriate and approved communications channels;
- Follow any guidance with regards corporate branding and identity and promote a positive corporate image at all times;
- Follow company guidance related to use of social media channels and personal contacts;

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- Ensure communications are factually accurate and sent timeously to meet the expectations of interested parties;
- Information Security - ensure any information that should be protected is communicated in a secure manner with appropriate security checks and controls;
- Disclosure of business use / confidential information to any parties for any purpose other than the completion of operational activities is strictly prohibited;
- Do not make any communications that express personal, political or opinions that could negatively affect the reputation of the company using any company communication channels.

Communication with media - unless otherwise authorised external communications with media is not permitted except by the top management or authorised person(s). A strategy for media response will be prepared in response to any incident and communication strategy, interface and spokesperson will be agreed prior to any communications or statement being made.

Communication Guidance

Consideration of diversity aspects (language, culture, literacy, disabilities) will be made when planning all communications. Communications should be prepared so that they are easy to understand and using the most appropriate channel to ensure that all relevant parties are able to receive and understand the communications.

Information security - any communications including personal or protected information should be planned to ensure confidentiality of the information is protected to comply with information security and data protection requirements.

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Communications Strategy

When planning communications consideration should be given to who the target audience is, what needs to be communicated and the most appropriate means of making the communication.

All key communications are considered and communication strategy is prepared as required.

Approved by:



Damian McLanachan

Managing Director
McLanachan Transport

Date: 01.08.2025

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TRANSPORTATION YOU CAN RELY ON

P18 – Asbestos Safety Policy

01.08.2025



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Asbestos can be found in any building built before the year 2000 (houses, factories, offices, schools, hospitals etc) and causes around 5000 deaths in the UK every year. Breathing asbestos fibres can lead to asbestos-related diseases.

Asbestos cannot be easily identified from its appearance. Its most common uses were ;

- As a sprayed coating on walls, ceilings beams and columns
- As insulation lagging in buildings and factories, on pipework and for boilers and ducts.
- As asbestos insulation board in ceiling tiles, partition walls and fire doors
- As asbestos cement products such as sheeting on walls and roofs.

Asbestos Removal Works

Since we are not licensed to remove asbestos it is the policy of the Company never to undertake the removal of any asbestos and such works must only be carried out by an appointed specialist asbestos removal contractor.

Pre-Start Guidance

If the building you are working on was built before the year 2000 do not start work until you have seen the asbestos report / register which should cover the areas where work is to be undertaken.

Known Asbestos

All known asbestos containing products identified in the report must be clearly identified. Details of the known locations of asbestos must be communicated as part of the induction to all workers entering site.

Pre-start Inspection - prior to starting any work an initial inspection for asbestos should be completed.

If asbestos register is not available or if suspect materials are discovered during pre-start inspection stop work immediately and inform line manager.

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Unexpected Discovery / Exposure

In the event that any hidden or previously unidentified material suspected to contain asbestos is discovered and is disturbed the following action must be taken immediately;

1. All areas of potential contamination should be cleared of all persons and signed / zoned to prevent anyone entering this area. Management informed.

2. Client should be made aware of the potential exposure, including the exact location and condition of the suspected asbestos.

3. All materials including equipment and tools within the zoned area must be treated as contaminated until such times as they have been cleared for removal from the zone by the appointed asbestos removal contractor.

5. Employees and others who may have been inadvertently exposed to asbestos must be informed immediately and appropriate action taken depending on the outcome of review of exposure.

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TRANSPORTATION YOU CAN RELY ON

P19 – Stress Policy

01.08.2025



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P-19 Stress Policy

As a company we recognise that workplace stress is a health and safety issue and acknowledge the importance of identifying workplace stressors such as excessive pressure or demands being made in their workplace role.

The company takes a proactive approach to recognising, acknowledging and preventing potential stress risks both work related and externally.

It is the policy of the company to;

- identify and where practicable reduce or eliminate causes of stress;
- Include consideration of stress in Risk Assessments;
- Provide training and resources for identification and reduction of stress;
- Provide resources and assistance to any workers who have reported concerns about stress;
- Monitor workloads, working hours and ensure all workers have adequate leave from work;
- Monitor the work environment to ensure there is no bullying or harassment;
- Take action with regards any preventable causes of stress.

A Stress audit form is available to all workers and workers are encouraged to speak to their line manager if they are having any stress related issues. Where stress has been identified additional support will be provided and a review of workload and activities completed.

As a company we recognise that our performance will be enhanced by workers who are not stressed and have a manageable workload and that workers have the skills and resources available to them to complete their operational tasks effectively.

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Other causes of stress in the workplace will also be reviewed and monitored and all workers are encouraged to openly report and discuss any issues that are causing them concern. Any concerns will be considered by management in a confidential and sympathetic manner. Causes of stress from out with the workplace can also be discusses and will be taken into account.

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TRANSPORTATION YOU CAN RELY ON

P20 – Information Security Policy

01.08.2025



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P-20 Information Security Policy

It is the policy of the company to operate and maintain an Information Security Management System (ISMS) to the requirements of ISO 27001:2013. Our ISMS is an acknowledgement that information is a critical business asset and that protecting the confidentiality, integrity and availability of information assets from all threats whether internal, external, deliberate or accidental is a business priority.

We will ensure we have implemented appropriate controls to secure our information assets, and those we are responsible for, using physical, procedural, staff and technical security measures.

In addition we will:

- Comply with all applicable laws, regulations and contractual obligations
- Implement continual improvement initiatives, including risk assessment and risk treatment strategies
- Communicate Information Security objectives and review of performance in achieving these objectives, throughout the organisation and to interested parties
- Work closely with interested parties in preserving Information Security
- Complete Information Security Awareness Training with all staff
- Constantly strive to meet and where possible exceed customer's expectations

Responsibility for upholding this policy is the responsibility of all staff with full support of the company management.

We shall review, measure and monitor our Information Security framework, documentation and implemented controls on an ongoing basis to ensure their relevance and effectiveness in protecting our information assets with the aim of continual improvement of our systems and performance. Formal review of the ISMS and objectives completed annually and documented during Management Review.

Approved by:



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TRANSPORTATION YOU CAN RELY ON

P21 – IT Equipment Policy

01.08.2025



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All staff with access to information technology equipment are required to use the equipment sensibly, professionally, lawfully and with respect for the company and interested parties and in accordance with this policy and other company rules and procedures.

Management of Software

No Software should be installed without approval from Information Security Lead. Software and other necessary updates or patches should be installed when requested.

Physical Security of IT Equipment

All IT equipment is uniquely identified and a register of IT equipment is maintained. Server and network infrastructure cabinets are kept locked and where required located in a secure / restricted area. Where appropriate computer workstations are locked and ports removed or deactivated. Laptops and handheld devices are stored securely and encrypted where required. All staff are responsible for ensuring they keep IT equipment they have been issued secure to prevent any unauthorised access.

Use of Own IT Equipment

All IT Equipment used to access company files, network or to send communications must be checked and approved prior to use and be subject to ongoing checks to ensure up to date Anti-virus / Spyware / Firewall software is installed and operational and to ensure minimum level of security is maintained including operating system and software security updates.

Any handheld devices used to access company files must be password protected and if any confidential company files are stored on the device it must be encrypted.

Disposal of IT Equipment

All IT equipment is disposed of using approved supplier for secure disposal of IT equipment. Any personal devices that have been used to access company data must firstly be checked and securely processed prior to disposal.

Approved by:



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Managing Director

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TRANSPORTATION YOU CAN RELY ON

P22 – Communications Policy

01.08.2025



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All company staff with access to information technology and communications facilities are required to use these facilities sensibly, professionally, lawfully and with respect for the company and interested parties and in accordance with this policy and other company rules and procedures

The company is ultimately responsible for all business communications and although privacy of employees will be respected as far as possible we may need to monitor business communications and internet traffic data for various reasons;

- Review of transactions / orders
- Compliance with legal regulations / requests from enforcement agencies
- Monitoring standards of service
- Preventing or detecting unauthorised use of communications systems or criminal activities and the maintenance of communication systems

The communication facilities are made available to users for the primary purpose of the business although a certain amount of limited and responsible personal use by users is also permitted. If our rules and procedures are not adhered to, then use of our facilities may be curtailed or withdrawn and disciplinary action may thereafter follow.

All messages sent on email systems or via the internet should demonstrate the same professionalism as that which would be taken when writing a letter or a fax. You must not use these media to do or say anything which would be subject to disciplinary or legal action in any other context such as sending any discriminatory (on the grounds of a person's sex, race, disability, age, sexual orientation, religion or belief), defamatory, or other unlawful material.

If you copy an email to others, it may breach the Data Protection Act if it reveals all the recipients' email addresses to each recipient. Accordingly, it may be appropriate to use the 'Bcc' (blind carbon copy) field instead of the 'Cc' (carbon copy) field when addressing an email to more than one recipient.

Personal Use of emails

Personal use is permitted but staff must ensure personal email use:

(a) does not interfere with the performance of your duties;

(b) does not take priority over your work responsibilities;

(c) is minimal and limited to taking place substantially outside of normal working hours (i.e. during any breaks which you are entitled to or before or after your normal hours of work);

(d) does not cause unwarranted expense or liability to be incurred by the company;

(e) does not have a negative impact on the company in any way; and

(f) is lawful and complies with this policy.

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Under no circumstances may the company communication facilities be used in connection with the operation or management of any other business unless express permission has been obtained.

Data Protection

Care must be taken to ensure all staff comply with Data Protection rules. Whenever and wherever you are processing personal data you must keep it secret, confidential and secure, and you must take particular care not to disclose to any other person (whether inside or outside the company) unless authorised to do so.

Information Transfer

When transferring information internally or externally consideration should be given to the security of the transfer to ensure adequate protection of the information is in place. Confidential information should not be sent by email to an internal or external source or saved to removable media without additional security. Company information should never be stored to personal cloud storage or sent to a personal email account.

Approved by:



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TRANSPORTATION YOU CAN RELY ON

P23 – Clear Desk / Clear Screen Policy

01.08.2025



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P-23 Clear Desk / Clear Screen Policy

This policy covers use of company supplied workstations and facilities as well as any other facilities being used for the purpose of company operations. The aim of this policy is to ensure all staff and operatives are aware of the importance of physical security of paper documents and computer workstations and to ensure information viewed on screen or printed cannot be used by any other non-authorised parties.

Key Controls

- **Clear Desks** - When away from desk for any extended period, confidential paperwork must be placed in a locked drawer or stored securely. At the end of the working day desks must be cleared of all confidential or sensitive data.
- **Public areas -** If working in a public area confidential papers must be kept secure at all times
- **Handheld Devices / Removable Storage** - where device can be used to access confidential information or has confidential data stored on the device, it should be secured or locked away if unattended
- **Clear Screen** - when left unattended the computer should be locked. No confidential information should be viewed if working in a public place.

Failure to comply with this policy may result in disciplinary action.

Approved by:



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Managing Director

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TRANSPORTATION YOU CAN RELY ON

P24 – Access Control Policy

01.08.2025



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P-24 Access Control Policy

As part of our commitment to Information Security we have systems in place to control access to all controlled information and information security equipment. Access to systems is granted following the principle of 'Least Privilege' which means only sufficient access as required for a particular purpose is given.

User Account Management

All users are given unique login details to ensure each account can be identified. A register of logins is maintained to detail all the systems where authenticated access controls are in place and what users have access. Procedures are in place to ensure access rights are reviewed and removed when access is no longer required.

Where required the system administrator shall retain confidential authentication information to validate the identity of users.

System Access

Access to systems and secure areas will be controlled and reviewed on an ongoing basis with checks to ensure only authorised users are able to access secured systems. Systems are also be in place to log and monitor access and any attempted or actual unauthorised access will be reported as a security incident.

User Responsibilities

All users are required to adhere to all company policies covering use of IT equipment, data protection and management of passwords. User accounts should not be shared with any other users.

Users should immediately report any issues relating to the access of secured systems.

Approved by:



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TRANSPORTATION YOU CAN RELY ON

P25 – Data Protection Policy

01.08.2025



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Protection of Personal Data

Care must be taken to ensure all staff comply with Data Protection regulations. All staff must ensure personal data is controlled and secure and details are not disclosed to any other person (whether inside or outside the company) unless authorised to do so. To ensure staff are aware of data protection obligations and information security we have a training programme in place and all staff are made aware of this policy, our Privacy policy and other relevant company policies.

Compliance with Data Protection Regulations

To ensure we are in compliance with data protection regulations including General Data Protection Regulation (GDPR) the company has taken various measures to ensure we are meeting all requirements;

- **Data Protection Officer** – our management system details key responsibilities including details of a Data Protection Officer (DPO)
- **Personal Data Collected** - we do not actively collect or process any personal information other than the details of our employees. We may also hold some personal data from interactions with prospective and existing customers and systems are in place to manage this data.
- **Data Review** - we regularly review and check Personal data by completing a data audit to identify *"any information relating to an identified or identifiable natural person (data subject)",* to ensure the personal data we hold is required, lawfully managed and processed and accurate.
- **Data Retention** data retention is managed and retention period is documented in our management system manual.
- **Consent** - if any data is to be collected for any purpose other than normal employment purposes we will obtain your explicit consent and you have the right to withdraw this consent at any time.
- **Sensitive Personal Data** - we do not collect or hold any sensitive personal data and DPO should be advised if this is not the case
- **Privacy by Design** - Any new developments, projects or technologies that involve personal data will be reviewed to ensure privacy by design and privacy impact assessment completed.
- **Data Processing / Transfer** - Personal data is processed and handled in a lawful and transparent manner with clear communication of what data we hold, why we hold it and how long we retain it. We will not transfer personal data to any third parties except to those approved for the purposes of taxation, pension, employee checks and payroll administration.

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- **International Transfer of Data** – we will not transfer your data internationally and will inform data subjects in any event of international transfer.
- **Data Security** - we have measures in place to protect Confidentiality, Integrity and Accessibility of all company data and complete regular audits and reviews of the security of personal data and information security systems
- **Data Subject Access** – Data subjects have the right to access, correct, transfer or request deletion of the personal data we hold about them. Subject access requests should be directed at out DPO who will respond to all data requests within 1 month. We will not charge for responding to such requests.
- **Data Breaches** – all data breaches will be reported internally and significant breaches will be reported to the ICO and affected data subjects notified within 72 hours of discovery.

Much of the arrangements for management of data, documented information, ongoing checks including internal audits are all covered by our ISO 9001 compliant integrated management system which is available to all staff. Our management system documentation includes the following;

- Summary of all company procedures and policies relating to Data management / Security
- Organisation details including details of the Data Protection Officer and summary of their responsibilities
- Document register detailing what records we hold, how managed and retention period
- Personal Data Audit & Internal audit of Data / Data Protection & Information Security
- Training arrangements including details of planned training and staff training / competency matrix

Approved by:



Damian McLanachan

Managing Director

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TRANSPORTATION YOU CAN RELY ON

P26 – Privacy Policy

01.08.2025



McLANACHAN TRANSPORT LTD
UK & EUROPEAN DISTRIBUTION

Company Name	
Company Registration No.	
Address	
Web address (URL)	

We have procedures in place for the protection of personal information and comply in full with relevant data protection legislation.

Information we collect

We do not actively collect or process any personal information other than the details of our employees. To ensure our employees are aware of how we protect and manage their personal data we have also prepared a **Data Protection Policy** which details what data we hold and how it is managed.

If you enquire about our goods / services or have done business with us in the past we may hold some personal information about you such as telephone number or email and we will only use this information for the purpose it was collected. We will never sell your data or share it with 3rd parties who might use it for any other purpose.

Data Retention - we will only hold personal data as long as we need it and we have systems in place for management and retention of data.

Data Subject Access - please contact us if you wish to know whether we hold any personal data about you, if you wish the data we hold about you to be updated or if you would like us to erase your data.

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Web Site Privacy

Our web site does not collect personal data about you unless you contact us to enquire about our services. The web site uses cookies and may collect computer identification data (this does not include any personal information) and their use is clarified in our cookies policy.

This policy is reviewed on an ongoing basis and formally reviewed at least annually during management review and the latest version will always be available on our company web site or upon request.

Any questions about your personal data or this policy should be directed to ***The Data Protection Officer*** at the above address.

Approved by:



Damian McLanachan

Managing Director

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Date: 01.08.2025

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TRANSPORTATION YOU CAN RELY ON

P27 – Password Policy

01.08.2025



McLANACHAN TRANSPORT LTD
UK & EUROPEAN DISTRIBUTION

P-27 Password Policy

As part of our commitment to Information Security we have systems in place to control access to all controlled information and information security equipment and a key part of these systems is the use of passwords. Use and management of passwords is a key part of our strategy for protecting information assets and systems.

The following principles should be followed to ensure passwords are kept secure;

Password Management

- Passwords should not be shared with anyone else within or out with the organisation
- Passwords should be changed regularly
- Passwords should be secure and difficult to guess; i.e. at least 8 characters using a mix of lowercase, uppercase, numbers and special characters. Names or dictionary words should be avoided
- Password should be unique; avoid using the same password for different logins and accounts
- Default passwords or passwords reset and emailed should be changed as soon as possible
- All staff who use passwords should be given IT security training to ensure they recognise and understand attacks such as phishing scams that hackers may use when attempting to steal passwords
- Passwords shouldn't be written down and stored in locations where they can be discovered
- Passwords should not be stored electronically, especially in a file called *'passwords'*
- Password managers or other software should not be used for managing passwords without prior approval

Approved by:



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TRANSPORTATION YOU CAN RELY ON

P28 – Teleworking Policy

01.08.2025



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UK & EUROPEAN DISTRIBUTION

As part of our commitment to Information Security we have systems in place to control any remote access to information. As well as full teleworking this policy covers any remote access of information by staff away from the office.

Teleworking Controls

All company policies, procedures and controls in place within the office are also to be followed while working remotely and steps taken to ensure any new or additional risks from remote working are addressed.

To achieve this the following must be followed;

- All remote access or teleworking must be approved prior to the remote access of any information
- Risks assessments will be completed, where required, and remote access only permitted once adequate controls are in place to mitigate any risks identified
- A list of remote access authorisations will be maintained and periodically reviewed
- If remote access is no longer required any equipment issued should be returned and access accounts closed

Remote Working Responsibilities

When remote working it is important that all the relevant security measures and procedures in place within the office are followed including;

- Physical Security - equipment should be kept securely at all times
- Clear Desk / Screen - information / IT Equipment should not be left unattended if there is any risk of unauthorised access
- Only approved and checked IT equipment and networks should be used to connect to company network

Approved by:



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Managing Director

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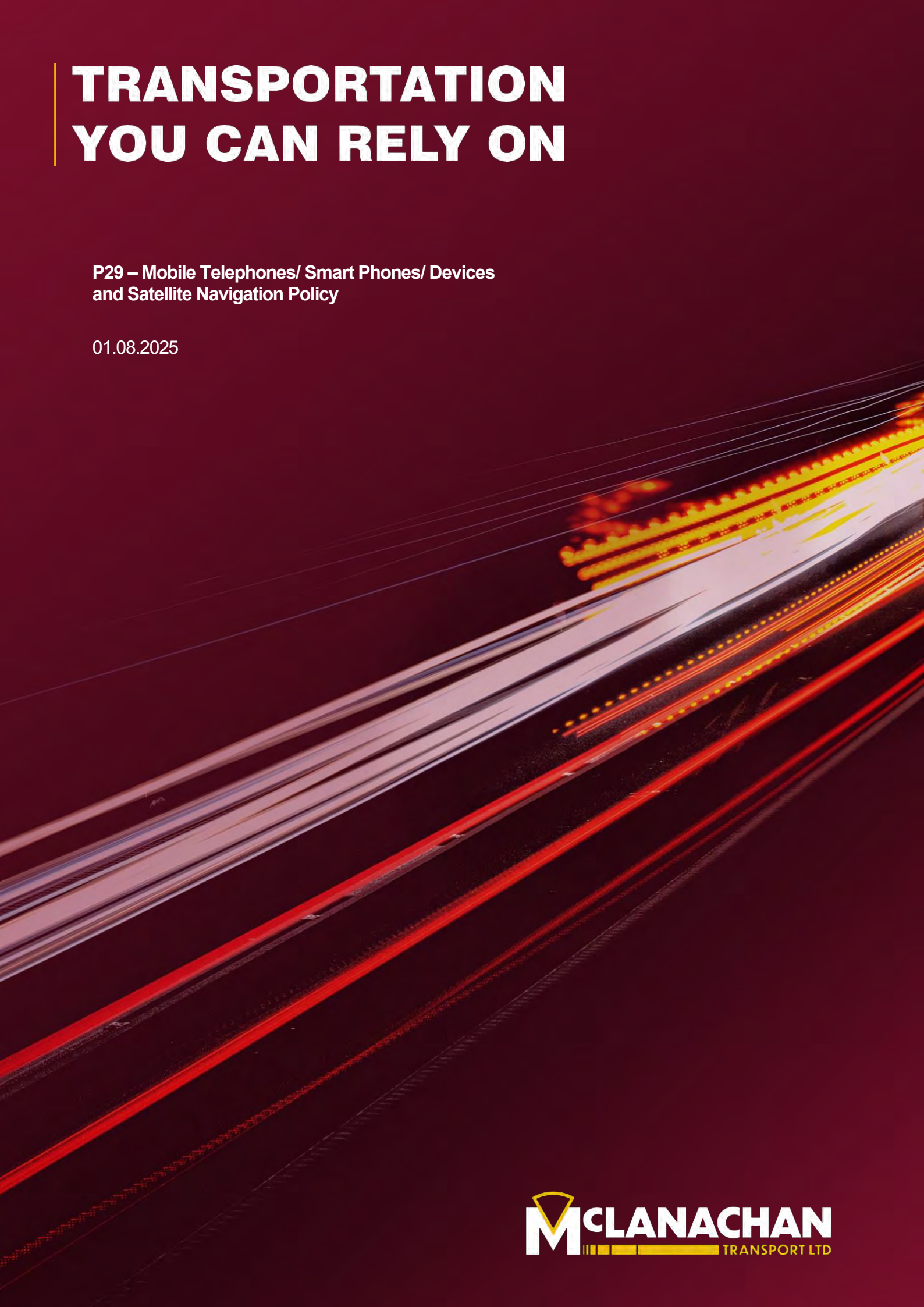
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TRANSPORTATION YOU CAN RELY ON

P29 – Mobile Telephones/ Smart Phones/ Devices and Satellite Navigation Policy

01.08.2025



McLANACHAN TRANSPORT LTD

Scope

This mobile device policy applies to, but is not limited to, all devices and accompanying media that fit the following device classifications:

- Laptop / notebook / tablet computers such as iPads/ Satellite Navigation Systems
- Mobile / cellular phones / smart phones / PDAs/ Smart Watches
- Any mobile device capable of storing data and connecting to an unmanaged network

It is illegal to use a handheld telephone, recording device or other data receiver (including smartwatches or any related devices, smartphones, or satellite navigation systems) whilst in control of any vehicle. All employees are therefore prohibited from using any of the above-mentioned devices whilst in control of a vehicle.

It is illegal to have the mobile device in your hand when in charge/ control of the vehicle at all times, even when stopped in standing traffic. The penalty for being caught with the phone/ device in your hand is a Mandatory £200 minimum Fixed Penalty Fine and 6 Penalty Points on your licence for a CU80 Traffic Offence.

As an HGV Professional this offence is deemed to be more serious in a truck than in a car and can also be referred directly to the Traffic Commissioner by the Police for a hearing. If you are involved in an accident and the cause was deemed to be distraction caused by use of a Mobile Device when in control of the truck, this could also result in an increased fine and/ or the loss of your vocational licence for up to 12 months on top of this.

Any driver caught and fined for this offence must inform the Transport Staff immediately, as this offence, for an LGV driver must be reported to the Traffic Commissioner by the Transport Manager and following an investigation, could lead to disciplinary action up to and including Summary Dismissal.

Where possible the company will provide hands-free telephones for use by employees but must stress that these should be used with caution.

Any call taken whilst driving should be kept to an absolute minimum, or the phone left to go to message. Only when safe to do so and the vehicle is stationary and parked, should messages be checked and answered.

Managers are expected not to telephone employees who are driving unless necessary and to leave a message if the phone is unanswered. Employees are expected to respond to messages as soon as practicable.

The driver is solely responsible for deciding whether to answer the hands-free phone.

The company phone should be switched on during all working hours to enable messages to be left.

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Company mobile phones/smartphones are for business use only. Excessive private calls/ texts/ emails/ internet access will be charged to the employee by deduction from wages following receipt of the itemised account.

Any misuse of company mobile phones may also be dealt with by potential disciplinary action.

Satellite Navigation Systems

Drivers with satellite navigation devices should ensure that they have planned their journey prior to using the instrument as the instruments are not necessarily reliable.

The necessary information should be inputted into the system before starting to drive and alterations should never be made whilst driving. It is imperative that the driver knows the correct running height of their vehicle and trailer to avoid the chance of bridge strikes, if diverted from the normal route for any reason. This is a legal requirement in the UK and the height indicator is part of your daily pre-use checks.

The instrument should be placed away from air bags and so that it does not obscure the driver's vision.

Drivers should find a method of using the device that is not distracting.

Drivers should always make the same safety observations whether the device is being used or not.

Drivers should learn from any mistakes and if necessary, seek refresher training.

Any misuse of these devices may result in disciplinary action being taken in accordance with the disciplinary procedure.

The purpose of this policy is to define standards, procedures, and restrictions for end users who have legitimate business requirements to use a private or a provided mobile device that can access the organizations electronic resources.

Policy Statement

It is imperative that any mobile device that is used to conduct business on behalf of the organization is utilized appropriately, responsibly, and ethically. Failure to do so will result in immediate suspension of that user's account. Based on this, the following rules must be complied with:

- Prior to initial use on the organizations network or related infrastructure, all mobile devices must be registered.
- All mobile devices must be protected by a strong password. See the organizations password policy for additional details.
- All users of mobile devices must employ reasonable physical security measures. End users are expected to secure all such devices used for this activity whether they are in use and/or being carried.
- In the event of a lost or stolen mobile device it is incumbent on the user to report this immediately.

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Approved by:



Damian McLanachan

Managing Director
McLanachan Transport

Date: 01.08.2025

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TRANSPORTATION YOU CAN RELY ON

P30 – Cryptographic Policy

01.08.2025



McLANACHAN TRANSPORT LTD
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Summary

As part of our commitment to Information Security we implement appropriate organizational and technological measures to protect all Information (including Confidential Information and Personal Data) in our possession.

Scope

This policy applies to access to or processing of all Information by workers and any person acting on behalf of the organization.

Policy Statement

Risks associated with remote personnel and transporting data over public networks have been mitigated in several ways by implementing cryptography in day to day tasks.

Following is how encryption should (or should not) be used within the organization:

- Classified information shall only be taken for use away from the organisation in an encrypted form unless its confidentiality can otherwise be assured (e.g. external hard drive, flash drive, laptop, etc.)
- The confidentiality of information being transferred on portable media or across networks, must be protected by use of appropriate encryption techniques (e.g. email, website, backup etc.).
- Encryption shall be used whenever appropriate on all remote access connections to the organisation's network and resources.

Only the following known strong algorithms which have been tested by cryptographic experts shall be used within the organization: Symmetric encryption (AES), Asymmetric encryption (RSE), Hash function (SHA2) and Digital signatures (DSA).

Online transactions that require encryption may use, for example, Hypertext Transfer Protocol over Secure Socket Layer or Transport Security Layer (HTTPS).

Enforcement

An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

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TRANSPORTATION YOU CAN RELY ON

P31 – Information Protection Policy

01.08.2025



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Information is a critical business asset and protecting the confidentiality, integrity and availability of company information assets from all threats whether internal, external, deliberate or accidental is a business priority. We will ensure we have implemented appropriate controls to secure our information assets, and those we are responsible for, using physical, procedural, staff and technical security measures.

Electronic Filing Systems

The organisation has file naming conventions and a documented filing structure in place and all documents should be filed according to this guidance. All company issued documents should also be clearly labelled with file name / document number, issue version and relevant information classification. Folder filing overview documents and / or document register should be referenced to ensure files are named and saved correctly and all files should be saved to the allocated folder to ensure they are backed up. Files saved to personal documents folders or desktops may not be included in file backup systems.

Management of Records and Documents

Records are defined as the data held within the files or completed forms and paperwork. A file may be defined as a single form template which in its completed form may comprise a large number of records. Records need to be managed and organised and are therefore filed as per the management of files procedure. Any records labelled ***'confidential'*** should be securely stored to prevent unauthorised access. All staff must ensure personal data is controlled and secure and that details are not disclosed to any other person (whether inside or outside the company) unless authorised to do so.

Filing of paper documents must be organised and properly indexed and confidential documents must be secured in locked filing cabinets when not in use.

Mobile Devices and Remote Access

Information assets must not be stored on any mobile devices that have not been checked and approved by the company. Any mobile devices used to store information assets must be secured using technical and physical means at all times. Any remote access to information assets must be approved by the company following an appraisal of the security in place and once approved will be subject to ongoing monitoring. If remote access is no longer required any equipment issued should be returned and access accounts closed.

Protection of Information

Protection of information is a business priority and we have ensured we have implemented appropriate controls to secure our information assets, and those we are responsible for, using physical, procedural, staff and technical security measures.

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These measures include;

- **Monitoring and Backups** - ongoing monitoring of IT systems and networks and regular backups and testing of backups;
- **Data Protection** - responsibilities and procedures to ensure protection of personal data and compliance with data protection legislation;
- **Access Control** - Access to systems is granted following the principle of 'Least Privilege' and processes are in place to manage user accounts;
- **Secure passwords** - all users are required to use passwords securely;
- **IT Equipment checks** - rules and procedures covering the use of IT equipment. All IT equipment uniquely identified and listed on IT equipment list;
- **Management of Software** - controls over installation and updating of software;
- **Physical Security** - clear desk / clear screen policy, premises secured and monitored;
- **Disposal of IT equipment** - IT equipment can only be disposed of using approved contractor to ensure secure destruction;
- **Use of own IT equipment** - controls over the use of own IT equipment;
- **Staff training and checks** - all staff who have access to company information assets are given information security awareness training. Additional background checks on staff who process confidential information.

We shall review, measure and monitor our Information Security framework, documentation and implemented controls on an ongoing basis to ensure their relevance and effectiveness in protecting our information assets with the aim of continual improvement of our systems and performance.

Approved by:



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Managing Director

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TRANSPORTATION YOU CAN RELY ON

P32 – Own Device Policy

01.08.2025



McLANACHAN TRANSPORT LTD
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P-32 Own Device Policy

This policy covers the use of personally owned handheld and mobile devices by workers while on company premises or by workers who are working remotely. Unless otherwise instructed, workers are free to bring their own devices into the workplace but their use should be restricted so as not to interfere with completion of duties and must not be used for personal business purposes.

Personal devices must never be connected to the company network, emails or any other systems or used to store any company information unless they have been checked, approved and listed on IT Equipment register. Use of personal devices to take photos or video recordings on company premises is forbidden without prior authorisation by top management.

This policy applies to, but is not limited to, all devices and accompanying media that fit the following device classifications:

- Laptops / notebooks / tablet computers / mobile phones / smart phones;
- Any device capable of storing data or connecting to a network.

Policy Statement

It is imperative that any mobile device that is used to conduct business on behalf of the organization is utilised appropriately, responsibly, and ethically.

The following rules must be followed :

- Prior to use on company networks all mobile devices must be registered and approved;
- All mobile devices must be protected by pin, password or biometric authentication;
- Devices should not have non-approved applications or software installed and should have appropriate security software installed and all applications should be kept up to date;
- All users of mobile devices must employ reasonable physical security measures;
- Any incidents, i.e. suspected unauthorised use of a device, should be reported;
- If lost, stolen or compromised it must be reported to the company immediately;
- Personal data should only be stored on mobile devices approved for this purpose;
- Confidential data must never be stored or viewed on any personally owned device.

In the case of a personally owned device holding personal data the company may require access to your device to review or delete personal data and therefore your consent for the company to access or remotely wipe your device will be required before it can be used for this purpose. Any devices used to access or store personal data must be encrypted.

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Enforcement

Failure to comply with this Policy may, at the discretion of the management, result in the suspension of any or all technology use and connectivity privileges, disciplinary action, and possibly termination of employment.

Approved by:



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Managing Director

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TRANSPORTATION YOU CAN RELY ON

P33 – Internet and Email Policy

01.08.2025



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This policy covers the acceptable use of the internet when using company provided equipment or when using own equipment during the working day. This policy also covers all email communications on behalf of the business as well as the sending of any other emails during the working day.

Internet and email facilities are provided to workers where it is necessary or useful for them to make use of such facilities to complete their operational activities and the following guidance must be followed when using these facilities.

Use of Communication Facilities

All company staff with access to information technology and communications facilities are required to use these facilities sensibly, professionally, lawfully and with respect for the company and interested parties and in accordance with this policy and other company rules and procedures.

The company is ultimately responsible for all business communications and although privacy of employees will be respected as far as possible we may need to monitor business communications and internet traffic data for various reasons:

- Review of transactions / orders;
- Compliance with legal regulations / requests from enforcement agencies;
- Monitoring standards of service;
- Preventing or detecting unauthorised use of communications systems or criminal activities and the maintenance of communication systems.

Use of the Internet

The internet should only be used for business purposes although some occasional use for personal purposes is acceptable if it does not interfere with normal operational duties and is used in accordance with the following guidelines;

- Users should never share their account login details as all internet use is monitored and logs are retained of sites visited by each user account;
- Personal use must be in own time and must not interfere with network performance;
- Internet must be used in an acceptable way and in compliance with legal regulations;
- Any IT security incidents including accidental clicking of a link in a spam email or accidental accessing of inappropriate content should be logged and reported.

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The following is not permitted:

- Visiting any web sites that contain offensive, obscene or inappropriate content;
- Posting any comments that are offensive, obscene or inappropriate;
- Posting any images, videos or comments about the company, customers, suppliers, other workers or any other interested party associated with the business;
- Disclosing any personal, confidential or business related information online;
- Using company equipment to access any social media accounts;
- Download, upload or sharing of any software or copyrighted materials;
- Using any IT equipment where another user is logged in;
- Removal or alteration of any software including firewalls and other internet security software installed on company equipment.

Emails

It is important that emails sent on behalf of the company are always polite, courteous and professional at all times. Emails should be sent using company email accounts and equipment and all users should be aware emails are not secure and no personal or confidential information should ever be sent via email without additional security. Extreme care should be taken when dealing with any attachments received with emails as they may contain viruses.

Personal use is permitted but staff must ensure personal email use:

- does not interfere with the performance of your duties;
- does not affect server performance by leading to large numbers of files or bulky files being sent / received;
- does not have a negative impact on the company in any way.

Under no circumstances may the company communication facilities be used in connection with the operation or management of any other business unless express permission has been obtained.

If you copy an email to others, it may breach data protection laws if it reveals all the recipients' email addresses to each recipient. Accordingly, it may be appropriate to use the 'Bcc' (blind carbon copy) field instead of the 'Cc' (carbon copy) field when addressing an email to more than one recipient.

If company rules and procedures are not adhered to, then use of our facilities may be curtailed or withdrawn and disciplinary action may thereafter follow.

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P34 – Business Continuity Policy Statement

01.08.2025



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The organisation regards maintaining normal business operations and continuity of service as of critical importance which is why comprehensive Business Continuity Plans have been developed to ensure adequate arrangements for business continuity in response to any unplanned incidents that could affect normal operations are in place. This also includes a comprehensive strategy for the consideration and avoidance of disruptive incidents and consideration of business continuity is incorporated into overall management systems.

Disruptive Incidents

A disruptive incident is defined as any unplanned event that can affect or prevent the business from providing or continuing with normal provision of services. Some incidents may be entirely out with the control of the organisation but consideration is still required to ensure adequate provisions are in place for recovery of operations.

Business Continuity Arrangements

Continuity arrangements are documented and included as part of our overall management systems and are continually reviewed and tested. Continuity arrangements include;

- Overview of Continuity Responsibilities;
- Provision of resources and training required for ensuring continuity;
- Emergency Recovery Teams - details and responsibilities;
- Business Continuity Procedures including detailed arrangements for activation of continuity plans / emergency response;
- Business Continuity / Disaster Recovery Plans;
- Risk Register which includes review of potential disruptive incidents and Business Impact Analysis;
- Procedures for ongoing testing of business continuity arrangements.

Business Continuity Management

A Business Continuity Lead has been appointed and they are responsible for reviewing and maintaining overall business continuity arrangements, business continuity objectives and achieving continual Improvement of continuity arrangements.

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P35 – Information Security Awareness Policy

01.08.2025



McLANACHAN TRANSPORT LTD
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P-35 Information Security Awareness Policy

This policy is intended to provide guidance to all our workers on good practice and company policy and procedures with regards to information security.

Information is a critical business asset and protecting the confidentiality, integrity and availability of information assets from all threats whether internal, external, deliberate or accidental is a business priority. It is essential that all workers who access or process information at work are aware of the risks and good practice with regards information security. As well as all company policies and procedures workers should keep up to date with current developments including details of threats from appropriate external sources such as;

- National Cyber Security Centre - ncsc.gov.uk
- Cyber Aware - cyberaware.gov.uk
- Get Safe Online - getsafeonline.org

Protection of information is a business priority and we have ensured we have implemented appropriate controls to secure our information assets, and those we are responsible for, using physical, procedural, staff and technical security measures.

These measures include;

- **Monitoring and Backups** - ongoing monitoring of IT systems and networks and regular backups and testing of backups;
- **Data Protection** - responsibilities and procedures to ensure protection of personal data and compliance with data protection legislation;
- **Access Control** - Access to systems is granted following the principle of 'Least Privilege' and processes are in place to manage user accounts;
- **Secure passwords** - all users are required to use passwords securely;
- **IT Equipment checks** - rules and procedures covering the use of IT equipment;
- **Management of Software** - controls over installation and updating of software;
- **Physical Security** - clear desk / clear screen policy, premises secured and monitored;
- **Disposal of IT equipment** - IT equipment disposed of using approved contractor;
- **Use of own IT equipment** - controls over the use of own IT equipment;
- **Staff training and checks** - all staff who have access to company information assets are given information security awareness training. Additional background checks on staff who process confidential information.

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IT Equipment

All company staff with access to information technology and communications facilities are required to use these facilities sensibly, professionally, lawfully and with respect for the company and interested parties and in accordance with this policy and other company rules and procedures

IT equipment supplied for the use of workers should be used carefully and any issues reported.

All company IT equipment is maintained and checked and a register of IT equipment is maintained. Any new IT equipment should be checked, approved and added to the register prior to use. Server and network infrastructure cabinets should be kept locked and where appropriate computer workstations should be secured and ports removed or deactivated. Laptops and handheld devices must be stored securely and encrypted where required. All staff are responsible for ensuring IT equipment they have been issued is kept securely to prevent any unauthorised access.

Handheld Devices

Information assets must not be stored on any mobile devices that have not been checked and approved by the company. Any mobile devices used to store information assets must be secured using technical and physical means at all times and if any personal or confidential company information is viewed or stored on the device it must be encrypted. Any remote access to information assets must be approved by the company following an appraisal of the security in place and once approved will be subject to ongoing monitoring. If remote access is no longer required any equipment issued should be returned and access accounts closed.

Good practice with Handheld devices;

- Use the security features available such as fingerprint recognition and always use a secure password;
- Ensure appropriate security software for tracking or remotely wiping the device is installed;
- Keep the device and all installed applications up to date;
- Do not use unknown or public wi-fi if connecting to business networks;
- Do not leave unattended or in left in view in an unattended vehicle.

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Use of Own IT Equipment

All IT Equipment used to access company files, network or to send communications must be checked and approved prior to use and be subject to ongoing checks to ensure up to date Anti-virus / malware / Firewall software is installed and operational and to ensure minimum level of security is maintained including operating system and software security updates. In the case of a personally owned device holding personal data the company may require access to your device to review or delete personal data and therefore your consent for the company to access or remotely wipe your device will be required before it can be used for this purpose. Any devices used to access or store personal data must be encrypted. Confidential data must never be stored or viewed on any personally owned device.

The following rules must be followed for the use of handheld and own devices:

- Prior to use on company networks all devices must be registered and approved;
- All devices must be protected by pin, password or biometric authentication;
- Devices should not have non-approved applications or software installed and should have appropriate security software installed and all applications should be kept up to date;
- Good physical security measures must be taken - devices never left unattended or in vehicles;
- Any incidents, i.e. suspected unauthorised use of a device, should be reported;
- If lost, stolen or compromised it must be reported to the company immediately;
- Personal data should only be stored on mobile devices approved for this purpose.

Internet and emails

The internet should only be used for business purposes although some occasional use for personal purposes is acceptable if it does not interfere with normal operational duties and is used in accordance with the following guidelines;

- Users should never share their account login details as all internet use is monitored and logs are retained of sites visited by each user account;
- Personal use must be in own time and must not interfere with network performance;
- Internet must be used in an acceptable way and in compliance with legal regulations;
- Any IT security incidents including accidental clicking of links in a spam / phishing emails or accidental accessing of inappropriate content should be logged and reported.

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The following is not permitted:

- Visiting any web sites that contain offensive, obscene or inappropriate content;
- Posting any comments that are offensive, obscene or inappropriate;
- Posting any images, videos or comments about the company, customers, suppliers, other workers or any other interested party associated with the business;
- Disclosing any personal, confidential or business related information online;
- Using company equipment to access any social media accounts;
- Download, upload or sharing of any software or copyrighted materials;
- Using any IT equipment where another user is logged in;
- Removal or alteration of any software including firewalls and other internet security software installed on company equipment.

Avoiding Phishing and other attacks

All workers must remain vigilant at all times to ensure no malware is accidentally installed on company IT systems and to avoid any scam or phishing emails. The following guidance should be followed:

- Ensure antivirus software is installed, operational and up to date at all times;
- Do not download or install unknown software, applications or games without approval;
- Do not allow any external parties to plug any devices into the company network and be report any suspicious looking devices;
- Always connect to the internet using company network which is protected by a Firewall or ensure firewall in place if connecting directly to the internet;
- Do not click any links sent within emails even if they have been sent from a trusted source;
- Never respond to any emails requesting bank login details or payment card details and never send card details or other confidential information via email;
- Report anything suspicious and take action to scan systems and change all passwords in the event of an attack.

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Use of emails

It is important that emails sent on behalf of the company are always polite, courteous and professional at all times. Emails should be sent using company email accounts and equipment and all users should be aware emails are not secure and no personal or confidential information should ever be sent via email without additional security. Extreme care should be taken when dealing with any attachments received with emails as they may contain viruses.

Personal use is permitted but staff must ensure personal email use:

- does not interfere with the performance of your duties;
- does not affect server performance by leading to large numbers of files or bulky files being sent / received;
- does not have a negative impact on the company in any way.

Under no circumstances may the company communication facilities be used in connection with the operation or management of any other business unless express permission has been obtained.

If you copy an email to others, it may breach data protection laws if it reveals all the recipients' email addresses to each recipient. Accordingly, it may be appropriate to use the 'Bcc' (blind carbon copy) field instead of the 'Cc' (carbon copy) field when addressing an email to more than one recipient.

Password Security

Use of passwords is an important way of ensuring protected files and resources are secure and correct use of passwords is critical in maintaining security.

The following must be followed to ensure password security:

- Passwords should not be shared with anyone else within or outside the organisation;
- Passwords should be changed regularly;
- Passwords should be secure and difficult to guess; i.e. at least 8 characters using a mix of lowercase, uppercase, numbers and special characters. Names or dictionary words should be avoided;
- Password should be unique; avoid using the same password for different logins and accounts;
- Default passwords or passwords reset and sent via email should be changed;
- Passwords shouldn't be written down and stored in locations where they can be discovered;
- Passwords should not be stored electronically, especially in a file called 'passwords';
- Password managers or other software should not be used for managing passwords without prior approval.

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Office Security

As well as physical security of IT systems it is also important to consider physical security to protect information. Personal or commercially sensitive information should not be posted to notice boards or office wall and should not be visible from outside the premises or from any reception or entrance areas. Doors, windows server rooms and network cabinets should be locked as required and any visitors to site escorted at all times. Any workstations that are used for processing confidential information must be sited in a location to ensure they are not overlooked or near windows and site visitors should be advised that they cannot use mobile phones with cameras within the premises.

Clear Desks - When away from desk for any extended period confidential paperwork must be placed in a locked drawer or stored securely. At the end of the working day desks must be cleared of all confidential or sensitive data.

Public areas - If working in a public area confidential papers must be kept secure at all times

Clear Screen - when left unattended all devices should be locked. No confidential information should be viewed if working in a public place.

Protected Information

Care must be taken to ensure all staff comply with Data Protection rules. Whenever and wherever you are processing personal data you must keep it secret, confidential and secure, and you must take particular care not to disclose to any other person (whether inside or outside the company) unless authorised to do so. Further information relating to the protection of personal data is in the company **Privacy Policy**.

Information Transfer

When transferring information internally or externally consideration should be given to the security of the transfer to ensure adequate protection of the information is in place. Where required a formal data transfer and processing agreement will be prepared covering the secure transfer of information with approved 3rd parties. Confidential information should not be sent by email to an internal or external source or saved to removable media without additional security. Company information should never be stored to personal cloud storage or sent to a personal email account.

The confidentiality of information being transferred on portable media or across networks, must be protected by use of appropriate encryption techniques.

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Remote Access

All company policies, procedures and controls in place within the office are also to be followed while working remotely and steps are taken to ensure any new or additional risks from remote working are addressed.

To achieve this the following must be followed;

- All remote access or teleworking must be approved prior to the remote access of any information;
- Risks assessments will be completed, where required, and remote access only permitted once adequate controls are in place to mitigate any risks identified;
- A list of remote access authorisations will be maintained and periodically reviewed;
- If remote access is no longer required any equipment issued should be returned and access accounts closed;
- Classified information shall only be taken for use away from the organisation in an encrypted form unless its confidentiality can otherwise be assured;

When remote working it is important that all the relevant security measures and procedures in place within the office are followed at the remote location.

User Account Management

All users are given unique login details to ensure each account can be identified. A register of user logins is maintained for all systems where authenticated access controls are in place. Procedures are in place to ensure access rights are reviewed and removed when access is no longer required.

Where required the system administrator shall retain confidential authentication information to validate the identity of users. All users are required to adhere to all company policies covering use of IT equipment, data protection and management of passwords. User accounts should not be shared with any other users.

System Access

Access to systems and secure areas will be controlled and reviewed on an ongoing basis with checks to ensure only authorised users are able to access secured systems. Systems are also in place to log and monitor access and any attempted or actual unauthorised access will be reported as a security incident.

Software Installation

No Software should be installed without approval. Software and other necessary updates or patches should be installed when requested. Any new software will be subject to review prior to installation to ensure the software is suitable and compatible with other systems. Antivirus or other security software must never be removed or deactivated. Any issued with software including accidental installation of suspected malware must be reported. Software installed on all devices will be subject to regular software auditing and all worker must assist with this process.

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Disposal of IT Equipment

All IT equipment is disposed of using approved supplier for secure disposal of IT equipment. Any personal devices that have been used to access company data must firstly be checked and securely processed prior to disposal.

If company rules and procedures are not adhered to, then use of our facilities may be curtailed or withdrawn and disciplinary action may thereafter follow.

Approved by:



Damian McLanachan

Managing Director
McLanachan Transport

Date: 01.08.2025

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P36 – Home/Flexible Working Policy

01.08.2025



McLANACHAN TRANSPORT LTD

P-36 Home/Flexible Working Policy

It is the policy of the company to offer flexible working options including regular or occasional home working to assist our workers and to improve our environmental performance and overall efficiency.

This policy provides an overview of the principles and guidance for home working and individual agreements and terms may also be provided to workers who wish to work from home.

Not all workers will be eligible for home working and there is no automatic right to work from home.

It is a requirement that all workers who wish to work from home have a suitable working environment and equipment available to allow them to complete their duties as effectively as would be possible on the company premises.

Workers must ensure they have made adequate arrangements for avoidance of distractions while working from home including suitable care arrangements for any dependents in the home.

Prior to any home working an assessment must be completed including completion of risk assessments and checklists to assess whether home working can be considered without any impact on performance, information security or health and safety.

The following must be in place for home working;

- **IT equipment** - any equipment to be used must be checked and approved prior to connecting to any company systems.
- **Communications** - adequate communications facilities must be in place to allow workers to communicate with the company.
- **Facilities** - adequate space and office facilities and equipment to ensure home working can be completed efficiently and safely.
- Risks assessments to be completed and remote access only permitted once adequate controls are in place to mitigate any risks identified.
- A list of remote access authorisations will be maintained and reviewed.
- If remote access is no longer required any equipment issued should be returned and access accounts closed.

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- **Physical Security** - all company procedures relating to physical security in the workplace must also be followed when working from home:
    - Clear Desk / Clear Screen.
    - Secure Passwords.
    - Information Transfer Security.
    - Safe working procedures including VDU assessments;
- **Insurance** - home workers may be required to demonstrate they have adequate insurance in place and checks to be made to ensure any equipment provided is fully insured.
- **Permission** - all home workers are required to also ensure they are permitted to work from home by their landlord if rented accommodation or mortgagee if applicable.

Any changes to the home working environment that could affect ability to work from home without distraction must be reported and further review may be required.

Information Security

Working from home is covered by the same policies and procedure relating to information security and home workers are required to ensure any information assets stored or accessed from home are always protected.

Any equipment requirements for ensuring security of information assets should be made to line manager.

Flexible Working

All employees have a right to submit a request for flexible working arrangements.

The employee must:

- Have 26 weeks employment at the application date.
- Not have made a previous application during the last 12 months.
- Not be an agency worker.

Employees may only request flexible working in relation to the:

- Total working hours
- Times of work
- The place of work

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Employees request for flexible working must:

- be made in writing and be dated.
- give details of the required flexibility and when it should start.
- explain how the changes might affect the business and how this could be dealt with
- say when a previous application was submitted.

Within 28 days of receipt of the request the company will arrange a meeting to carefully consider the matter.

The employee is entitled to be accompanied by a companion or trade union representative from the workplace.

The company will notify the employee of the decision, in writing, within 14 days of the meeting.

The employee will have the right to appeal, in writing, within 14 days of the decision notification.

The company has the right to refuse requests on the grounds of:

- The employee has not followed the correct procedure or is not eligible to make an application.
- Burden of additional cost
- Detrimental effect on ability to meet customer demands.
- Inability to re-organise work amongst existing staff.
- Inability to recruit additional staff.
- Detrimental impact on quality or performance
- Insufficient work during the periods the employee requests to work.
- Or planned structural changes.

Employees will be notified of any agreed changes becoming a permanent part of their conditions of employment.

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Approved by:



Damian McLanachan

Managing Director

McLanachan Transport

Date: 01.08.2025

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TRANSPORTATION YOU CAN RELY ON

P37 – Supplier Security Policy

01.08.2025



McLANACHAN TRANSPORT LTD
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P-37 Supplier Security Policy

It is the policy of the company to ensure all suppliers are subject to suitable initial appraisal before being added to our approved providers register and then ongoing monitoring and review. Suppliers who can access, store, communicate or provide IT infrastructure components for the company information assets should be subject to additional review to ensure they have adequate systems in place to protect information assets and will have information security requirements agreed and documented. The documented agreement will include and address any information security risks identified.

Ongoing services will be monitored to ensure effective management of changes and reappraisal of risks. All interactions with any other organisation or outside entity involving non-public information assets are subject to the scope of this policy and adequate checks and safeguards must be in place.

Data Protection

Where suppliers will have access to personal information controlled by the company a data transfer processing agreement will be in place in addition to checks to ensure adequate information security in place for transfer and processing of personal data.

All suppliers who have access to information assets are required to demonstrate that they have a commitment to protecting the confidentiality, integrity and availability of information assets from all threats whether internal, external, deliberate or accidental. Suppliers will be made aware of requirements to report any information security incidents and agreements will cover information security requirements and any ongoing monitoring or audits required.

Approved by:



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Managing Director

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TRANSPORTATION YOU CAN RELY ON

P38 – Software Installation Policy

01.08.2025



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P-38 Software Installation Policy

It is the policy of the company to ensure all software used by the organisation is effectively controlled to ensure only approved and secure software is in use, that licences are managed effectively and to avoid the risk from bad or malicious code or software.

No Software should be installed without approval. Software and other necessary updates or patches should be installed when requested. Any new software will be subject to review prior to installation to ensure the software is suitable and compatible with other systems.

Antivirus or other security software must never be removed or deactivated. Any issued with software including accidental installation of suspected malware must be reported.

Software installed on all devices will be subject to regular software auditing and all workers must assist with this process.

The following must be followed;

- No installation of software without approval;
- No unlicensed, pirated or cracked software to be installed;
- Any software found to be unsafe or incompatible that has been requested to be removed must be immediately removed from all devices;
- Any unsafe software that is removed must not be reinstalled;
- 'Free' or known adware software must never be installed;
- Operating system and other software must be patched and kept up to date.

Users must report any software any issues with software including any issues affecting performance or suspected information security breaches.

Approved by:



Damian McLanachan

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TRANSPORTATION YOU CAN RELY ON

P39 – Information Transfer Policy

01.08.2025



McLANACHAN TRANSPORT LTD
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P-39 Information Transfer Policy

When transferring information internally or externally consideration should be given to the security of the transfer to ensure adequate protection of the information is in place. With any information transfer there is a risk that the information could be intercepted, misdirected, lost or deliberately sent to an unauthorised recipient and the following controls are in place reduce such risks:

- Encryption used for the electronic transfer of any confidential or personal information;
- Confidential / personal information never sent via email without additional security;
- Checks should be made to ensure the identity and contact details of any recipient are correct;
- Data transfer processing agreement must be in place prior to transfer of personal information;
- Communications policy and procedures in place detailing controls and responsibilities for communications;
- Hard copy transfers should also ensure adequate security measures are in place at all stages of the transfer;
- Data protection representative has been appointed to oversee protection of personal data.

Where required a formal data transfer and processing agreement will be prepared covering the secure transfer of information with approved 3rd parties.

Confidential or personal information should not be sent by email to an internal or external source or saved to removable media without additional security. Company information should never be stored to personal cloud storage or sent to a personal email account.

The confidentiality of information being transferred on portable media or across networks, must be protected by use of appropriate encryption techniques.

Approved by:



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TRANSPORTATION YOU CAN RELY ON

P50 – Contractors Policy

01.08.2025



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It is the policy of the policy of the company to review and monitor the performance of all outsourced services including the use of contractors. Any new contractors will be appraised to ensure that they are able to provide the services required and that they meet all applicable requirements before being added to our approved contractors register. The appraisal process will include criteria for assessing technical competencies and capabilities as well as assessing that the contractor has effective systems in place to ensure Health and Safety, Environmental and Quality aspects of their operations are managed effectively.

Contractor Appraisal

All contractors are appraised and approved prior to being added to our approved contractors list. The level of appraisal required is dependent on the services provided, importance of the service provided and an assessment of the risks. The appraisal process can include;

- Completion of Supplier Contractor Appraisal Form;
- Completion of Contractor Health & Safety / Environmental Appraisal;
- Current copies of relevant certificates, insurances and licenses being supplied and retained;
- Audit of suppliers premises or work site(s);
- Review of Risk Assessments / Method Statement and details of plant, equipment and any hazardous materials that may be used by the contractor.

Approved contractors list will detail what services have been approved, any ongoing checks that are to be completed and any renewal dates. Prior to any work commencing there may also be a 'pre-start' agreement /contract prepared covering all rules, restrictions and other terms of engagement including any reporting requirements and ongoing meetings with the contractor.

Contractor Monitoring and Review

The performance of all suppliers and outsourced services is monitored on an ongoing basis as part of our ISO compliant management systems. All contractors listed on the approved contractors register will also be subject to an annual review and ongoing checks to ensure all supplied insurances / licences are kept up to date. The performance of contractors will also be reviewed and any significant issues could lead to a contractor being suspended or removed from the approved list.

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TRANSPORTATION YOU CAN RELY ON

P51 – Smoking Policy

01.08.2025



McLANACHAN TRANSPORT LTD
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P-51 Smoking Policy

It is the policy of the company to protect all workers and any visitors to any of our work sites from exposure to second-hand smoke and to comply with all applicable legislation relating to smoking tobacco in the workplace and exposure to passive smoke.

No Smoking Policy

The smoking of tobacco is not permitted in company buildings, on company premises except in areas specifically designated for smoking, or in company vehicles.

This Policy also applies to the vapour from electronic cigarettes which are also prohibited wherever smoking of tobacco is prohibited.

This policy is intended to improve Health & Safety through reduced fire risk, safeguarding the health and wellbeing of all workers and visitors by removing the risk of exposure to passive smoke and to comply with applicable legislation.

This policy applies to all workers, site visitors, and any contractors while on company premises.

Any workers who do not comply with this policy may face disciplinary action and anyone who does not comply with smoking laws may also liable to a fixed penalty fine and possible criminal conviction.

Support for smokers who want to stop smoking will be provided where required.

Approved by:



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TRANSPORTATION YOU CAN RELY ON

P-52 – Cybersecurity Policy

01.08.2025



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1. Overview

Keeping up cybersecurity is essential for protecting company and customer data. Without the proper measures and every member of staff taking up responsibility in securing their devices, services, and networks, data could become compromised and cause serious damage to the company and its reputation.

Our partners and customers trust us to keep their data safe, and this policy has been instituted to help employees understand their responsibilities and what is expected of them to keep our promise to our customers and partners.

2. Purpose

The purpose of this policy is to clearly lay out what is expected from members of staff in helping secure the company's data, devices and network. By agreeing to and following this policy, you are helping ensure that the company is doing everything it can to keep sensitive and personal data protected and maintain our reputation as a secure operator.

3. Scope

This policy applies to all employees, temporary workers, contractors and agents acting on behalf of the company that use or have access to company devices, the company network, or any company data in digital form.

4. Policy

4.1 Protection of data

4.1.1 Confidential information

All employees must take all reasonable precautions to protect confidential information they gather, store, manage or otherwise come into contact with as part of their roles and responsibilities, or otherwise, in the organisation.

Employees shall not share any confidential information with any party outside of the organisation, or any person within the organisation who does not have access to the confidential information, without explicit permission from their line manager.

Confidential information includes, but is not limited to:

- Lists of customers (existing and prospective)
- Patents, formulas and new technologies
- Unpublished computer code
- Unpublished financial information
- Any other unpublished company or partner data.

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4.1.2 Personally identifiable information

All employees must take all reasonable precautions to ensure that personally identifiable information is collected, stored, used, and shared in accordance with all applicable data protection regulations and requirements and rules set out by the company.

Personally identifiable information of employees, partners, customers or any other person must not be shared with any third parties without consent from the person who the data relates to, or a necessary reason to do so.

Personally identifiable information includes, but is not limited to:

- Full names of individuals
- Phone numbers of individuals
- Email addresses of individuals
- Postal addresses of individuals
- Payment card details of individuals.

4.2. Protection of devices

All employees must take all reasonable steps to protect the physical and digital security of company devices, and any device that they access company data or the company network from.

All employees must:

- Ensure that all devices under their control are protected with a secure password or other form of authentication, such as fingerprint or facial recognition
- Set all devices under their control to automatically lock themselves after no more than five minutes without activity have elapsed
- Never leave devices under their control unattended in public places
- Report any security issue relating to a device in their control to the company without undue delay
- Install all operating system, antivirus, and antimalware updates and patches as soon as reasonably possible
- Never allow any person not associated with the company to use or access a device under their control
- Never download any illegal or potentially malicious software
- Hand back any devices to the company once they are no longer needed.

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4.3. Protection of networks

All employees must take all reasonable steps to maintain the integrity of the company network or networks, and ensure that no unauthorised party is able to gain access to the network or networks.

All employees must:

- Only access the company network from a device owned by the company or one that they have been given explicit permission to access the company network from by the company
- Ensure that all devices that access the company network are up to date on operating system and antivirus software updates
- Utilise a Virtual Private Network or any other software that have been provided to them by the company to help ensure the integrity of the company network

4.4. Email security

Email must be used responsibly within the company to ensure that the company network, services or data do not become compromised due to insecure use. Employees must take all reasonable steps to ensure that they reduce the risk of downloading malicious software or giving up personal or confidential information or access to company systems due to insecure use of email.

All employees must:

- Only send and receive company information and correspondence from their official company-provided email address
- Protect their company email address with a secure password and multi-factor authentication if available
- Never send or forward any confidential or personal information to any third-party email address without the explicit permission of their line manager
- Exercise caution and take reasonable precautions when receiving emails to reduce the risk of downloading a malicious attachment or clicking a link to a malicious website
- Never open attachments in email from unknown sources
- Never send passwords or other credentials over email.

4.5. Internet security

The internet must be used in a responsible manner and only as and when required for business purposes. Employees are responsible for ensuring that their use of the internet does not expose company devices, networks, or data to unauthorised access or damage from malicious software.

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All employees must:

- Use an up-to-date, secure web browser when accessing the internet
- Run an up-to-date antivirus software on their devices and ensure that they have installed the latest operating system updates and patches
- Limit personal use of the internet on company devices and the company network to a reasonable minimum
- Never access illegal or potentially malicious websites or content
- Never access pornographic, offensive or violent content
- Report any potential security incident to the IT support team without any undue delay.

5. Compliance

5.1. Compliance Measurement

The Infosec team will verify compliance with this policy through any methods deemed appropriate, including but not limited to: business tool reports, internal and external audits and feedback to the policy owner.

5.2. Exceptions

Any exceptions to this policy must be approved by the Infosec team in advance and have a written record.

5.3. Non-Compliance

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

Approved by:



Damian McLanachan

Managing Director
McLanachan Transport

Date: 01.08.2025

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TRANSPORTATION YOU CAN RELY ON

P65 – Anti-Fraud Policy

01.08.2025



McLANACHAN TRANSPORT LTD
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1. Introduction

This document sets out the policy and procedures of McLanachan Transport Ltd. against fraud and other forms of dishonesty.

It applies to Directors, staff and volunteers. Anybody associated with McLanachan Transport Ltd. who commits fraud, theft or any other dishonesty, or who becomes aware of it and does not report it, will be subject to appropriate disciplinary action.

2. Statement of intent

McLanachan Transport Ltd. will continually strive to ensure that all its financial and administrative processes are carried out and reported honestly, accurately, transparently and accountably and that all decisions are taken objectively and free of personal interest. We will not condone any behaviour that falls short of these principles.

All members of McLanachan Transport Ltd. have a responsibility for putting these principles into practice and for reporting any breaches they discover.

3. Definitions

a) Fraud: A deliberate intent to acquire money or goods dishonestly through the falsification of records or documents. The deliberate changing of financial statements or other records by either; a member of the public, someone who works or is a volunteer for McLanachan Transport Ltd. The criminal act is the attempt to deceive and attempted fraud is therefore treated as seriously as accomplished fraud

b) Theft: Dishonestly acquiring, using or disposing of physical or intellectual property belonging to McLanachan Transport Ltd. or to individual members of the organisation.

c) Misuse of equipment: Deliberately misusing materials or equipment belonging to McLanachan Transport Ltd. for financial or material benefit.

d) Abuse of position: Exploiting a position of trust within the organisation for financial or material benefit.

4. Culture

McLanachan Transport Ltd. fosters honesty and integrity in its entire staff. Directors, staff and volunteers are expected to lead by example in adhering to policies, procedures and practices. Equally, members of the public, service users and external organisations (such as suppliers and contractors) are expected to act with integrity and without intent to commit fraud against the McLanachan Transport Ltd.

As part of this, McLanachan Transport Ltd. will provide clear routes by which concerns may be raised by Directors, staff and volunteers. Details of this can be found in the McLanachan Transport Ltd. Staff Handbook.

Senior management are expected to deal promptly, firmly and fairly with suspicions and allegations of fraud or corrupt practice

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5. Responsibilities

In relation to the prevention of fraud, theft, misuse of equipment and abuse of position, specific responsibilities are as follows:

a) Trustee and Non-Executive Directors:

The Directors are responsible for establishing and maintaining a sound system of internal control that supports the achievement of McLanachan Transport Ltd. policies, aims and objectives.

The system of internal control is designed to respond to and manage the whole range of risks which McLanachan Transport Ltd. faces.

The system of internal control is based on an on-going process designed to identify the principal risks, to evaluate the nature and extent of those risks and to manage them effectively. Managing fraud risk is seen in the context of the management of this wider range of risks.

b) The Managing Director:

Overall responsibility for managing the risk of fraud has been delegated to the Managing Director. The day to day responsibility has been delegated to the CFO to act on behalf of the Managing Director.

Their responsibilities include:

- Undertaking a regular review of the fraud risks associated with each of the key organisational objectives.
- Establishing an effective anti-fraud response plan, in proportion to the level of fraud risk identified.
- The design of an effective control environment to prevent fraud.
- Establishing appropriate mechanisms for:
    - reporting fraud risk issues
    - reporting significant incidents of fraud or attempted fraud to the Board of Director Directors;
- Liaising with McLanachan Transport Limited's appointed Auditors.
- Making sure that all staff are aware of McLanachan Transport Limited's Anti-Fraud Policy and know what their responsibilities are in relation to combating fraud;
- Ensuring that appropriate anti-fraud training is made available to Directors, staff and volunteers as required; and
- Ensuring that appropriate action is taken to minimise the risk of previous frauds occurring in future.

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c) Senior Management Team

The Senior Management Team is responsible for:

- Ensuring that an adequate system of internal control exists within their areas of responsibility and that controls operate effectively;
- Preventing and detecting fraud as far as possible;
- Assessing the types of risk involved in the operations for which they are responsible;
- Reviewing the control systems for which they are responsible regularly;
- Ensuring that controls are being complied with and their systems continue to operate effectively;
- Implementing new controls to reduce the risk of similar fraud occurring where frauds have taken place.

d) Staff

Every member of staff is responsible for:

- Acting with propriety in the use of McLanachan Transport Limited's resources and the handling and use of funds whether they are involved with cash, receipts, payments or dealing with suppliers;
- Conducting themselves with selflessness, integrity, objectivity, accountability, openness, honesty and leadership;
- Being alert to the possibility that unusual events or transactions could be indicators of fraud;
- Alerting their manager when they believe the opportunity for fraud exists e.g. because of poor procedures or lack of effective oversight;
- Reporting details immediately if they suspect that a fraud has been committed or see any suspicious acts or events; and
- Cooperating fully with whoever is conducting internal checks or reviews or fraud investigations.

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e) Volunteers

Every volunteer is responsible for:

- Acting with propriety in the use of McLanachan Transport Limited's resources and the handling and use of funds whether they are involved with cash, receipts, payments or dealing with suppliers;
- Conducting themselves with selflessness, integrity, objectivity, accountability, openness, honesty and leadership;
- Being alert to the possibility that unusual events or transactions could be indicators of fraud;
- Alerting their manager when they believe the opportunity for fraud exists e.g. because of poor procedures or lack of effective oversight;
- Reporting details immediately if they suspect that a fraud has been committed or see any suspicious acts or events; and
- Cooperating fully with whoever is conducting internal checks or reviews or fraud investigations.

6. Review

This policy will be reviewed on an annual basis.

Approved by:



Damian McLanachan

Managing Director

McLanachan Transport

Date: 01.08.2025

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TRANSPORTATION YOU CAN RELY ON

P66 – Conflict of Interest Policy

01.08.2025



McLANACHAN TRANSPORT LTD
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P-66 Conflict of Interest Policy

This policy applies to all staff.

Why have a policy?

Board Members have an obligation to act in the best interests of McLanachan Transport Ltd. Staff and volunteers have similar obligations. Conflicts of interests may arise where an individual's personal or family interests and/or loyalties conflict with those of McLanachan Transport Ltd,.

Such conflicts may create problems; they can:

- Inhibit free discussion;
- Result in decisions or actions that are not in the interests of McLanachan Transport Limited; and
- Risk the impression that McLanachan Transport Ltd has acted improperly.

The aim of this policy is to protect both the organisation and the individuals involved from any appearance of impropriety.

The declaration of interests

Accordingly, we are asking Board Members and all staff to declare their interests, and any gifts or hospitality received in connection with their role. A declaration of interests form is provided for this purpose, listing the types of interest you should declare.

To be effective, the declaration of interests needs to be updated at least annually, and also when any changes occur.

If you are not sure what to declare, or whether/when your declaration needs to be updated, please err on the side of caution. If you would like to discuss this issue, please contact the governing body secretary for confidential guidance. Interests will be recorded on the governing body's register of interests, which will be maintained by the secretary. The register will be accessible by level of access, noting any statutory requirements applicable

Decisions taken where a board member or member of staff has an interest

In the event of the board having to decide upon a question in which a Board Member or member of staff has an interest, all decisions will be made by vote, with a simple majority required. A quorum must be present for the discussion and decision; interested parties will not be counted when deciding whether the meeting is quorate.

Interested board members may not vote on matters affecting their own interests. They may participate in the discussion but not the decision-making process.

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All decisions under a conflict of interest will be recorded by the secretary and reported in the minutes of the meeting. The report will record:

- The nature and extent of the conflict;
- An outline of the discussion;
- The actions taken to manage the conflict.

A *de minimis* exemption applies to contracts less than £10,000 in value. Random checks against the register of interest will be made on the award of contracts below this value. If the cumulative value of a series of small contracts exceeds £10,000, the Board Member will operate the policy used for individual contracts over that sum.

The *de minimis* exemption does not apply to contracts of employment with McLanachan Transport Ltd,

Managing contracts

If you have a conflict of interest, you must not be involved in managing or monitoring a contract in which you have an interest. Monitoring arrangements for such contracts will include provisions for an independent challenge of bills and invoices, and termination of the contract if the relationship is unsatisfactory.

Approved by:



Damian McLanachan

Managing Director

McLanachan Transport

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TRANSPORTATION YOU CAN RELY ON

P67 – Money Laundering Policy

01.08.2025



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This policy applies to all employees of McLanachan Transport Ltd

The Senior Management Team will, periodically, assess the risk to McLanachan Transport Ltd of contravening the anti-money laundering legislation together with the adequacy and effectiveness of the Anti-Money Laundering Policy, and review and amend procedures in light of such assessments;

McLanachan Transport Ltd will ensure that all workers are made aware of the law relating to money laundering and will arrange targeted, ongoing training to all workers so that all workers are familiar with their legal responsibilities since serious criminal sanctions may be imposed for breaches of the legislation;

Prevention of Money Laundering

i) Limits on cash payments

ii) The exercise of customer due diligence:

Forms an ongoing business relationship with a client;

Undertakes an occasional transaction amounting to £11,000 or more whether carried out in a single operation or several linked ones;

Suspects money laundering or terrorist financing; or

Doubts the veracity or adequacy of information previously obtained for the purposes of client identification or verification.

- In such instances customer due diligence measures must be followed before the establishment of the relationship or carrying out of the transaction;
- Customer due diligence requires:

a) Identifying the customer and verifying the customer's identity, address and position in the company on the basis of documents, passport, website, data or information obtained from a reliable and independent source;

b) Conducting an on-line search via Companies House to confirm the nature and business of the customer/donor and confirm the identities of any directors;

c) Identifying, where there is a beneficial owner who is not the customer, the beneficial owner; and taking adequate measures, on a risk-sensitive basis, to verify his/her identity so that the relevant person is satisfied that she/he knows who the beneficial owner is, including, in the case of a legal person, trust or similar legal arrangement, measures to understand the ownership and control structure of the person, trust or arrangement; and

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d) Obtaining information on the purpose and intended nature of the business relationship.

- The requirement for customer due diligence applies immediately for new customers and should be applied on a risk sensitive basis for existing customers. Ongoing customer due diligence must also be carried out during the life of a business relationship but should be proportionate to the risk of money laundering and terrorist funding, based on the officer's knowledge of the customer and a regular scrutiny of the transactions involved;

- If, at any time, it is suspected that a client or customer for whom McLanachan Transport Ltd is currently carrying out, or is planning to carry out, a regulated activity and is carrying out money laundering or terrorist financing, or has lied about their identity then this must be reported

- Enhanced customer due diligence, which could include any additional documentation, data or information that will confirm the customer's identity and/or the source of the funds to be used in the business relationship/transaction, must be carried out with prior consultation.

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Disclosure to the Leadership team

i) Suspicions regarding money laundering activity must be disclosed by any worker with such suspicions as soon as practicable;

ii) The disclosure must be on the same day as the information coming to the worker's attention;

iii) Such suspicions would be about such activity by others or concern that the worker him/herself might be involved;

iv) Failure to make a disclosure may render the worker liable to prosecution;

v) Disclosure should include as much of the following information as possible:

- Full details of the people involved (including the worker, if relevant),such as name, date of birth, company names, directorships, and contact details;
- Full details of the property involved and its whereabouts (if known);
- Full details of the nature of involvement;
- The types of money laundering activity involved;
- The dates of such activities, including whether the activities have happened, are ongoing or are imminent;
- The location of the activities;
- How the activities were undertaken;
- The likely amount of money/assets involved;
- The reason/s for the suspicions;
- Any other relevant information.

Immediately following disclosure, the worker must:

- Follow all directions;
- Not make any further enquiries into the matter themselves;
- Not discuss the matter with anyone else including their own line manager;
- Not voice any suspicions to the person(s) suspected of money laundering, even if Serious Organised Crime Agency (SOCA)has given consent to a particular transaction proceeding, otherwise a criminal offence of “tipping off” may be committed;
- Co-operate with the company and the authorities during any subsequent money laundering investigation.

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Action to be taken following a disclosure

i) Where there is a possibility that money laundering is taking place and a contract is involved, no action will be taken and the contract will continue;

- Open a confidential report on which to note:
- The date on which the disclosure is made to her/him;

The Leadership Team will gather together all information in order to make a sound judgment as to whether there are reasonable grounds for knowledge or suspicion of money laundering.

This will include:

- Reviewing other transaction patterns and volumes;
- The length of any business relationship involved;
- The number of any one-off transactions and linked one-off transactions;
- The identification evidence held is taken into account in deciding whether a report to SOCA is required.
- Follow-up discussion with the worker making the disclosure.
- Once we have evaluated the disclosure report and any other relevant information, s/he will make a timely determination as to whether:
- There is actual or suspected money laundering taking place;
- There are reasonable grounds to know or suspect that this is the case;
- S/he knows the identity of the money launderer or the whereabouts of the property involved or these things could be identified or whether the information may assist in such identification; and
- Whether s/he needs to seek consent from SOCA for a particular transaction to proceed.

Where it concludes that there are no reasonable grounds to suspect money laundering then s/he shall mark the confidential file accordingly and give his/her consent for any ongoing or imminent transaction(s) to proceed;

McLanachan Transport Ltd commits a criminal offence if s/he knows or suspects, or has reasonable grounds to do so, through a disclosure being made to her/him, that another person is engaged in money laundering of whom s/he knows the identity or the whereabouts of laundered property in consequence of the disclosure, that the person or property's whereabouts can be identified from that information, or s/he believes, or it is reasonable to expect her/him to believe, that the information will or may assist in such identification and s/he does not disclose this as soon as practicable to SOCA;

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- Consider if there is a reasonable excuse for non-disclosure such as a lawyer claiming legal professional privilege for non-disclosure;
- Liaise with our legal adviser to consider if there is a reasonable excuse for non-disclosure to SOCA;
- If advised that there is no reasonable excuse, disclose the matter as soon as practicable to SOCA on the standard report form and in the prescribed manner, with accompanying relevant supporting documents; or
- If advised that there is a reasonable excuse, make a note on the confidential report and immediately give consent for any ongoing or imminent transactions to proceed.
- Will seek the consent of the SOCA for the worker to continue in that activity;
- Provide SOCA with any deadlines for giving such consent, such as a contract completion date;
- Remind the worker of the importance of not 'tipping-off' anyone else involved in that activity;
- Remind the worker not to discuss the situation with anyone else.

ix) Where consent is required from SOCA for a transaction to proceed, then the transaction(s) in question must not be undertaken or completed until SOCA has specifically given consent, or there is deemed consent through the expiration of the relevant time limits without objection from SOCA;

x) Keep appropriate records on the confidential file and make no record of any disclosure on a worker's personal file;

Approved by:



Damian McLanachan

Managing Director

McLanachan Transport

Date: 01.08.2025

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TRANSPORTATION YOU CAN RELY ON

P68 – ADR Policy

01.08.2025



McLANACHAN TRANSPORT LTD
UK & EUROPEAN DISTRIBUTION

P-68 Policy for Storing / Handling / Transportation of Hazardous Good under ADR / CDG Regulations 2009

McLanachan Transport will ensure all drivers assigned to transport hazardous loads are given appropriate training to comply with necessary classes 1-9 of Dangerous Goods.

In addition to ensure compliance the vehicle will carry a silver ADR kit & the kit includes the required PPE to ensure driver safety in case of an incident. Kit includes; gloves, eye wash, chemical suit, goggles, respirator, filters, wellington boots, hazard warning triangles, waistcoat, Atex safety torch, flashing beacon, ADR kit bag & instructions.

All drivers will carry the Instructions in Writing document and Policy to ensure reference to necessary procedures, are available, at all times to the driver and emergency services where required.

The policy will ensure compliance with the carriage of dangerous goods manual - CDG Regulations 2009.

Approved by:



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TRANSPORTATION YOU CAN RELY ON

P85 – Vulnerable Road Users Policy

01.08.2025



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Purpose

McLanachan Transport Ltd.'s vehicles share the roads with many other road users, some of whom are at a far greater risk than others. We recognise that some of these road users may warrant special consideration and greater vigilance in order to protect their safety and well-being.

McLanachan Transport Ltd aims to avoid all collisions involving other road users, by adhering to the simple precautions outlined in this procedure.

Scope

This policy applies to all drivers, co-drivers, supervisors, and managers responsible for transport staff at McLanachan Transport Ltd.

Policy Statement

McLanachan Transport Ltd has identified the significant risks from our operations involving transport activities (including the safety of vulnerable road users) and has put in place procedures to reduce these risks. Owing to the variable factors involved, no single measure is enough to completely ensure safety.

A number of control measures have been identified through the risk assessment process and these are communicated as part of this policy. The Company expects these measures to be adhered to, will continuously monitor and will take appropriate action against those who fail to do so. From time to time, the risks and measures taken to reduce them will be reviewed to ensure maximum effectiveness.

The key objectives of the vulnerable road user policy are to:

- Promote a culture of safety and exercise a 'duty of care'
- Avoid distress and trauma of a collision to both victim and the driver
- Avoid financial and reputational risks associated with a collision

Roles and responsibilities

- **Senior management is to:**
    - Publish the vulnerable road user policy and ensure it is effectively communicated to all managerial and driving staff
    - Ensure company vehicles used in populated urban areas are as safe as possible and fitted with appropriate vision aids/warning devices suitable for the task
    - Ensure that management and supervisory staff are resourced, trained and empowered to ensure the duties outlined in this policy are adhered to
    - Ensure that any related policies, driver training, education campaigns and disciplinary procedures are consistent with this policy

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- **Supervisory Management must ensure that:**
    - They are conversant with all procedures and documentation referred to in this policy and that the policy is fully implemented
    - All drivers are fit to drive, are aware of their responsibilities under this policy to share the road safely and the 'top tips' described below
    - Co-drivers of double manned vehicle understand they are to assist the driver as an extra set of eyes
    - Take appropriate action if any driver fails to comply with their responsibilities under this policy

Drivers are to observe the following top tips:

Before they travel

- **Prepare themselves**
    - Refresh their knowledge of the Highway Code
    - If they need glasses (or contact lenses) to meet the Highway Code's minimum vision standards, they must wear them at all times while driving
    - Set their phone to voicemail
- **Plan their journey**
    - If they can't avoid cyclist commuter routes, try to travel at less busy times
    - Be particularly vigilant around schools
- **Check their vehicle (MIST)**

Complete a walk-round check to ensure that:

- **Mirrors** are clean, correctly adjusted and set to minimise blind spots
- **Indicators** are working, clean, and can be seen
- **Signs** for cyclists are clean and easily visible
- **Technology**, including Fresnel lenses, side proximity sensors, blind spot cameras and sideguards, are fitted correctly, working and clean.

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While driving:

- **Look out for cyclists**
    - Keep checking for cyclists, pedestrians and motorcyclists who may weave through stationary traffic
    - Check their mirrors for cyclists before they indicate, vary their speed or change direction
    - Keep scanning their mirrors when approaching junctions in case a cyclist enters their blind spot
    - Before pulling away from junctions look over the dashboard (even if they have a Class VI mirror fitted) and try to make eye contact with cyclists so they know they've seen them
    - Check their nearside blind spot every time they turn left
    - Check over their shoulder for cyclists before opening their door to ensure it doesn't open into their path.
- **Indicate clearly and in good time**
    - Indicate their intentions clearly when turning or changing lanes, even if they don't think anyone is near them
    - Indicate in good time to allow others to react
    - Turn off their indicator once they have completed their manoeuvre to avoid giving false information to other road users
- **Leave space**
    - Give cyclists plenty of space so that they can manoeuvre to avoid potholes, drain covers or car doors.
    - When overtaking, give cyclists and motorcyclists at least as much space as they would a car.
    - Do not cross stop lines or encroach on Advanced Stop Lines
    - Cycle lanes are for cyclists: do not drive or park in a cycle lane marked by a solid white line while it is operational, or drive or park in one marked by a broken white line unless it is unavoidable.

The Company has adopted the RHA's good practice guide on vulnerable road-users.

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Approved by:



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TRANSPORTATION YOU CAN RELY ON

Safe Operational Procedure for Temperature Controlled Shipments - Driver

01.08.2025



McLANACHAN TRANSPORT LTD
UK & EUROPEAN DISTRIBUTION

Safe Operational Procedure for Temperature Controlled Shipments

Driver – prepared by Keith Crozier

1. Driver will be allocated an approved trailer by Transport Department. Driver must ensure trailer is clean, dry and odourless. Ensure fridge is operational as well as Thermo printer. Check fuel levels and road worthiness. Ensure you have spare printer rolls for Thermo printer. Ensure internal doors are secured correctly.
2. Driver will be given written instructions on their work, as well as paperwork and invoices. Driver must ensure instructions include quantity, weight and required temperature. Ensure you understand all written instructions and sign to confirm.
3. After trailer has been loaded. Ensure fridge is set correctly and temperature is being maintained. If there are any issues, report to the customer first, and then the Office. If the temperature is correct, phone office to allow a temperature download to be sent to the customer if required.
4. Check trailer temperature at the start and end of every stop you make. Even if the stop is only for 5 minutes. Inform office immediately of any issue you may find with the trailer temperature.
5. When you have been parked inside the boat, check temperature of trailer again. Wait with vehicle until a member of the ships' staff arrive to plug in. Switch fridge off before plugging in electrical supply. After plugging in, switch fridge back on. Ensure electric motor is running and temperature is being maintained. If all is ok, you may go to your cabin. Any issues with this must be reported to the office.
6. On return to your vehicle at the end of the crossing, plug in will have been removed from the trailer by ships staff. Ensure that the trailer temperature is still being maintained and do a thermo printout for the duration of the crossing. Any issues call the office.
7. At delivery point, call the office on arrival and a temperature download will be sent to the customer if required.

In the event of any temperature issues, customer must be informed as soon as it has been made known to us. MTL Incident form must be completed and sent to a Manager within 1hr of notification.

Investigation of the incident will be handled by a Manager, with RCCA form being shared with the customer on completion.

Approved by:



Damian McLanachan

Managing Director
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TRANSPORTATION YOU CAN RELY ON

Safe Operational Procedure for Temperature Controlled Shipments – Office Staff

01.08.2025



McLANACHAN TRANSPORT LTD
UK & EUROPEAN DISTRIBUTION

Prepared by Keith Crozier

1. Allocate approved trailer for shipment. (Approved trailers are all up to date with servicing, MOTs, calibrations and washed, these are all shown on morning/afternoon asset check list)
2. Check paperwork received from Customer has all invoices and relevant documentation. Ensure that paperwork states quantity, weight and required temperature.
3. For all journeys, outgoing and return, ensure and confirm the electrical plug ins are booked for crossings.
4. Driver is to be given written instructions for all work. Check driver understands instructions and signs off on this.
5. Before driver leaves with the trailer. Ensure he has confirmed that trailer and thermo printer is in working order.
6. Driver to report when loaded. Temperature controlled loads must be double checked in office at time of loading. Download sent to Customer if required.
7. At point of delivery, download of temperatures should be done and sent to customer if required. At least two MTL approved temperature data representatives must check and sign off downloads.
8. Any temperature deviations throughout the journey must be acted on immediately. These will be notified by either the driver, delivery point or Tracking emails.

In the event of any temperature issues, customer must be informed as soon as it has been made known to us. MTL Incident form must be completed and sent to a Manager within 1hr of notification.

Investigation of the incident will be handled by a Manager, with RCCA form being shared with the customer on completion.

Approved by:



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P102 – First Aid Procedure

01.08.2025



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DEALING WITH INJURIES AND ILL-HEALTH AT WORK

INTRODUCTION

The Health and Safety (First Aid) Regulations 1981, place a general duty on employers to make adequate first-aid provision for their employees if they are injured or become ill at work. Employers must also inform their employees of the first-aid provision made for them.

The requirements for first-aid provision at work depend largely on the type of work being carried out and the degree of hazard involved. However, the basic level of provision should be a minimum of two trained first aiders in each building (preferably full-time employees), so that cover can be maintained during absences and planned leave by one of the first aiders. As first-aid skills need to be maintained and practised frequently, and significant time and financial costs are associated with approved workplace training, the appropriate number of first aiders for each building (and external activities) will be determined on the basis of accident records and work-related risks.

Definitions and Explanations.

‘First-aid’ means -

- In cases where a person will need help from a trained person, treatment for the purpose of preserving life and minimising the consequences of injury and illness until professional help is obtained, and
- Treatment of minor injuries which would otherwise receive no treatment, or which do not need treatment by a medical practitioner or nurse.

The treatment of minor illnesses such as the administration of tablets and/or medicines falls outside the definition of first aid in the Regulations. For this reason, the treatment of minor illness does not form part of the training of a first aider.

Trained First-Aiders should be in each site building where applicable. Notices giving their names and telephone numbers will be displayed in prominent places and held by the Compliance Manager.

First-Aid Boxes are kept stocked by first-aiders, and under the control of these staff in any areas of the relevant building(s).

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Emergency Eyewash will be provided in, or close to, hazardous areas where chemicals are being used. In areas where a supply of fresh running water is available, hoses or rubber tubing may possibly be attached to the cold-water supply, where this is not practicable containers of sterile saline will be displayed and labelled in the eyewash station(s) at the appropriate locations.

The Organisations Occupational Health Service is provided by qualified external Consultants under the guidance of the Legal Services provided by the RHA and Backhouse Jones LLP.

Emergencies

If serious injury, or ill-health, occurs at work DO NOT DELAY - CALL AN AMBULANCE IMMEDIATELY. This can be done direct by dialling 999. Give your name, location address and as much detail as possible about the injury or ill person.

The onsite staff should be contacted to get first aid help or to direct ambulance personnel to the injured/ ill person when they arrive at site or the building entrance.

Basic first-aid treatment guidance from the HSE is available in leaflet form on their web site http://www.hse.gov.uk/pubns/indg347.pdf

Non-Emergencies

If you need a first aider look for the notices displaying their names and telephone numbers.

If a first aider is not available non-emergencies should be accompanied to the nearest accident and emergency department or directed to their GP, depending on the need for treatment. For non-work-related health problems, staff should contact their own GP or NHS 24 on **08454 242424.**

Accident and Emergency Departments

Casualties needing treatment but not requiring an ambulance can be taken to the nearest accident and emergency department.

University Hospital Monklands, Monkscourt Avenue, Airdrie, ML6 0JS – 01236 748748

Accident/ Ill-health/ Sickness Reporting

Reports should be made by the injured/ sick person or any authorised person acting on their behalf, e.g. first aider. Accident/ Incident reports must be completed by the supervisor or person responsible for the casualty and recorded on the annual accident/ Incident/ RIDDOR register.

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In the event of an incident at work resulting in injury or occupational ill-health, an investigation of the causes must be undertaken by the Supervisor, any hazards made safe temporarily, and a report made to the Health and Safety officer as soon as possible in writing.

Approved by:



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Managing Director
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TRANSPORTATION YOU CAN RELY ON

P104 - Human Rights

Policy 01.08.2025



McLANACHAN TRANSPORT LTD
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Human Rights Policy

McLanachan Transport Limited is committed to respecting everyone's human rights in all aspects of our operations. This policy applies to all employees, the leadership team and all internal and external Stakeholders. Our mission is to comply with the law as a minimum and should do their utmost to comply with the principles of this policy.

This policy is intended to protect everyone; please read it carefully.

Any breach of this policy may result in an investigation under the Discipline and Grievance policy and may result in disciplinary action or other enforcement action being taken against you. Employees should consult the Disciplinary policy for more information.

We strive to respect and promote human rights in accordance with the UN Guiding Principles on Business and Human Rights. Our aim is to help increase the enjoyment of human rights within the communities in which we operate.
At McLanachan Transport Limited it is every employee's responsibility to maintain a work environment that reflects respect for human rights and is free from all discrimination and harassment.

If any employee believes that someone is violating this Human Rights Policy and/or the law, they are asked to report it immediately to their manager.

We expect our suppliers and contractors to also have in place processes to enable their own staff to report any concerns.

It is the responsibility of management team to ensure that they have been provided with a copy of this policy and that they have confirmation that each employee will meet the requirements and expected behaviours laid out in this policy.

As an organisation, we have identified the following main areas of responsibility:

Freedom of Association and Collective Bargaining:

We respect the right of our employees to join or not to join a trade union and as such they are free to join an organisation of their choice to represent them in line with local legislation.

Labour rights:

We provide fair working conditions for our employees including terms and conditions of employment, remuneration, working hours, resting time, holiday entitlements, maternity/paternity leave and benefits; we comply with all applicable legislation.

We have specific policies which set out our commitment and the responsibilities of management and staff.

Wages:

McLanachan Transport Limited is committed to ensuring that their direct employees are not paid lower than that required by law.

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Forced Labour (Slavery):

McLanachan Transport Limited has a policy of zero-tolerance towards acts of modern slavery which are unlawful and are a violation of fundamental human rights.

We have a specific policy which sets out our commitment and the responsibilities of management and staff.

Safe and Healthy Workplace:

We are committed to delivering high standards of health and safety management and aim to continually improve our performance, always seeking to reduce risk. We believe in always doing the right thing and in doing it safely, without unnecessary risk to people's health and will comply with all relevant legislation.

We have a specific policy which sets out our commitment and the responsibilities of management and staff.

Child Labour:

McLanachan Transport Limited operates in the UK and complies with all relevant legislation regarding this; we will not employ young persons under the age of 18 in a hazardous role or at night. We do not tolerate the use of child labour.

Vulnerable Customers:

We are committed to acting professionally, fairly and with integrity in all our business dealings and relationships.

We acknowledge that the individual circumstances of some of our customers leave them significantly less able to represent their own interests and more likely to suffer harm than the average consumer.

We will develop and thus assist our employees to identify vulnerable customers and put into place tailored and flexible processes and practices that will support the provision of a suitable level of service and expertise to enable the vulnerable customer to engage with us.

This policy will be monitored & reviewed annually through regular auditing and/or workplace inspections as appropriate.

This policy does not form part of any employee's contract of employment and may be amended at any time to reflect developments in the business, or changes to legislation or procedures.

Approved by:



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Damian McLanachan

Managing Director

McLanachan Transport

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TRANSPORTATION YOU CAN RELY ON

P-105 – Cybersecurity

Policy 01.08.2025



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1. Overview

Keeping up cybersecurity is essential for protecting company and customer data. Without the proper measures and every member of staff taking up responsibility in securing their devices, services, and networks, data could become compromised and cause serious damage to the company and its reputation.

Our partners and customers trust us to keep their data safe, and this policy has been instituted to help employees understand their responsibilities and what is expected of them to keep our promise to our customers and partners.

2. Purpose

The purpose of this policy is to clearly lay out what is expected from members of staff in helping secure the company's data, devices and network. By agreeing to and following this policy, you are helping ensure that the company is doing everything it can to keep sensitive and personal data protected and maintain our reputation as a secure operator.

3. Scope

This policy applies to all employees, temporary workers, contractors and agents acting on behalf of the company that use or have access to company devices, the company network, or any company data in digital form.

4. Policy

4.1 Protection of data

4.1.1 Confidential information

All employees must take all reasonable precautions to protect confidential information they gather, store, manage or otherwise come into contact with as part of their roles and responsibilities, or otherwise, in the organisation.

Employees shall not share any confidential information with any party outside of the organisation, or any person within the organisation who does not have access to the confidential information, without explicit permission from their line manager.

Confidential information includes, but is not limited to:

- Lists of customers (existing and prospective)
- Patents, formulas and new technologies
- Unpublished computer code
- Unpublished financial information
- Any other unpublished company or partner data.

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4.1.2 Personally identifiable information

All employees must take all reasonable precautions to ensure that personally identifiable information is collected, stored, used, and shared in accordance with all applicable data protection regulations and requirements and rules set out by the company.

Personally identifiable information of employees, partners, customers or any other person must not be shared with any third parties without consent from the person who the data relates to, or a necessary reason to do so.

Personally identifiable information includes, but is not limited to:

- Full names of individuals
- Phone numbers of individuals
- Email addresses of individuals
- Postal addresses of individuals
- Payment card details of individuals.

4.2. Protection of devices

All employees must take all reasonable steps to protect the physical and digital security of company devices, and any device that they access company data or the company network from.

All employees must:

- Ensure that all devices under their control are protected with a secure password or other form of authentication, such as fingerprint or facial recognition
- Set all devices under their control to automatically lock themselves after no more than five minutes without activity have elapsed
- Never leave devices under their control unattended in public places
- Report any security issue relating to a device in their control to the company without undue delay
- Install all operating system, antivirus, and antimalware updates and patches as soon as reasonably possible
- Never allow any person not associated with the company to use or access a device under their control
- Never download any illegal or potentially malicious software
- Hand back any devices to the company once they are no longer needed.

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4.3. Protection of networks

All employees must take all reasonable steps to maintain the integrity of the company network or networks, and ensure that no unauthorised party is able to gain access to the network or networks.

All employees must:

- Only access the company network from a device owned by the company or one that they have been given explicit permission to access the company network from by the company
- Ensure that all devices that access the company network are up to date on operating system and antivirus software updates
- Utilise a Virtual Private Network or any other software that have been provided to them by the company to help ensure the integrity of the company network

4.4. Email security

Email must be used responsibly within the company to ensure that the company network, services or data do not become compromised due to insecure use. Employees must take all reasonable steps to ensure that they reduce the risk of downloading malicious software or giving up personal or confidential information or access to company systems due to insecure use of email.

All employees must:

- Only send and receive company information and correspondence from their official company-provided email address
- Protect their company email address with a secure password and multi-factor authentication if available
- Never send or forward any confidential or personal information to any third-party email address without the explicit permission of their line manager
- Exercise caution and take reasonable precautions when receiving emails to reduce the risk of downloading a malicious attachment or clicking a link to a malicious website
- Never open attachments in email from unknown sources
- Never send passwords or other credentials over email.

4.5. Internet security

The internet must be used in a responsible manner and only as and when required for business purposes. Employees are responsible for ensuring that their use of the internet does not expose company devices, networks, or data to unauthorised access or damage from malicious software.

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All employees must:

- Use an up-to-date, secure web browser when accessing the internet
- Run an up-to-date antivirus software on their devices and ensure that they have installed the latest operating system updates and patches
- Limit personal use of the internet on company devices and the company network to a reasonable minimum
- Never access illegal or potentially malicious websites or content
- Never access pornographic, offensive or violent content
- Report any potential security incident to the IT support team without any undue delay.

5. Compliance

5.1. Compliance Measurement

The Infosec team will verify compliance with this policy through any methods deemed appropriate, including but not limited to: business tool reports, internal and external audits and feedback to the policy owner.

5.2. Exceptions

Any exceptions to this policy must be approved by the Infosec team in advance and have a written record.

5.3. Non-Compliance

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

Approved by:



Damian McLanachan

Managing Director

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