

CORONAVIRUS (COVID-19) - CODE OF CONDUCT

The Board of Directors and the senior management team at Southern Testing are committed to protecting the health and safety of all employees. This Code of Conduct has been developed in line with Government recommendations to minimise the risk of spreading the virus and **must** be followed by anyone working in or visiting any of our premises. This policy is in addition to our existing policies, all of which remain in force.

You must;

- Only attend our premises with the agreement of a Director or your Team Leader or as arranged with your manager at FOC or Durkins Road. This will enable the number of people in our premises to be managed. For most engineers and administrative staff this will mean working from home most of the time.
- Follow government guidelines on self-isolation and not go into any of our premises under any circumstances if;
 - You have any of the currently recognised Covid-19 symptoms (7 day rule)
 - You are living with someone in self-isolation due to Covid-19 symptoms (14 day rule)
- Return home immediately if you develop Covid-19 symptoms while at work and notify your Team Leader.
- Make full use of the space available in the car parks if you come to the office.
- Avoid using public transport for any work related activity.
- Ensure that social distancing of at least 2m is maintained at all times when in company premises.
- Wash your hands thoroughly in accordance with the guidelines, when arriving at or coming back to any company premises, and frequently between times.
- Ensure your immediate workstation i.e. desk, keyboard, mouse etc. are kept clean, clear and tidy.
- Keep all other surfaces, particularly in the kitchen or other common areas, as clear as possible.
- Follow the directions on the Covid-19 information posters displayed in all our premises.
- Ensure the current company guidance **“Coronavirus (COVID-19) – Temporary Guidance for Staff on Site”** is followed when planning and undertaking site work
- Engineers attending FOC or the Lab, to collect equipment, log cores etc. should avoid times when it is likely to be busy, and phone ahead to check that you can be accommodated.
- Ensure meetings take place remotely using technology, are postponed or if absolutely necessary take place observing social distancing.
- Avoid having visitors to any of our premises, and avoid making visits to any Client premises. If having a visitor is unavoidable, make any such visitors aware of this Code of Conduct.

Any employee not following any part of this Code of Conduct will be liable to disciplinary action and any visitor will be asked to immediately leave our premises and potentially not return.