

Trident Lifting Solutions



Policy Statement - Trident Lifting Solutions Limited ("Trident", "the Company")

Trident Lifting Solutions Limited is committed to high standards of professional conduct, integrity and accountability. As a specialist lifting and crane solutions provider operating in safety-critical environments, we recognise that the behaviour and standards of our people are fundamental to building a strong, respectful culture and protecting our reputation as a trusted industry leader.

We expect everyone working for or on behalf of the Company to act with professionalism, respect and responsibility at all times, reflecting our values and supporting a positive working environment. Clear standards of behaviour are essential to ensure safety, quality and effective collaboration across our projects and teams.

1. Purpose

This policy aims to define malpractice and maladministration, establish reporting procedures, and outline the responsibilities of workers at Trident Lifting Solutions Ltd to ensure ethical practices and compliance with organizational standards.

2. Definition

- **Malpractice:** Any negligent or unethical behaviour by workers that leads to harm, misrepresentation, or loss to the organization or its stakeholders.
- **Maladministration:** Inefficient, improper, or unethical management practices that adversely affect the organization's operations or reputation.

3. Scope

This policy applies to all employees, directors, and contractors of Trident Lifting Solutions Ltd

4. Examples of Malpractice and Maladministration

- Fraud or financial misconduct.
- Breach of confidentiality or data protection regulations.
- Misrepresentation of qualifications or capabilities.
- Failure to follow established procedures or protocols.
- Discrimination or harassment in the workplace.

5. Reporting Procedures

Workers are encouraged to report suspected malpractice or maladministration through the following channels:

- **Immediate Supervisor:** Report to your direct supervisor for initial concerns.
- **HR Department:** For serious or unresolved issues, employees can contact HR directly.

- **Anonymous Reporting:** A confidential hotline or email address will be established for anonymous reporting.

6. Investigation Process

- All reports will be taken seriously and investigated promptly.
- Investigations will be conducted by designated personnel to ensure impartiality.
- Workers involved in investigations must maintain confidentiality.

7. Consequences of Malpractice and Maladministration

- Employees found to have engaged in malpractice or maladministration may face disciplinary action, up to and including termination of employment.
- Legal action may be pursued if appropriate.

8. Protection for Whistleblowers

Trident Lifting Solutions Ltd is committed to protecting individuals who report suspected malpractice or maladministration in good faith from retaliation or adverse actions.

9. Training and Awareness

All managers will receive training on recognising and reporting malpractice and maladministration. Regular workshops will reinforce the importance of ethical behaviour.

10. Review and Amendment

This policy will be reviewed annually to ensure it remains relevant and effective. Amendments will be made as necessary based on regulatory changes or organisational needs.

11. Acknowledgment

All managers are required to sign an acknowledgment form indicating that they have read, understood, and agree to comply with this policy.

AUTHORISED AND SIGNED

SIGNED



Chris Conway
Director

Review: Annually
Date: 28/08/2026
Next Review: 28/08/2027

SIGNED



Martina Oyite
Chief People Officer

Review: Annually
Date: 28/08/2026
Next Review: 28/08/2027