POLICIES & GOVERNANCE

Corporate Governance & Compliance Overview

K Dean Building Services Ltd

Document Ref	KDBS-GOV-001	**Version**	1.0
Document Owner	Senior Management Team	**Approved by**	Company Director
Issue Date	16 August 2026	**Review Date**	16 August 2027
Approval Status	Approved	**Copy Status**	Public Controlled Copy
Review Frequency	At least annually	**Approval Method**	Director approval / controlled electronic record

1. Purpose

This overview sets out the controlled policies and procedures used by K Dean Building Services Ltd to support ethical, safe, quality-led and responsible delivery across construction, refurbishment, civil engineering, heritage, public-sector, education, commercial and residential projects.

2. Governance Principles

- Clear accountability from senior management through project delivery and handover.
- Compliance with applicable law, regulation, client requirements and recognised industry guidance.
- Competence, training, supervision and proportionate risk management.
- Integrity, transparency and zero tolerance of bribery, fraud, exploitation, harassment and unsafe practices.
- Environmental responsibility, waste reduction, social value and responsible procurement.
- Continuous improvement through audits, inspections, feedback, corrective action and management review.

3. Controlled Policy Library

1. Code of Business Conduct & Ethics
2. Health & Safety Policy
3. Quality Policy
4. Environmental & Sustainability Policy
5. Equality, Diversity & Inclusion Policy
6. Social Value Policy
7. Modern Slavery & Human Trafficking Policy Statement
8. Anti-Bribery, Fraud & Corruption Policy
9. Data Protection & Privacy Policy
10. Information Security & Cyber Security Policy
11. Responsible Procurement & Supply Chain Policy
12. Complaints & Customer Care Policy
13. Waste & Resource Management Policy
14. Building Safety Policy
15. Safeguarding & Vulnerable Persons Policy
16. Whistleblowing & Speak-Up Policy
17. Building Fire Safety Information Handover Procedure

18. Client CDM Duties Awareness Procedure

4. Certification & Evidence

Certification and supporting evidence is maintained separately and may include ISO 9001, ISO 14001 and ISO 45001 certification, CHAS Elite / Common Assessment Standard evidence, Constructionline compliance information, waste-carrier registration, ICO registration, insurance, training and competence records and project-specific evidence.

Director Approval

This document has been reviewed and approved on behalf of K Dean Building Services Ltd by the Company Director and will be reviewed at least annually, or sooner where legislation, company arrangements, client requirements or operational risks change.

This public controlled copy does not display a handwritten signature. Approval is recorded within the Company controlled-document system.

Approved on behalf of	K Dean Building Services Ltd
Approved by	Company Director
Approval date	16 August 2026

Code of Business Conduct & Ethics

K Dean Building Services Ltd

Document Ref	KDBS-GOV-CODE-001	**Version**	1.0
Document Owner	Senior Management Team	**Approved by**	Company Director
Issue Date	16 August 2026	**Review Date**	16 August 2027
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1. Purpose

This Code sets the minimum standards of conduct expected from directors, employees, operatives, subcontractors, consultants and suppliers representing K Dean Building Services Ltd.

2. Our Standards

- Act honestly, lawfully, fairly and professionally in all business dealings.
- Put health, safety and wellbeing first and stop work where there is serious risk.
- Treat colleagues, clients, occupants, residents and members of the public with dignity and respect.
- Protect confidential, commercially sensitive and personal information.
- Avoid conflicts of interest and disclose any actual or potential conflict promptly.
- Never offer, request, accept or facilitate a bribe, kickback or improper payment.
- Use Company property, systems and resources responsibly.
- Respect the environment, minimise waste and prevent pollution.
- Raise concerns where conduct may breach law, policy or client requirements.

3. Supply Chain Expectations

Suppliers and subcontractors are expected to maintain equivalent standards in relation to safety, quality, employment practices, modern slavery, anti-bribery, data security, environmental performance and professional conduct.

4. Reporting Concerns

Concerns should be raised with a line manager, Project Manager, Director or through the Company speak-up arrangements. Genuine concerns raised in good faith will be treated seriously and retaliation is not acceptable.

Reference Framework

This document is intended to support K Dean Building Services Ltd management arrangements and should be read alongside applicable legislation, client requirements, project-specific documentation and competent professional advice. Key references include:

- Bribery Act 2010 and Ministry of Justice guidance
- Equality Act 2010
- Health and Safety at Work etc. Act 1974
- Modern Slavery Act 2015

- UK GDPR and Data Protection Act 2018

Director Approval

This document has been reviewed and approved on behalf of K Dean Building Services Ltd by the Company Director and will be reviewed at least annually, or sooner where legislation, company arrangements, client requirements or operational risks change.

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Approved on behalf of	K Dean Building Services Ltd
Approved by	Company Director
Approval date	16 August 2026

KDEAN BUILDING SERVICES LTD

POLICIES & GOVERNANCE

Health & Safety Policy

K Dean Building Services Ltd

Document Ref	KDBS-POL-HS-001	**Version**	1.0
Document Owner	Director / Competent Person / Health & Safety Lead	**Approved by**	Company Director
Issue Date	16 August 2026	**Review Date**	16 August 2027
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Review Frequency	At least annually	**Approval Method**	Director approval / controlled electronic record

Public controlled copy. A signed controlled master of the Health and Safety Policy Statement is retained internally in line with HSE guidance.

Part 1 - Statement of Intent

K Dean Building Services Ltd is committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of employees and others who may be affected by our activities, including subcontractors, clients, visitors, building occupants, residents and members of the public.

Our work includes construction, refurbishment, maintenance, building fabric, drainage, civil engineering, heritage, M&E and associated works in live, occupied and operational environments. We therefore place strong emphasis on planning, risk assessment, competence, supervision, communication and safe systems of work.

- Provide and maintain safe systems of work, safe access and suitable welfare arrangements.
- Identify hazards and prepare suitable and sufficient risk assessments and method statements before work starts.
- Provide information, instruction, training and supervision proportionate to the work and risk.
- Provide safe plant, equipment and tools and ensure inspection and maintenance arrangements are in place.
- Manage substances, dust, noise, vibration, manual handling, work at height, electrical risk, hot works and other foreseeable hazards.
- Cooperate and coordinate with clients, Principal Contractors, Principal Designers, designers, occupiers and other dutyholders.
- Protect workers, occupants, residents, visitors, first responders and the public from risks created by our work.
- Report, record and investigate accidents, incidents, near misses and dangerous occurrences and implement corrective action.
- Consult with the workforce and encourage people to stop work and raise concerns where they believe there is serious risk.
- Monitor, audit and review health and safety performance and continually improve our arrangements.

Part 2 - Responsibilities

Director / Competent Person / Health & Safety Lead

Has overall responsibility for ensuring suitable health and safety arrangements, resources, competent advice, monitoring and annual policy review are in place.

Project / Contracts Management

Responsible for pre-start review, RAMS, coordination, subcontractor control, access, welfare, emergency arrangements, client liaison and monitoring on projects under their control.

Site Supervisors and Working Foremen

Responsible for briefings, implementation of RAMS, competence checks, PPE, housekeeping, safe plant and access, segregation, stopping unsafe work and reporting incidents or changes.

Employees, Operatives and Subcontractors

Must take reasonable care, cooperate with Company arrangements, follow RAMS and site rules, use equipment and PPE properly, only undertake tasks they are competent to perform and report hazards or incidents promptly.

Part 3 - Arrangements

- Risk assessment, RAMS and dynamic review when conditions change.
- Induction, toolbox talks, trade competence and task-specific training.
- Subcontractor pre-qualification, insurance and competence verification.
- Plant, equipment and lifting controls, inspections and statutory examination where applicable.
- Work-at-height planning, access equipment controls and fall prevention.
- Excavation, drainage, temporary works and underground-services controls.
- COSHH, dust, silica, noise and vibration management.
- Asbestos awareness and stop-work procedures for suspect materials.
- Hot works, fire prevention, emergency planning and permit controls where required.
- Public protection, segregation and working safely in occupied or sensitive environments.
- Accident, incident, near-miss reporting, RIDDOR assessment and lessons learned.
- Welfare provision, first aid, occupational health and fitness for work.
- Site inspections, audits, corrective actions, management review and annual policy review.

Reference Framework

This document is intended to support K Dean Building Services Ltd management arrangements and should be read alongside applicable legislation, client requirements, project-specific documentation and competent professional advice. Key references include:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Construction (Design and Management) Regulations 2015
- HSE guidance on health and safety policy, risk management and competent assistance

Director Approval

This document has been reviewed and approved on behalf of K Dean Building Services Ltd by the Company Director and will be reviewed at least annually, or sooner where legislation, company arrangements, client requirements or operational risks change.

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Approved on behalf of	K Dean Building Services Ltd
Approved by	Company Director
Approval date	16 August 2026

Quality Policy

K Dean Building Services Ltd

Document Ref	KDBS-POL-QA-001	**Version**	1.0
Document Owner	Senior Management Team	**Approved by**	Company Director
Issue Date	16 August 2026	**Review Date**	16 August 2027
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Review Frequency	At least annually	**Approval Method**	Director approval / controlled electronic record

1. Commitment

K Dean Building Services Ltd is committed to delivering construction and building services that meet agreed client, statutory, regulatory, design and specification requirements. Our quality arrangements support our ISO 9001 certified management system and a culture of right-first-time delivery and continual improvement.

2. Quality Objectives

- Understand requirements before work starts and resolve ambiguity early.
- Plan resources, competence, procurement, inspections and hold points proportionate to risk.
- Use approved materials, competent suppliers and suitably qualified subcontractors.
- Maintain project records, inspection evidence, test certificates, photographs and handover information.
- Identify and control non-conforming work, defects and changes.
- Use client feedback, audits, lessons learned and performance data to improve systems and delivery.

3. Project Controls

- Contract and design review.
- Document and drawing control.
- Material approval and traceability where required.
- Inspection and test plans / quality checklists where proportionate.
- Snagging, defect management and close-out.
- Testing, commissioning and certification.
- O&M information, warranties, as-built information and structured handover.

4. Responsibility

Directors provide leadership and resources. Project Managers and Site Supervisors implement project quality controls. Employees and subcontractors are responsible for workmanship, compliance with approved information and prompt reporting of defects or uncertainty.

Reference Framework

This document is intended to support K Dean Building Services Ltd management arrangements and should be read alongside applicable legislation, client requirements, project-specific documentation and competent professional advice. Key references include:

- ISO 9001:2015 Quality management systems
- Applicable Building Regulations, contract specifications and manufacturer requirements

Director Approval

This document has been reviewed and approved on behalf of K Dean Building Services Ltd by the Company Director and will be reviewed at least annually, or sooner where legislation, company arrangements, client requirements or operational risks change.

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Approved by	Company Director
Approval date	16 August 2026

KDEAN
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POLICIES & GOVERNANCE

Environmental & Sustainability Policy

K Dean Building Services Ltd

Document Ref	KDBS-POL-ENV-001	**Version**	1.0
Document Owner	Senior Management Team	**Approved by**	Company Director
Issue Date	16 August 2026	**Review Date**	16 August 2027
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1. Commitment

K Dean Building Services Ltd is committed to protecting the environment, preventing pollution, using resources efficiently and reducing adverse environmental impacts associated with our operations. These arrangements support our ISO 14001 certified environmental management system.

2. Our Commitments

- Identify significant environmental aspects and risks at planning and pre-start stage.
- Comply with applicable environmental legislation, permits, client requirements and waste duty-of-care obligations.
- Apply the waste hierarchy: prevent, reduce, reuse, recycle, recover and dispose responsibly.
- Reduce unnecessary energy, fuel, water and material consumption.
- Prevent pollution to land, air and water through suitable storage, spill controls and emergency arrangements.
- Manage dust, noise, vibration, runoff and nuisance impacts on neighbours and building users.
- Protect biodiversity, trees, habitats and heritage features where relevant to our works.
- Consider lower-carbon materials, efficient plant, local sourcing and practical carbon reduction opportunities.
- Set objectives, monitor performance and review environmental incidents and improvement actions.

3. Site Delivery

Environmental controls are included within RAMS, logistics plans, waste arrangements and site briefings where relevant. Project teams will segregate waste where practicable, use authorised carriers and facilities, retain transfer documentation and respond promptly to spills or environmental incidents.

Reference Framework

This document is intended to support K Dean Building Services Ltd management arrangements and should be read alongside applicable legislation, client requirements, project-specific documentation and competent professional advice. Key references include:

- Environmental Protection Act 1990 - waste duty of care
- Waste Duty of Care Code of Practice
- ISO 14001:2015 Environmental management systems
- Applicable local authority, Environment Agency and client requirements

Director Approval

This document has been reviewed and approved on behalf of K Dean Building Services Ltd by the Company Director and will be reviewed at least annually, or sooner where legislation, company arrangements, client requirements or operational risks change.

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Approved on behalf of	K Dean Building Services Ltd
Approved by	Company Director
Approval date	16 August 2026

Equality, Diversity & Inclusion Policy

K Dean Building Services Ltd

Document Ref	KDBS-POL-EDI-001	**Version**	1.0
Document Owner	Senior Management Team	**Approved by**	Company Director
Issue Date	16 August 2026	**Review Date**	16 August 2027
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1. Commitment

K Dean Building Services Ltd is committed to a working environment in which people are treated fairly, with dignity and respect, and where unlawful discrimination, harassment, victimisation and bullying are not accepted.

2. Principles

- Recruit, develop and engage people based on ability, competence and legitimate role requirements.
- Do not unlawfully discriminate because of protected characteristics under the Equality Act 2010.
- Consider and implement reasonable adjustments where legally required and practicable.
- Promote respectful conduct on sites, in offices, with clients and throughout the supply chain.
- Provide a route to raise concerns without victimisation.
- Expect subcontractors and suppliers to support equivalent standards.

3. Responsibilities

Managers are responsible for fair decisions, appropriate behaviour and responding to concerns. Everyone working for or on behalf of K Dean is expected to treat others with respect and challenge or report inappropriate conduct.

Reference Framework

This document is intended to support K Dean Building Services Ltd management arrangements and should be read alongside applicable legislation, client requirements, project-specific documentation and competent professional advice. Key references include:

- Equality Act 2010
- ACAS guidance on discrimination, harassment and workplace equality

Director Approval

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Approved by	Company Director
Approval date	16 August 2026

KDEAN BUILDING SERVICES LTD

POLICIES & GOVERNANCE

Social Value Policy

K Dean Building Services Ltd

Document Ref	KDBS-POL-SV-001	**Version**	1.0
Document Owner	Senior Management Team	**Approved by**	Company Director
Issue Date	16 August 2026	**Review Date**	16 August 2027
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1. Purpose

K Dean Building Services Ltd seeks to create wider economic, social and environmental value through the way we procure, employ, train and deliver projects, particularly where clients set specific social-value outcomes.

2. Priority Areas

- Local employment and use of local supply chains where practical and appropriate.
- Apprenticeships, work experience, training and skills development opportunities.
- Fair and responsible procurement and prompt engagement with SMEs and specialist suppliers.
- Community consideration, considerate-construction practices and reduced disruption.
- Environmental improvements, waste reduction and resource efficiency.
- Support for client-specific social-value commitments and measurable tender obligations.

3. Measurement

Where social-value commitments form part of a contract, they will be assigned to an accountable project lead and tracked using agreed metrics, evidence and reporting requirements.

Reference Framework

This document is intended to support K Dean Building Services Ltd management arrangements and should be read alongside applicable legislation, client requirements, project-specific documentation and competent professional advice. Key references include:

- Public Services (Social Value) Act 2012
- Client procurement and social-value frameworks where applicable

Director Approval

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Approved on behalf of	K Dean Building Services Ltd

Approved by	Company Director
Approval date	16 August 2026

POLICIES & GOVERNANCE

Modern Slavery & Human Trafficking Policy Statement

K Dean Building Services Ltd

Document Ref	KDBS-POL-MSA-001	**Version**	1.0
Document Owner	Senior Management Team	**Approved by**	Company Director
Issue Date	16 August 2026	**Review Date**	16 August 2027
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1. Statement

K Dean Building Services Ltd has zero tolerance for slavery, servitude, forced or compulsory labour, human trafficking, child labour and exploitative recruitment practices within our operations and supply chain.

2. Controls

- Use reputable recruitment channels and verify right-to-work requirements where applicable.
- Do not knowingly use suppliers or labour providers that charge workers improper recruitment fees, retain identity documents or restrict freedom of movement.
- Include ethical labour and modern-slavery considerations within proportionate supplier due diligence.
- Require concerns to be reported and investigate credible indicators of exploitation.
- Cooperate with clients and public-sector procurement requirements relating to modern slavery.
- Review higher-risk suppliers, labour models, locations or categories where proportionate.

3. Reporting Status

This policy statement is adopted as a responsible-business and procurement standard. Where K Dean Building Services Ltd is subject to statutory transparency-in-supply-chain reporting requirements, the Company will publish and update the required annual statement in accordance with applicable law.

Reference Framework

This document is intended to support K Dean Building Services Ltd management arrangements and should be read alongside applicable legislation, client requirements, project-specific documentation and competent professional advice. Key references include:

- Modern Slavery Act 2015
- Home Office transparency-in-supply-chains guidance
- Government procurement guidance on tackling modern slavery in supply chains

Director Approval

This document has been reviewed and approved on behalf of K Dean Building Services Ltd by the Company Director and will be reviewed at least annually, or sooner where legislation, company arrangements, client requirements or operational risks change.

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POLICIES & GOVERNANCE

Anti-Bribery, Fraud & Corruption Policy

K Dean Building Services Ltd

Document Ref	KDBS-POL-ABC-001	**Version**	1.0
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1. Zero-Tolerance Position

K Dean Building Services Ltd does not tolerate bribery, fraud, corruption, kickbacks, facilitation payments or other improper inducements. Business must be won and delivered fairly, transparently and on merit.

2. Prohibited Conduct

- Offering, promising, giving, requesting or accepting anything intended to improperly influence a decision.
- Making facilitation payments or unofficial payments to secure routine actions.
- Submitting false invoices, expenses, time records, certificates or other fraudulent records.
- Concealing conflicts of interest, connected-party arrangements or improper benefits.
- Using subcontractors, agents or suppliers to do anything the Company would be prohibited from doing directly.

3. Gifts & Hospitality

Reasonable and proportionate business hospitality may be acceptable where it is lawful, transparent, not intended to influence a decision and does not create a conflict of interest. Anything unusual, high value or connected to a tender, award, payment or approval should be referred to a Director before acceptance or offer.

4. Reporting

Suspected bribery, fraud or corruption must be reported promptly to a Director. Records will be preserved and concerns investigated proportionately. Retaliation against a person raising a genuine concern in good faith is not acceptable.

Reference Framework

This document is intended to support K Dean Building Services Ltd management arrangements and should be read alongside applicable legislation, client requirements, project-specific documentation and competent professional advice. Key references include:

- Bribery Act 2010
- Ministry of Justice guidance on procedures to prevent bribery
- Applicable fraud legislation and contractual requirements

Director Approval

This document has been reviewed and approved on behalf of K Dean Building Services Ltd by the Company Director and will be reviewed at least annually, or sooner where legislation, company arrangements, client requirements or operational risks change.

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POLICIES & GOVERNANCE

Data Protection & Privacy Policy

K Dean Building Services Ltd

Document Ref	KDBS-POL-DP-001	**Version**	1.0
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1. Commitment

K Dean Building Services Ltd is committed to handling personal data lawfully, fairly, transparently and securely in accordance with applicable UK data-protection law. The Company is registered with the Information Commissioner's Office under registration reference ZB606127.

2. Data We May Process

- Business contact details for clients, suppliers and project teams.
- Employee, applicant and subcontractor information required for employment, competence, payroll, access, safety or contractual purposes.
- Project records, site-access information, photographs and incident records where individuals may be identifiable.
- Website enquiry information submitted through contact forms.
- Financial, contractual and transaction information where required for business administration.

3. Data Protection Principles

- Process personal data for specified and legitimate purposes and identify an appropriate lawful basis.
- Collect only data that is adequate, relevant and limited to what is necessary.
- Keep personal data accurate and no longer than necessary.
- Protect data with appropriate organisational and technical controls.
- Limit access to people with a legitimate business need.
- Use appropriate safeguards when sharing data with service providers or transferring data internationally.
- Respect individual rights including access, correction, deletion, restriction, objection and portability where applicable.

4. Privacy Requests & Incidents

Privacy requests or concerns may be submitted through the Company website contact route or in writing to K Dean Building Services Ltd, 2 High Road, Eastcote, Pinner, HA5 2EW. Suspected personal-data breaches must be escalated promptly so that legal notification requirements can be assessed.

Reference Framework

This document is intended to support K Dean Building Services Ltd management arrangements and should be read alongside applicable legislation, client requirements, project-specific documentation and competent professional advice. Key references include:

- UK General Data Protection Regulation
- Data Protection Act 2018
- ICO guidance on privacy information and individual rights

Director Approval

This document has been reviewed and approved on behalf of K Dean Building Services Ltd by the Company Director and will be reviewed at least annually, or sooner where legislation, company arrangements, client requirements or operational risks change.

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Approved by	Company Director
Approval date	16 August 2026

POLICIES & GOVERNANCE

Information Security & Cyber Security Policy

K Dean Building Services Ltd

Document Ref	KDBS-POL-IS-001	Version	1.0
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Issue Date	16 August 2026	Review Date	16 August 2027
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1. Purpose

This policy sets minimum controls for protecting Company, client, employee and supplier information from loss, unauthorised access, alteration, disclosure, cyber attack and avoidable disruption.

2. Minimum Controls

- Use strong unique passwords and multi-factor authentication where available and appropriate.
- Restrict system and document access according to job need.
- Keep supported devices, software and security updates current.
- Use approved storage, sharing and backup arrangements for Company information.
- Be alert to phishing, payment diversion, invoice fraud and suspicious links or attachments.
- Protect laptops, phones and removable media against theft or unauthorised use.
- Do not share client or personal information through unapproved channels.
- Report lost devices, suspicious emails, malware, account compromise or data loss immediately.
- Apply proportionate supplier due diligence where third parties host or process sensitive information.

3. Incident Response

Information-security incidents will be contained, recorded, investigated and escalated. Where personal data is involved, the Data Protection & Privacy Policy and applicable breach-assessment requirements will also apply.

Reference Framework

This document is intended to support K Dean Building Services Ltd management arrangements and should be read alongside applicable legislation, client requirements, project-specific documentation and competent professional advice. Key references include:

- UK GDPR and Data Protection Act 2018
- National Cyber Security Centre small-business and cyber-security guidance

Director Approval

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Approved by	Company Director
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POLICIES & GOVERNANCE

Responsible Procurement & Supply Chain Policy

K Dean Building Services Ltd

Document Ref	KDBS-POL-SUP-001	**Version**	1.0
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1. Purpose

K Dean Building Services Ltd aims to procure materials, plant, services and subcontract works from competent and responsible suppliers that can meet project, safety, quality, environmental and ethical requirements.

2. Supplier Selection

- Competence, qualifications, experience and resources relevant to the work.
- Insurance, health and safety arrangements and RAMS capability.
- Quality, product certification, traceability and technical compliance where required.
- Environmental performance, waste controls and responsible sourcing where relevant.
- Modern-slavery, labour, equality and ethical-business considerations proportionate to risk.
- Data security and confidentiality where suppliers handle sensitive information.
- Commercial capability, programme performance and previous delivery record.

3. Management

Subcontractors and suppliers are expected to comply with site rules, Company policies, client requirements and applicable law. Performance may be monitored through inspections, audits, non-conformance records, client feedback and project reviews.

Director Approval

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Approved on behalf of	K Dean Building Services Ltd
Approved by	Company Director

Approval date	16 August 2026

Complaints & Customer Care Policy

K Dean Building Services Ltd

Document Ref	KDBS-POL-COM-001	**Version**	1.0
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Issue Date	16 August 2026	**Review Date**	16 August 2027
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1. Commitment

K Dean Building Services Ltd aims to resolve concerns promptly, fairly and professionally and to use complaints and feedback as a source of improvement.

2. How Complaints Are Managed

1. Record the concern and acknowledge receipt within a reasonable period.
2. Identify the responsible manager and gather relevant project information.
3. Investigate facts proportionately, including discussion with relevant employees, subcontractors or suppliers.
4. Provide a clear response setting out findings, actions and any next steps.
5. Escalate unresolved or serious matters to a Director.
6. Record corrective actions and lessons learned where appropriate.

3. Conduct

Complainants will be treated respectfully. Information will be shared only with those who need it to investigate and resolve the matter, subject to legal, contractual and data-protection requirements.

4. Contact

Complaints can be raised through the website contact route, by telephone on 020 3488 8522 or in writing to K Dean Building Services Ltd, 2 High Road, Eastcote, Pinner, HA5 2EW.

Director Approval

This document has been reviewed and approved on behalf of K Dean Building Services Ltd by the Company Director and will be reviewed at least annually, or sooner where legislation, company arrangements, client requirements or operational risks change.

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Approved on behalf of	K Dean Building Services Ltd
Approved by	Company Director

Approval date	16 August 2026

Waste & Resource Management Policy

K Dean Building Services Ltd

Document Ref	KDBS-POL-WST-001	**Version**	1.0
Document Owner	Senior Management Team	**Approved by**	Company Director
Issue Date	16 August 2026	**Review Date**	16 August 2027
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1. Purpose

K Dean Building Services Ltd will manage construction waste in a way that protects people and the environment, supports legal duty-of-care requirements and promotes resource efficiency.

2. Controls

- Plan waste routes, storage and segregation before or during site setup.
- Apply the waste hierarchy and avoid waste through accurate ordering, reuse and material protection.
- Use suitable containers and prevent escape, leakage, contamination or unsafe storage.
- Use authorised waste carriers and permitted or appropriately exempt receiving facilities.
- Complete and retain waste transfer or hazardous-waste documentation where required.
- Identify hazardous, contaminated or specialist waste streams and arrange suitable controls.
- Prevent uncontrolled burning, fly-tipping or disposal through unauthorised routes.
- Monitor waste performance where required by contract or environmental objectives.

Reference Framework

This document is intended to support K Dean Building Services Ltd management arrangements and should be read alongside applicable legislation, client requirements, project-specific documentation and competent professional advice. Key references include:

- Environmental Protection Act 1990 - section 34 duty of care
- Waste Duty of Care Code of Practice
- Environment Agency waste-carrier and waste-transfer requirements

Director Approval

This document has been reviewed and approved on behalf of K Dean Building Services Ltd by the Company Director and will be reviewed at least annually, or sooner where legislation, company arrangements, client requirements or operational risks change.

This public controlled copy does not display a handwritten signature. Approval is recorded within the Company controlled-document system.

Approved on behalf of	K Dean Building Services Ltd
Approved by	Company Director

Approval date	16 August 2026

POLICIES & GOVERNANCE

Building Safety Policy

K Dean Building Services Ltd

Document Ref	KDBS-POL-BS-001	**Version**	1.0
Document Owner	Senior Management Team	**Approved by**	Company Director
Issue Date	16 August 2026	**Review Date**	16 August 2027
Approval Status	Approved	**Copy Status**	Public Controlled Copy
Review Frequency	At least annually	**Approval Method**	Director approval / controlled electronic record

1. Commitment

K Dean Building Services Ltd is committed to planning and carrying out building work so that applicable Building Regulations, dutyholder responsibilities, competence requirements, design information and building-safety requirements are properly considered and evidenced.

2. Core Arrangements

- Confirm project roles and dutyholder appointments where applicable.
- Ensure people undertaking design or building work are competent for the tasks allocated to them, or appropriately supervised.
- Review design information, specifications, product requirements and relevant building-control information before work is undertaken.
- Manage changes so that design, compliance, safety and handover implications are considered before implementation.
- Maintain proportionate records of inspections, approvals, test results, product information, photographs, commissioning and as-built information.
- Escalate uncertainty, non-conformance or potentially unsafe work and stop work where necessary.
- For higher-risk building work, comply with applicable enhanced requirements and client / Building Safety Regulator processes where K Dean has relevant duties.
- Provide required handover, fire-safety and O&M information in a structured manner.

3. Fire & Life Safety

Where works affect fire safety, escape, compartmentation, fire doors, fire stopping, detection, emergency lighting or related systems, the Building Fire Safety Information Handover Procedure applies.

Reference Framework

This document is intended to support K Dean Building Services Ltd management arrangements and should be read alongside applicable legislation, client requirements, project-specific documentation and competent professional advice. Key references include:

- Building Safety Act 2022
- Building Regulations 2010 and amendments
- Building Regulations etc. (Amendment) (England) Regulations 2023
- Government guidance on dutyholders and competence for design and building work

Director Approval

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Approved on behalf of	K Dean Building Services Ltd
Approved by	Company Director
Approval date	16 August 2026

Safeguarding & Vulnerable Persons Policy

K Dean Building Services Ltd

Document Ref	KDBS-POL-SAFE-001	**Version**	1.0
Document Owner	Senior Management Team	**Approved by**	Company Director
Issue Date	16 August 2026	**Review Date**	16 August 2027
Approval Status	Approved	**Copy Status**	Public Controlled Copy
Review Frequency	At least annually	**Approval Method**	Director approval / controlled electronic record

1. Purpose

K Dean Building Services Ltd undertakes work in schools, public buildings, residential environments and other locations where children or vulnerable persons may be present. This policy sets minimum conduct and safeguarding controls for such environments.

2. Controls

- Comply with client safeguarding procedures, site inductions, access rules and designated work zones.
- Segregate work areas from pupils, residents, service users and the public using suitable barriers, signage and access control.
- Avoid unnecessary direct contact with children or vulnerable persons and do not place workers in unsupervised situations contrary to client arrangements.
- Undertake DBS or other vetting checks where the role, activity and client requirements make them legally or contractually appropriate.
- Prohibit inappropriate language, behaviour, photography or use of personal devices in restricted areas.
- Report safeguarding concerns immediately through the client safeguarding route and to Company management.
- Protect confidential information concerning children, residents or vulnerable persons.

3. Site Planning

Project Managers will agree safeguarding, delivery routes, working hours, welfare, emergency access and supervision arrangements with the client before work starts where safeguarding risk is relevant.

Reference Framework

This document is intended to support K Dean Building Services Ltd management arrangements and should be read alongside applicable legislation, client requirements, project-specific documentation and competent professional advice. Key references include:

- Client / school safeguarding requirements
- DBS guidance on regulated activity with children
- Applicable safeguarding legislation and local procedures

Director Approval

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Approved on behalf of	K Dean Building Services Ltd
Approved by	Company Director
Approval date	16 August 2026

POLICIES & GOVERNANCE

Whistleblowing & Speak-Up Policy

K Dean Building Services Ltd

Document Ref	KDBS-POL-WB-001	**Version**	1.0
Document Owner	Senior Management Team	**Approved by**	Company Director
Issue Date	16 August 2026	**Review Date**	16 August 2027
Approval Status	Approved	**Copy Status**	Public Controlled Copy
Review Frequency	At least annually	**Approval Method**	Director approval / controlled electronic record

1. Purpose

K Dean Building Services Ltd encourages employees and others working on our behalf to raise genuine concerns about wrongdoing, unsafe practice, fraud, bribery, modern slavery, serious environmental harm, data misuse or attempts to conceal such matters.

2. How to Raise a Concern

Concerns may be raised with a line manager, Project Manager or Director. Where the concern involves the normal reporting route, it should be raised directly with another Director or senior manager.

3. Protection

Concerns raised honestly and in good faith will be treated seriously. Retaliation, victimisation or deliberate disadvantage because someone has raised a genuine concern is not acceptable. Confidentiality will be protected as far as reasonably practicable and consistent with a fair investigation and legal obligations.

4. Investigation

The Company will assess the concern, preserve relevant information, investigate proportionately and take corrective, disciplinary, contractual or external-reporting action where appropriate.

Reference Framework

This document is intended to support K Dean Building Services Ltd management arrangements and should be read alongside applicable legislation, client requirements, project-specific documentation and competent professional advice. Key references include:

- Public Interest Disclosure Act 1998
- Employment Rights Act 1996 - protected disclosures

Director Approval

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Approved by	Company Director
Approval date	16 August 2026

POLICIES & GOVERNANCE

Building Fire Safety Information Handover Procedure

K Dean Building Services Ltd

Document Ref	KDBS-BFSI-001	**Version**	1.1
Document Owner	Director / Health & Safety Responsible Person	**Approved by**	Company Director
Issue Date	16 August 2026	**Review Date**	16 August 2027
Approval Status	Approved	**Copy Status**	Public Controlled Copy
Review Frequency	At least annually	**Approval Method**	Director approval / controlled electronic record

1. Purpose

This procedure sets out how K Dean Building Services Ltd identifies, collects, reviews and hands over relevant building fire-safety information no later than completion of the work or occupation of the relevant part of the building, whichever is earlier, where the requirement applies.

It supports project compliance with Regulation 38 of the Building Regulations 2010 and structured handover to the Client, Responsible Person or other nominated dutyholder.

2. Scope

- New build and extensions.
- Refurbishment and change-of-use works.
- Fire stopping, fire doors and compartmentation.
- Works affecting escape routes, detection, alarm, emergency lighting or life-safety systems.
- Works affecting building layout, services, fittings or equipment relevant to fire safety.

3. Responsibilities

The Director has overall responsibility for suitable arrangements. The Project / Contracts Manager or appointed competent person identifies information requirements, collects records during the works, reviews completeness and arranges handover. Subcontractors and specialist installers must provide product, installation, inspection, test and maintenance information relevant to their work.

4. Information Collection

- Description of works completed and fire strategy information where provided.
- As-built or marked-up drawings and location information.
- Fire-stopping, fire-door and compartmentation records.
- Product data sheets and manufacturer installation instructions for fire-rated products.
- Fire alarm, emergency lighting, detection and mechanical/electrical fire-safety information where applicable.
- Test certificates, commissioning records, warranties and guarantees.
- Photographic records of concealed fire-protection works.
- O&M information, maintenance requirements and residual fire-safety risks.

5. Review Before Handover

- Information reflects the actual works carried out.
- Relevant certificates, product data and installation records are present.
- Marked-up / as-built drawings are clear and usable.
- Maintenance and inspection requirements are identified.
- Residual risks are recorded where relevant.
- Missing information is chased before completion where reasonably practicable.

6. Handover

The information may be issued by email, formal transmittal, completion pack, O&M Manual, Health & Safety File information or a Regulation 38 fire-safety information pack. The handover record will identify what was issued, the recipient, date and project reference, and a copy will be retained in Company project records.

7. Minimum Handover Record

- Project name and address.
- Client / Responsible Person or nominated recipient.
- Principal Contractor / Principal Designer where applicable.
- Date of completion / occupation and date information issued.
- Schedule of fire-safety information issued.
- Method of issue and acknowledgement status.

8. Monitoring & Review

This procedure will be reviewed annually or sooner where legislation, project requirements or lessons from handover indicate a change is required.

Reference Framework

This document is intended to support K Dean Building Services Ltd management arrangements and should be read alongside applicable legislation, client requirements, project-specific documentation and competent professional advice. Key references include:

- Building Regulations 2010 - Regulation 38
- Approved Document B and applicable project fire strategy / Building Control requirements
- Regulatory Reform (Fire Safety) Order 2005 where applicable

Director Approval

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Approved on behalf of	K Dean Building Services Ltd
Approved by	Company Director
Approval date	16 August 2026

Client CDM Duties Awareness Procedure

K Dean Building Services Ltd

Document Ref	KDBS-CDM-CLIENT-001	**Version**	1.1
Document Owner	Director / Health & Safety Responsible Person	**Approved by**	Company Director
Issue Date	16 August 2026	**Review Date**	16 August 2027
Approval Status	Approved	**Copy Status**	Public Controlled Copy
Review Frequency	At least annually	**Approval Method**	Director approval / controlled electronic record

1. Purpose

This procedure sets out how K Dean Building Services Ltd takes reasonable steps to ensure that clients are made aware of relevant duties under the Construction (Design and Management) Regulations 2015 before construction work commences.

2. Scope

It applies where K Dean Building Services Ltd is acting as Principal Contractor, Contractor, specialist subcontractor or sole contractor. Where K Dean is not the Principal Contractor, we will still cooperate with the Client, Principal Contractor and Principal Designer to support suitable project arrangements.

3. Commercial Client Duties

- Make suitable arrangements for managing the project and allocate sufficient time and resources.
- Provide relevant pre-construction information.
- Appoint suitable designers and contractors and appoint Principal Designer / Principal Contractor where required.
- Ensure a suitable Construction Phase Plan is prepared before construction starts.
- Ensure welfare arrangements are provided.
- Ensure cooperation and coordination arrangements are in place.
- Ensure the Health & Safety File is prepared and handed over where required.
- Ensure HSE notification where the project meets the statutory notification threshold.

4. How We Make Clients Aware

- Tender clarification and contract review.
- Pre-start meetings and email correspondence.
- Client duty notification wording.
- Pre-construction information requests.
- Construction Phase Plan and RAMS issue.
- Site setup and commencement checklists.
- Handover / O&M / Health & Safety File information requests.

5. Pre-Start Checks

- Whether the client is commercial or domestic.

- Number of contractors and required dutyholder appointments.
- Availability of surveys, drawings, asbestos and services information.
- Construction Phase Plan and welfare.
- Access, security, emergency arrangements and public / occupant risks.
- Applicable Building Regulations, fire-safety and handover requirements.

6. Domestic Clients

Where the project is for a domestic client, K Dean will identify the project arrangement at pre-start stage. CDM duties that would otherwise fall to a domestic client normally pass to other dutyholders in accordance with CDM 2015.

7. Evidence & Records

- Client duty notification or clarification correspondence.
- Pre-start meeting records and pre-construction information requests.
- Construction Phase Plan and RAMS issue records.
- Appointment information where applicable.
- Handover and O&M / Health & Safety File information requests.

8. Monitoring & Review

This procedure will be reviewed annually or sooner following significant legislative, organisational or project-delivery changes.

Reference Framework

This document is intended to support K Dean Building Services Ltd management arrangements and should be read alongside applicable legislation, client requirements, project-specific documentation and competent professional advice. Key references include:

- Construction (Design and Management) Regulations 2015
- HSE guidance for commercial and domestic clients
- HSE publication L153 Managing health and safety in construction

Director Approval

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