

Younique Designs Ltd is proud to present the following statements as a 'modus operandi' for the company

Modus Operandi

Health and Safety Policy Statement

Younique Designs policy is to ensure, so far as is reasonably practicable, that the Health and Safety of staff, sub-consultants, clients, visitors and the public is safeguarded at all times. To this end it complies with the requirements of Statutory Instruments, Approved Codes of Practice and HSE Guidance Notes.

Data Protection Policy

Younique Designs Ltd has a policy to comply with the requirements of the Data Protection Act 1998. Whilst it is not required to register under the act it will implement the policy and as such will not under any circumstances pass on details to third parties. Any details retained will be used for marketing purposes only to advise and update clients unless requested by clients not to do so.

Equal Opportunities Policy

Younique Designs Ltd policy is to ensure, so far as is reasonably practicable, that all staff, candidates and colleagues are assessed solely on their technical expertise and experience and are treated equally irrespective of their race, creed, colour or sexual orientation. The Company complies with Statutory Instruments.

Younique Designs adheres to the recommendations of the *Commission for Racial Equality* as set out in their *Code of Practice for the Elimination of Racial Discrimination and the Promotion of Equality of Opportunity in Employment*.

Breaches of the recommendations and Company Policy are regarded as serious matters within the Company's disciplinary procedures. Proven cases are subject to a formal written warning.

Environmental Policy

Younique Designs Ltd policy is to ensure, so far as is reasonably practicable, that its associates and subcontractors conduct themselves and their use of resources in a responsible manner.

Associates are encouraged to minimise waste and to seek opportunities to recycle. Wherever possible paper and other consumables are derived from recycled sources and expended materials offered for recycling.

Project teams lead by Julie Stevens are urged to consider energy utilisation, efficiency and the selection of materials and technologies utilising renewable resources.

Clients are commended to adopt energy and resource efficient solutions to their property needs.