|  |  |  |
| --- | --- | --- |
| Description: Description: Description: cid:image001.jpg@01CB5F1D.A4AD4420 | **STAFF HANDBOOK**  **INTRODUCTION** | Doc: SH-001 |
| Issue: 4 |
| Date: 17.07.14 |
| Page 1 of 45 |

bs01197_

**Welcome!**

Welcome to the staff of our company.

We take pride in our reputation and our service to customers.

Our workplace will benefit from your enthusiasm and willingness to do your job well.

This handbook and the induction sessions will assist you in working with your fellow employees. We will describe in detail what you can expect from us and what we will expect from you. However, if you have any queries, please do not hesitate to ask your supervisor.

Current at time of printing – do not use for training or editing without checking currency. Access current document from Sitemap.

We extend a sincere welcome to you and wish you every success in your new position with us.

**Our Company**

* Operating since 1958.
* Products include Low Loaders and associated spare parts
* Our customer base is nation wide.

**Policy Statements**

Refer to our Policy Statements:

* [*Quality Policy Statement*](file:///I:\Procedures\Policy%20Statements\Quality%20Policy%20Statement.doc)
* *[Health & Safety Policy Statement](I:\\Procedures\\Policy Statements\\Workplace Health and Safety Policy Statement.doc)*
* *[Environmental Policy Statement](I:\\Procedures\\Policy Statements\\Environmental Policy Statement.doc)*
* [*Equal Opportunity and Anti Discrimination Policy*](file:///C:\Users\Tomlamont\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Procedures\Policy%20Statements\Equal%20Opportunity%20and%20Anti%20Discrimination%20Policy.doc)
* *[Privacy Policy Statement](I:\\Procedures\\Policy Statements\\Privacy Policy Statement.doc)*
* *[Rehabilitation Policy Statement](I:\\Procedures\\Policy Statements\\Rehabilitation Policy Statement.doc)*