



# **CBG (Clifton Buying Group Ltd)**

## **Pandemic Policy**

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## CBG Ltd (Clifton Buying Group Ltd) – Pandemic Policy

### **Purpose**

The Environmental Policy of CBG Ltd (“the Company”) is to ensure so far as it is reasonably practicable that its operations will be carried out with a commitment to protecting and enhancing the environment.

### **Policy Statement**

The Management of the Company recognises that our activities have an environmental impact and in developing this policy we seek to confirm our commitment to manage environmental issues properly. CBG Ltd promotes environmentally responsible policies in all its commercial activities, including purchasing and investment.

**This policy has the full support of the Directors. In implementing this commitment to manage our environmental impact properly we will:**

- Fully comply with environmental regulations pertinent to our business and business practices.
- Ensure that any environmental considerations are integrated into our business decisions.
- Ensure that we use risk assessments in order to identify potential environmental risks to our Businesses through our actions and decisions
- Actively pursue opportunities to minimise the environmental impact of our operations; concentrating particularly on the use of energy, paper, toner, waste disposal, and mileage reduction of our sales team.
- Attempt to develop a wider understanding of environmental issues among our employees and supply chain members alike.
- Regularly review our policies to ensure that they remain properly aligned to the processes and systems used within our business and encourage the most effective utilisation of resources.
- Responsibility for implementing this Environmental Policy Statement rests with the Directors.
- The management team endorses these policy statements and is fully committed to their implementation.
- This Environmental Policy Statement will be reviewed annually and or updated as required in line with legislation and or changes of business practices.

### **Environmental Policy**

CBG Ltd is committed to adopting best practice in environmental matters and aims to achieve success in ways that work in harmony with our environment. The company promotes this principle and intends that it should become embedded into its policies and practice to the benefit of staff as well as the wider community.



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### **Purpose**

The purpose of this policy is to cover procedures in the event of any potential pandemic i.e. an epidemic of infectious disease. The policy will be followed for any possible pandemic not just flu pandemics, recognising that specific diseases may require particular/alternative actions to be taken.

### **Policy Statement**

In the event of a pandemic Clifton Buying Group seeks to promote the health, safety and wellbeing of all its employees whilst seeking to sustain the organisations key functions and services. In doing so Clifton Buying Group will follow all the appropriate recommendations from the World Health Organisation (WHO), the British Government and the Public Health England (PHE), we shall ensure that all members of our organisation are kept informed as appropriate throughout the pandemic.

### **Policy Activation**

The activation of this policy and procedures are linked to the WHO and PHE for guidance and information relating to the UK Alert levels that apply when a pandemic is declared.

When a UK Alert Level 3 and 4 is notified then a Crisis Management will be formed holding regular reviews of the situation, implementing preventative action as recommended by the WHO and PHE. The Crisis Management Team will consist of the full Senior Leadership Team plus others seconded as appropriate.

### **Procedures**

The Crisis Management team will follow the procedures set out below in line with the relevant alert level and taking into account advice from the relevant authorities.

Throughout any period of pandemic, Clifton Buying Group will expect all its employees, if they are well, to continue to work as normal for as long as possible, while taking additional precautions to protect themselves from infection and lessen the risk of spread to others. Clifton Buying Group will make every effort to support employees and take into account individual personal circumstances, but any unexplained absences will be dealt with according to the company absence policy.

A number of temporary working arrangements may be identified and implemented in order to reduce the spread of infection during a pandemic and all employees will be expected to be flexible in terms of the way they work and duties and responsibilities they undertake.

Personal Protective equipment will be provided such as face masks, anti-bacterial hand gels and wipes which Clifton Buying Group requires all employees to use. We also expect all our employees to observe high levels of personal hygiene, for further clarity please speak to HR.



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### Procedures (Continued)

Those staff at high risk of infection complications may request to work from home to minimise risk of infection. These staff will include, for example, pregnant women and those who have pre-existing respiratory disease or compromised immune systems. Staff who believe they fall into this category should inform HR who will make the appropriate arrangements.

**In the extreme situation of Clifton Buying Group having to close the Business Continuity Plan (BCP) will come into force** and will be managed by the Business Continuity Management Team (BCMT). All employees will be instructed to work from home in the first instance, connecting to the CBG Data File, third party e-commerce systems and to the third party Azure RDP session, these arrangements will allow access to all company systems.

### Key Procedures for Alert Levels

#### Alert Level 1 & 2: - Inter-pandemic period

- No action needed as primarily animal-related infection, but at Level 2 the Crisis Management will monitor the situation closely.

#### Alert Level 2 & 3: - Increasing global concerns about virus, but humans not yet affected

- Information is communicated to all employees
- Response plans are prepared in conjunction with advice from various agencies.
- New activities will need to consider this risk as part of their overall risk assessment.
- Vaccination is encouraged if this is a Government policy.

#### Alert Level 4: - Inefficient human-to human transmission cases outside the UK but the UK has links to affected countries:

- Crisis Management Team meets
- Protection measures are re-enforced: some travel and activities may be cancelled after review.
- Additional supplies of materials may be ordered: sanitising liquid soaps, extra soap dispensers, paper towels, extra bins, tissues, bin liners, antibacterial hand gel and wipes.
- IT support to complete and audit of all employee e-mail and remote access from home.
- Reviewed plans communicated to all employees.

#### Alert Level 5: - Pandemic cases outside UK, or inefficient human-to human cases in the UK

- Crisis Management Team meets
- Locations are confirmed for: Extra hand cleaning dispensers, paper towels and tissues bins.



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### **Alert Level 5: - (Continued)**

- Cleaning regime changed to address cleaning of hard surfaces, door handles and emptying of additional tissue bins.
- Risk assessment done before any visitors are allowed on site from areas where there is a pandemic.

### **Alert Level 6: - Pandemic UK**

- We will follow the UK Government plan.
- Hygiene materials and equipment installed and utilised: extra liquid soaps dispenser, paper towel dispensers, tissue bins.
- Daily communication by e-mail.
- Monitoring and Review

**This policy will be reviewed and updated annually, or events or legislation required, by the Senior Leadership Team rests with the Directors. The management team endorses the Environmental statement and policy and is fully committed to their implementation.**