



EFT Group

Coronavirus Policy

Policy Summary

EFT Group LTD, is committed to the safety of all employees who work at the office premises and remotely off site.

Throughout the Coronavirus pandemic, measures have been implemented based on risk assessments and safe systems of work. This has allowed EFT Group LTD to maintain an essential service to its clients maintaining life safety systems. EFT Group LTD have followed and reviewed the constant changes in guidelines and legislation to ensure we have always been in a position to maintain employee safety throughout the pandemic.

The EFT Group LTD, continuity plan was implemented from a very early stage back in March prior to lockdown restrictions coming into force which meant the business has been able to be agile in its preparations.

In developing our company procedures, we have incorporated the principal objectives of:

- Coronavirus Act 2020.
- UK Government Workplace Guidelines on Coronavirus (COVID-19).
- HSE- Working Safely During the Coronavirus Outbreak.

Policy Statement

1.0 EFT Group LTD, is committed to the safety of all employees and this will continue to be achieved by reviewing guidelines and legislation.

2.0 EFT Group LTD will continue with mitigation against Coronavirus (COVID-19) in implementing further measures to protect employees as and when required. This may be physical mitigation or awareness of guidelines.

3.0 EFT Group LTD, is committed to work with those who may be classified as vulnerable and will work with employees to the best of our ability to help them back into the workplace.



- 4.0** EFT Group LTD, requests that any employee who feels they may have symptoms of Coronavirus or have been contacted by NHS Track and Trace, must under no circumstances attend any form of work or training until you have spoken to your line manager for advice on what to do next.
- 5.0** EFT Group LTD, are signed up to the UK Government employee referral testing scheme as essential workers. This enables us as employers to book employees on for Coronavirus testing with their consent.
- 6.0** EFT group LTD, request that if an employee test positive for Coronavirus, they must self-isolate for the period as stated by the NHS guidelines.
- 7.0** EFT Group Ltd, requests that if an employee travels to an overseas territory which is part of the UK Governments Coronavirus quarantine list, then the employee will have to self-isolate for the period of Quarantine set out by the UK Government.
- 8.0** EFT Group LTD, is committed to keeping the workplace a COVID secure environment as part of the UK Governments initiative.
- 9.0** EFT Group LTD, will not send an employee who has symptoms of Coronavirus (COVID-19) to a client property.

This Policy is subject to change at short notice should further UK Government guidelines or restrictions come into force.

Signed on behalf of the Board of Directors:

A handwritten signature in blue ink, appearing to read "Adam Watts", is written over a light blue circular stamp.

Adam Watts

Position: CEO

Date: 01/01/2021