**Health & Safety Service Agreement**

**Between**

**SAFE POLICIES LTD, UTR No: 1753115701, Address: 11 Upper Fant Road, Maidstone, Kent, ME16 8BP**

**&**

**PRODIG UTILITIES LTD, Address: 2 Imperial Way, Harrow, United Kingdom, HA3 9SW**

**Objective of Agreement**

The purpose of this Service Agreement is to clearly identify the chargeable services in relation to Health & Safety offered by Safe Policies Ltd and cost of those services.

This agreement sets out:

* The Health & Safety Services to be provided to the client PRODIG utilities LTD.
* The overall standard to which the services are to be provided.
* For certain key services, performance targets
* The way in which services will be charged and billed.
* Changes and alterations to the Service Agreement
* This Agreement shall be reviewed annually by Safe Policies Ltd and PRODIG UTLITIES LTD.

**Parties to the Agreement**

This Service Agreement is between Safe Policies Ltd and PRODIG Utilities Ltd

Objective of the service

The objective of the services to be provided by Safe Policies LTD is to develop all policies and procedures necessary to achieve Constructionline Gold and CHAS standards, provide online support for any requirement throughout the year for both accreditations, and offer competent online advice through calls and emails. Additionally, the Safe Policies Ltd will provide support for audit meetings for each type of accreditation (CHAS, Constructionline Gold).

Specifically, the services to be provided include but are:

* Developing all policies and procedures required to achieve Constructionline Gold and CHAS standards.
* Providing online support for any requirement throughout the year for Constructionline Gold and CHAS standards.
* Advice on Health and Safety aspects relating to the requirements for CHAS, Constructionline Gold.
* Developing a comprehensive Health, Safety, Environment and Quality System – complete with policies, procedures, forms, checklist etc to ensure compliance with legislation.
* Development of your Company Health and Safety Policy
* Access to telephone advice on number of occasions.
* Safe Policies Ltd will use their expertise and knowledge to ensure that all policies and procedures are in line with the requirements for Constructionline Gold and CHAS standards. Safe Policies Ltd will also ensure that all online support and advice is timely and of high quality.

Safe Policies Ltd will work closely with PRODIG Utilities Ltd to ensure that all objectives are met, and that the Client is fully satisfied with the services provided. Safe Policies Ltd will also provide regular progress reports to the Client to keep them informed of the status of the project.

**Charges**

For details of current charges please refer to the addendum attached to this service agreement.

**Billing and Payment Arrangement:**

The total cost of the services provided by the Safe Policies Ltd will be agreed upon by both parties in writing prior to the commencement of the project. The payment for the services will be divided into two parts:

* The first part of the payment, which is equivalent to 50% of the total cost, will be invoiced and paid within 7 days of the invoice date.
* The remaining 50% of the payment will be invoiced and paid after the Safe Policies Ltd has achieved the required certificates, namely Constructionline Gold and CHAS standards.
* Invoices will be sent electronically to the Client, and the payment should be made Via Bank transfer within the specified timeframe. Late payments may incur additional charges or result in the suspension of the project until the payment is received.
* This billing and payment arrangement will be outlined in the contract agreement between the Safe Policies Ltd and the PRODIG Utilities, and both parties are expected to adhere to the agreed-upon terms and conditions.

**Duration of the Agreement**

12 months commencing 10th May of 20203 and continuing thereafter until otherwise notified by the client PRODIG Utilities Ltd However, PRODIG Utilities Ltd can terminate the agreement at any time by giving 30 days written notice.

**Disputes and resolution**

If the Client PRODIG Utilities Ltd is dissatisfied with the outcome of any aspect of the service, they should notify this in writing. The matter will be treated with the utmost emergency, and we will try to rectify it as soon as possible. If agreement is reached and any remedial steps are required, they should be recorded in a letter and sent to Safe Policies Ltd

**Client Responsibilities**

The client PRODIG Utilities Ltd is responsible for complying with legislation and their Health & Safety at Work Policy and adhering to all policies and procedures developed and should comply with any direction from Safe Policies Ltd regarding maintaining documentation and actions as per health & safety regulations. In case the client PRODIG Utilities Ltd will decide not to follow any of the suggestions, the provider of the services is not to be held responsible for the implications (ie delay in receiving the certification, Legal action etc.).

Responsibilities include access and provision of sufficient information to assist with achieving CHAS and Constructionline Gold monitoring, audits, etc, adoption of recommended policies, compliance with procedures, Provision of accounting details, Organisational Structure, Competency certificates and Valid Insurances.

Note: The information and certificates mentioned above are essential in achieving the accreditations and not providing them can hinder the process.

Contact person details.

Waqas Hashmi

Email: [w.hashmi@safepolicies.co.uk](mailto:w.hashmi@safepolicies.co.uk)

Phone:07448966550

Signed By and on behalf of Safe Policies Ltd: Signed by Client PRODIG Utilities LTD

Name: Name: Teodor Cristinel Cristea

Signature: Signature:

Date: Date: 30/05/2023