Avetta

PRE-QUALIFICATION ASSESSMENT SCHEME MANAGEMENT SYSTEM POLICY

1. INTRODUCTION

Avetta has established a Totika Health and Safety (H&S) pre-qualification assessment management system. We will behave honestly and ethically in all our dealings, including the processes, actions and interactions, and commitment to continual improvement of the H&S pre-qualification assessment management system.

2. PURPOSE

To clearly state our intent for processes, with desirable outcomes, offer guidance and support wherever we do business within the pre-qualification assessment scheme management system.

3. SCOPE

This policy applies to all board members, employees, sub-contractors, trainees, clients, and as far as practicable suppliers of Avetta. It is available to all interested parties, on request.

4. RESPONSIBILITY

The Partnership Manager has ultimate responsibility for, and is committed to, the effective implementation of the pre-qualification assessment management system, and delegation of responsibilities through Avetta Managers and Supervisors to fulfil their responsibilities and accountabilities.

5. PERSONNEL

Avetta supports human rights and fair labour standards and will apply these principles in our own business and strive to influence suppliers and partners wherever we do business. We are committed to providing a fair, ethical, and equitable H&S Prequalification Assessment service.

All personnel who perform activities related to the H&S Prequalification Assessment System must be suitably qualified with demonstrated experience in their field.

All personnel shall abide by this policy and the procedures and processes that specifically form the H&S Prequalification Assessment Management System. In addition, all employees must act in accordance with all Avetta operations policies and procedures

6. CONTINUOUS IMPROVEMENT

Avetta will review and apply the continuous improvement procedure for all aspects of the scheme to ensure best practice is applied for employees, contractors, sub-contractors, internal and external stakeholders.

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7. POLICY CONTENT

Avetta is committed to provide a fair, ethical, and equitable pre-qualification assessment service, through our various systems and protocols aligned with our core values and scheme initiatives.

Avetta is committed to:
- treating all parties fairly, equitably and with respect.
- behaving honestly and ethically
- fulfil legal requirements and any other requirements of the scheme, and
- maintain a continual improvement of the H&S pre-qualification assessment management system.

This will be achieved through documentation and access to information suitable to that party's level of engagement, authority, and interest within interacting with Avetta in relation to pre-qualification.

Avetta is committed to communication to all parties involved with the system and make this available via online services ensuring relevant and appropriate information is accessible.

8. LEGISLATIVE CONTEXT

Totika Member Pre-Qualification Scheme Standard

9. POLICY BREACHES

All policy breaches by Avetta employees will be dealt with in accordance with the Discipline Policy and when circumstances warrant, police may be involved.

10. AUTHORISATION

This policy and all documents associated with the Totika H&S Prequalification Assessment Management System shall be reviewed on an annual basis or at any time it is deemed necessary in line with changes to Legislation, Regulations, Legal requirements and Occupational Health and Safety (H&S) rules.

Changes to this policy shall be communicated with internal and external parties as required.

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