



PROFESSIONAL DUTY OF CARE POLICY

SPEEDY GANTRY HIRE 2019

POLICY STATEMENT

We acknowledge our duty of care as a responsible provider of information, goods, services and professional advice to our clients to ensure that any information, goods, services and professional advice is, so far as is reasonably practicable in the circumstances, fit for purpose, accurate and complete, and not likely to cause or expose a client to loss or damage.

AIMS AND OBJECTIVES

We will strive to provide information, goods, services and professional advice that meets and where possible, exceed the needs of our clients. To achieve this, we will strive to ensure that we will accurately assess a client's needs and requirements, and that any information, goods, services or professional advice provided to them is relevant to and fit for purpose and service in their situation or circumstances.

We will also ensure that we do not offer information, goods, services or advice that are outside of our declared areas of expertise, and to advise clients to seek advice from sources qualified to provide information, goods, services or professional advice that we are not qualified to provide.

RESPONSIBILITIES

We will ensure that only those persons with the requisite and appropriate knowledge and expertise provide any information other than general information regarding information, goods, services or professional advice, and that these persons do not provide information and advice that exceeds their level of knowledge and expertise.

Persons working for the company or representing it in any way will not act or offer information, advice or services that they are not qualified or authorised to do. They will also be required to act in an ethical manner at all times, and to respect the confidentiality of information entrusted to them by the company or by clients. They will also be required to not promote any goods or services either not promoted by or authorised by the company.

AUTHORISED BY

Signed: _____

A handwritten signature in black ink, appearing to be 'Shirley', is written over a horizontal line.

Position: Managing Director

Date: 22/07/2019