



Worldwide

## Company Profile

*Always looking for solutions, not problems!*



[www.als-worldwide.com](http://www.als-worldwide.com)





# Mission Statement

ALS Worldwide is a modern heavy transport company with over 40 years' experience, focused on our customers' wishes and needs for large capacity and flexibility, as well as the secure loading, handling, and transporting of all types of goods across all terrain.

With approx. 54 employees dispersed across Europe and East Africa and by using modern IT and a stable network of agents, we feel at ease in conducting operations both in Europe and across Africa – on land, at sea and in the air.





# Services

ALS Worldwide Makes sure to meet your needs. We create value by applying our in-depth, specialist knowledge and drawing on lessons learnt over many years. We offer to ease the everyday tasks of the business community through our A-To-Z logistics solutions.

## A high level of service

ALS Worldwide objective is to provide service with a high level of quality:

- Task are performed at the time agreed with the customer.
- Large capacity and flexibility.
- Competitive prices.
- Quality – conscious, loyal, and well – trained employees.
- Prompt, detailed invoicing.
- Prompt POD recovery via our App.



# Services

## ALS Worldwide Core Products:

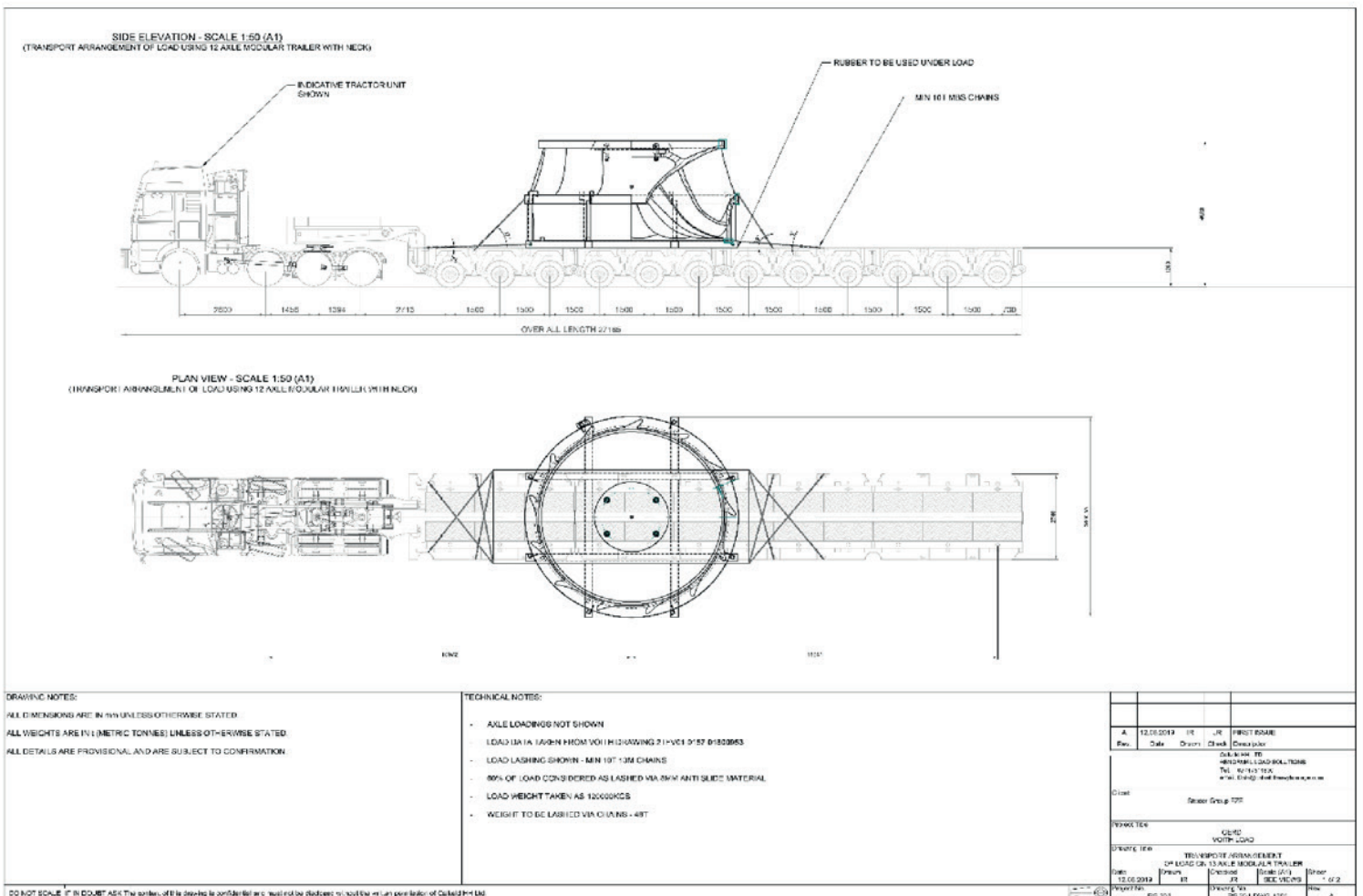
- Abnormal load transport of all goods.
- Sea Freight.
- Air Freight.
- Break Bulk Handling & Logistics.
- Container Transportation.
- Port Handling
- Route Surveys.
- Site Surveys.
- Full Rams in house
- In house Cad Drawings and design.





# Cad Drawings and Design

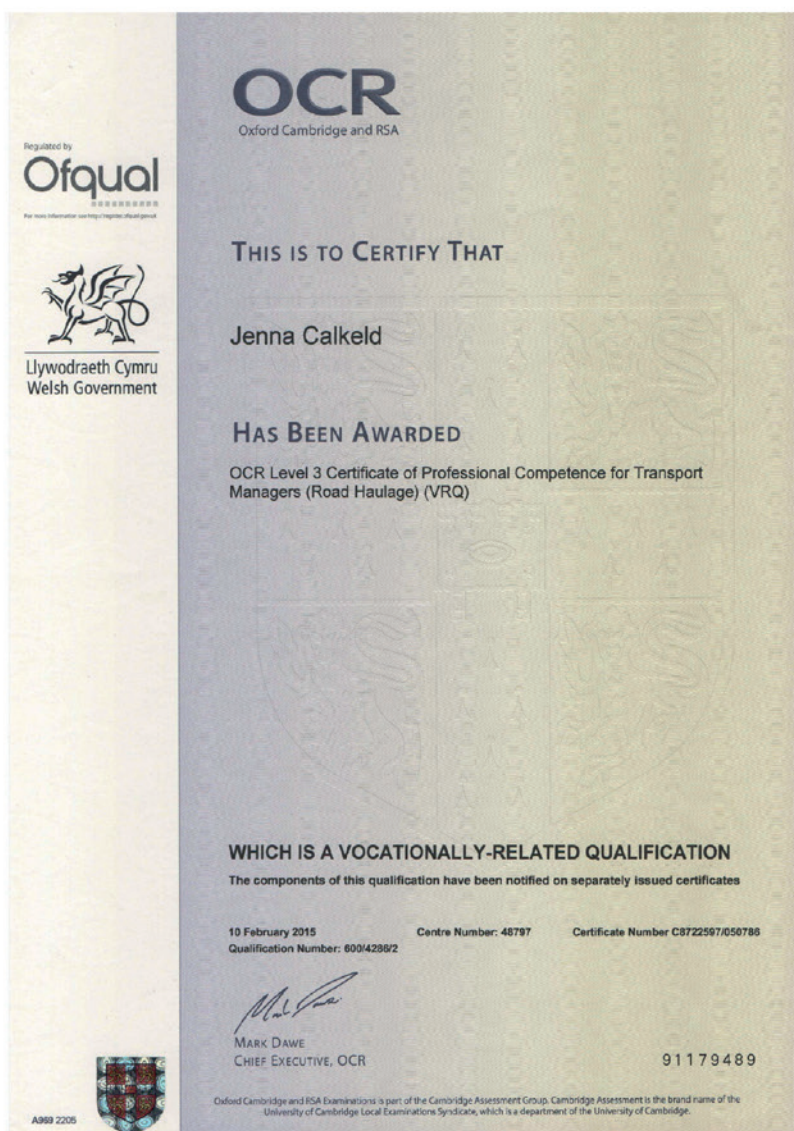
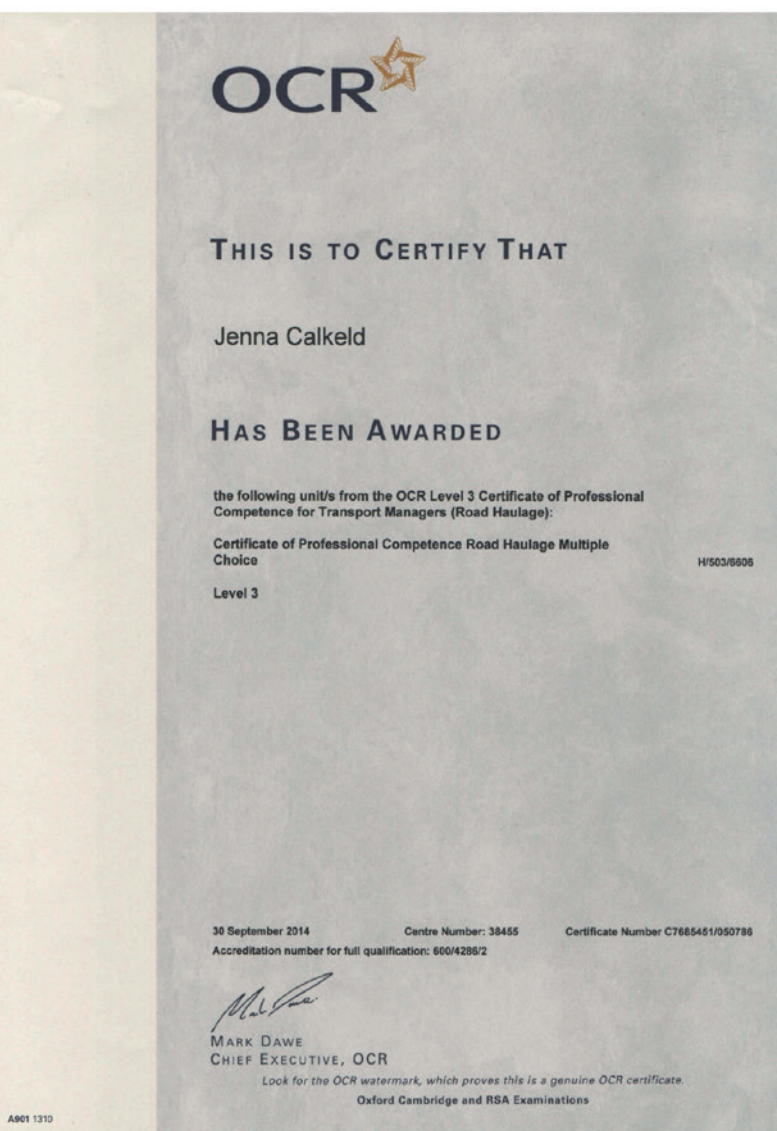
- In House Cad Office
- Design
- Lashing Plan







# Certification





## HEALTH AND SAFETY POLICY

### Purpose of policy

1. ALS Worldwide LTD (the **Employer**) takes health and safety issues seriously and is committed to protecting the health and safety of its staff and all those affected by its business activities and attending its premises. This policy is intended to help the Employer achieve this by clarifying who is responsible for health and safety matters and what those responsibilities are.
2. This is a statement of policy only and does not form part of your contract of employment. This policy may be amended at any time by the Employer in its absolute discretion. The Employer will review this policy at regular intervals to ensure that it is achieving its aims effectively.

### Who is responsible for workplace health and safety?

3. Achieving a healthy and safe workplace is a collective task shared between the Employer and staff. This policy and the rules contained in it apply to all staff of the Employer, irrespective of seniority, tenure and working hours, including all employees, directors and officers, consultants, and contractors, casual or agency staff, trainees, homeworkers and fixed-term staff. Specific responsibilities of staff are set out in the section headed "Responsibilities of all staff" below.

### Employer responsibilities

4. The Employer is responsible for:
  - a. taking reasonable steps to safeguard the health and safety of staff, people affected by the Employer's business activities and of people visiting its premises.
  - b. identifying health and safety risks and finding ways to manage or overcome them.
  - c. providing a safe and healthy place of work and safe entry and exit arrangements, including during an emergency.
  - d. providing and maintaining safe working areas, equipment, and systems and, where necessary, appropriate protective clothing.
  - e. providing safe arrangements for the use, handling, storage and transport of articles and substances.
  - f. providing adequate information, instruction, training, and supervision to enable all staff to do their work safely, to avoid hazards and to contribute positively to their own health and safety at work. The Employer will give you the opportunity to ask questions and advise who best to contact in respect of those questions if you are unsure about how to safely carry out your work.
  - g. ensuring any health and safety representatives receive appropriate training to carry out their functions effectively.
  - h. providing a health and safety induction and appropriate safety training to your role, including:
    - manual handling.
    - the use of personal protective equipment (PPE);





- i. promoting effective communication and consultation between the Employer and staff concerning health and safety matters and will consult with staff directly relating to health and safety.
  - j. if an epidemic or pandemic alert is issued, providing instructions, arrangements, and advice to staff as to the organization of business operations and steps to be taken to minimize the risk of infection; and
  - k. regularly monitoring and reviewing the management of health and safety at work, making any necessary changes, and bringing those to the attention of all staff.
5. The board of directors of the Employer has overall responsibility for health and safety and has appointed Mark Newton-Manager as the Principal Health and Safety Officer with day-to-day responsibility for health and safety matters.
6. Any concerns about health and safety matters should be notified to the Principal Health and Safety Officer.

## **Responsibilities of all staff**

### *General staff responsibilities*

7. All staff must:
- a. take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions.
  - b. co-operate with the Principal Health and Safety Officer and the Employer generally to enable compliance with health and safety duties and requirements.
  - c. comply with any health and safety instructions and rules, including instructions on the safe use of equipment.
  - d. keep health and safety issues in the front of their minds and take personal responsibility for the health and safety implications of their own acts and omissions.
  - e. keep the workplace tidy and hazard-free.
  - f. report all health and safety concerns to the Principal Health and Safety Officer promptly, including any potential risk, hazard, or malfunction of equipment, however minor or trivial it may seem; and
  - g. co-operate in the Employer's investigation of any incident or accident which either has led to injury or which could have led to injury, in the Employer's opinion.

### *Staff responsibilities relating to equipment*

8. All staff must:
- a. use equipment as directed by any instructions given by representatives of management or contained in any written operating manual or instructions for use and any relevant training.
  - b. report any fault with damage to or concern about any equipment (including health and safety equipment) or its use to the Principal Health and Safety Officer, who is responsible for maintenance and safety of equipment.
  - c. ensure that health and safety equipment is not interfered with; and
  - d. not attempt to repair equipment unless suitably trained and authorized.

### *Staff responsibilities relating to accidents and first aid*

9. All staff must:



- a. promptly report any accident at work involving personal injury, however trivial, to the Principal Health and Safety Officer so that details can be recorded in the Accident Book and cooperate in any associated investigation.
- b. familiarize themselves with the details of first aid facilities and trained first aiders, which are displayed on the notice board in Top of stairs mezzanine.
- c. if an accident occurs, dial 01535 662593 and ask for the duty first aider, giving name, location, and brief details of the problem.
- d. The Principal Health and Safety Officer is responsible for investigating any injuries or work-related disease, preparing, and keeping accident records, and for submitting reports under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), where required.

*Staff responsibilities relating to Coronavirus (COVID-19)*

10. Given the outbreak of Coronavirus (COVID-19), it is important that all staff members follow these guidelines to ensure maximum safety and minimize the risk of infection. We will review these guidelines regularly to ensure they are kept up to date with government guidance. Please see the section below on returning to work considering Coronavirus (COVID-19) for further details.

*Staff responsibilities relating to emergency evacuation and fire*

11. All staff must:
  - a. familiarize themselves with the instructions about what to do if there is a fire which are available from the Principal Health and Safety Officer.
  - b. ensure they are aware of the location of fire extinguishers; fire exits and alternative ways of leaving the building in an emergency.
  - c. comply with the instructions of fire wardens if there is a fire, suspected fire or fire alarm (or a practice drill for any of these scenarios);
  - d. co-operate in fire drills and take them seriously (ensuring that any visitors to the building do the same), fire drills will be held at least once every 12 months.
  - e. ensure that fire exits, or fire notices or emergency exit signs are not obstructed or hidden at any time;
  - f. notify the Principal Health and Safety Officer immediately of any circumstances (for example, impaired mobility) which might hinder or delay evacuation in a fire. This will allow the Principal Health and Safety Officer to discuss a personal evacuation plan for you, which will be shared with the fire wardens and colleagues working near to you
12. On discovering a fire, all staff must:
  - a. immediately trigger the nearest fire alarm and, if time permits, call Dale Calkeld and notify the location of the fire; and
  - b. attempt to tackle the fire ONLY if they have been trained or otherwise feel competent to do so. Nominated members of staff will be trained in the use of fire extinguishers.
13. On hearing the fire alarm, all staff must:
  - a. remain calm and immediately evacuate the building, walking quickly without running, following any instructions of the fire wardens.
  - b. leave without stopping to collect personal belongings.
  - c. stay out of any lifts; and
  - d. remain out of the building until notified by a fire warden that it is safe to re-enter.





The Principal Health and Safety Officer is responsible for ensuring fire risk assessments take place and changes made where required, and for making sure there are regular checks of fire extinguishers, fire alarms, escape routes, signage and emergency lighting.

### **Risk assessments, display screen equipment and manual handling**

14. Risk assessments are simply a careful examination of what in the workplace could cause harm to people. The Employer will assess any risks and consider measures to best minimize any risk. The Employer will carry out general workplace risk assessments when required or as reasonably requested by staff. Managers must ensure that any necessary risk assessments take place, and the resulting recommendations are implemented. The Principal Health and Safety Officer is responsible for workplace risk assessments and any measures to control risks.
15. Personal Protective Equipment (PPE) is provided where risks cannot be otherwise effectively controlled.
16. Staff who use a computer for prolonged periods of time should try, where possible to organize short breaks every few hours away from the computer screen but may request a workstation assessment and/or an eye test by an optician by contacting the Principal Health and Safety Officer. The Principal Health and Safety Officer will then provide you with more details and make arrangements if you would like to proceed.
17. Guidance on manual handling (for example, lifting and carrying heavy objects) can be obtained from the Principal Health and Safety Officer and where necessary training will be provided by the Employer, but the Employer will try to minimize or avoid the need for manual handling where there is a risk of injury.

### **Staff returning to work - Coronavirus (COVID-19)**

18. Ensure you familiarize yourself with the guidelines provided here alongside the government guidance.

#### **Social distancing**

19. Where you are returning to the physical office or work location, you will be required to maintain social distancing wherever possible. To achieve this, you should stay 2 meters away from other individuals, while at work and when travelling between sites (e.g., from different office locations).
20. Social distancing should be followed at all times, including in common areas, break rooms, canteens, meeting rooms and reception areas. If the space does not allow for social distancing, we may implement staggered breaks or other measures to maintain social distancing.
21. We may change your arrival and departure times in the office or work location to reduce crowding into and out of the workplace and will ensure that we discuss this with you first to accommodate your needs as far as possible.
22. We will take into account the impact of any measures on individuals with protected characteristics as defined by the Equality Act 2010, namely sex, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation. This means we will ensure our measures do not adversely affect one group over another.
23. We may also implement new seating or desk arrangements to maintain social distancing. We will review any current seating or desk arrangements to ensure that workstations are assigned to an individual and are not shared and may use floor tape, paint or signs to mark areas to help you keep a 2 meter distance.



24. In the event of an accident or emergency, you are not expected to follow social distancing rules if it would be unsafe to do so. You will be given instructions in the event of an emergency on what you should do.

#### **Travelling to and from work**

25. We recommend that staff minimize travel. If staff must travel, we urge staff to avoid using public transport where possible. We also recommend staff that the number of people travelling together in any one vehicle is restricted to only those necessary.

#### **Hygiene practices at work**

26. Staff must follow all hygiene measures which we implement, and may include increased frequency of hand washing, wearing protective clothing, sanitising workstations and desks.
27. We will provide adequate handwashing facilities (or hand sanitiser where not possible) at entry/exit points and expect all staff to use these facilities frequently whenever entering and exiting the workplace.
28. We encourage staff to bring their own food if required and to use their own utensils and drinking containers.
29. We also expect staff to apply good hygiene practices generally, such as covering their mouths or faces when coughing or sneezing, not shaking hands or touching other people and to dispose of any waste, such as used tissues or hand wipes, responsibly.
30. Staff are expected to wipe down surfaces at their desk regularly. We will provide adequate cleaning equipment to enable you to clean the surfaces that you have touched, such as keyboards, computer screens and telephones, and we will make sure there are adequate disposal arrangements.

#### **Meeting rooms**

31. Where possible, staff should stay 2 meters apart in meetings and to not face directly opposite each other.
32. Meetings should be restricted to only those who are strictly necessary.

#### **Protective clothing and face coverings**

33. Where you are already using PPE in your work activity to protect against non-Coronavirus (COVID-19) risks, you should continue to do so.
34. We may require staff to wear a face covering as a precautionary measure to protect others. If you do wear a face cover, it must cover your mouth and nose. However, a face covering is not a substitute or replacement for general hygiene practices.
35. If you choose to wear a face covering, we encourage the following steps:
- Wash your hands regularly with soap and water for 20 seconds or use hand sanitiser before putting the face cover on, and after removing it.
  - Avoid touching your face or face covering to prevent contamination.
  - Change and wash your face covering daily if it is washable or dispose of it responsibly.

#### **Mental health whilst working during Coronavirus (COVID-19)**

36. We take the health of our staff seriously, including their mental well-being. Whether you are working remotely or returning to the workplace, we strongly encourage you to speak to your line manager, a colleague or a member of the HR team regarding any concerns or issues you may have.
37. If you are working remotely from home or returning to the workplace, we encourage staff to:





- Connect with their fellow colleagues for informal chats or video calls;
- Get regular exercise and sunlight outdoors.
- Take regular breaks away from their workstation; and
- Ensure they are drinking sufficient water and eating properly.

### **Non-compliance with health and safety rules**

38. Any breach of health and safety rules or failure to comply with this policy will be taken very seriously and is likely to result in disciplinary action against the offender, in accordance with the Employer's disciplinary policy, up to and including immediate dismissal.





## **ALS WORLDWIDE LTD**

### **Conditions of Carriage**

1. The standard trading conditions of ALS worldwide Ltd (the '**Carrier**') are those of the RHA (Road Haulage Association), (Conditions of Carriage 2009) ('**RHA Conditions**') and these shall apply where we contract as a Freight Forwarder and supply a range of services that may involve sub-contracting to third parties for part of the work. In these conditions the terms 'Consignment', 'Consignee', 'Trader' and 'Contract' shall have the meaning set out in clause 1 of the RHA Conditions.
2. The RHA (Road Haulage Association) (conditions of Carriage 2009) are available on our website or can be forwarded to you on request.

### **3. Undelivered or Unclaimed Consignments**

Where the Carrier is unable for any reason to deliver a Consignment to the Consignee or as he may order, or where transit is deemed to be at an end, the Carrier may sell the Consignment and payment or tender of the proceeds after deduction of all proper charges and expenses in relation thereto and of all outstanding charges in relation to the carriage and storage of the Consignment shall (without prejudice to any claim or right which the Customer may have against the Carrier otherwise arising under these Conditions) discharge the Carrier from all liability in respect of such Consignment, its carriage and storage:

Provided that:

- (1) the Carrier shall do what is reasonable to obtain the value of the Consignment; and
- (2) the power of sale shall not be exercised where the name and address of the sender or of the Consignee is known unless the Carrier shall have done what is reasonable in the circumstances to give notice to the sender or, if the name and address of the sender is not known, to the Consignee that the Consignment will be sold unless within the time specified in such notice, being a reasonable time in the circumstances from the giving of such notice, the Consignment is taken away or instructions are given for its disposal.

### **4. Carrier's Charges**

- (1) The Carrier's charges shall be payable by the Customer without prejudice to the Carrier's rights against the Consignee or any other person: provided that when any Consignment is consigned 'carriage forward' the Customer shall not be required to pay such charges unless the Consignee fails to pay after a reasonable demand has been made by the Carrier for payment thereof.
- (2) Charges shall be payable when due without reduction or deferment on account of any claim, counterclaim or set-off. If the Customer becomes insolvent or any sums owed by the Customer on any invoice or account with the Carrier become overdue for payment, any credit terms shall be cancelled with immediate effect and all invoices or accounts issued by the Carrier shall



immediately be deemed due for payment and thereupon become payable. The Late Payment of Commercial Debts (Interest) Act 1998, as amended, shall apply to all sums due from the Customer.

## 5. Liability for Loss and Damage

- (1) The Customer shall be deemed to have elected to accept the terms set out in (2) of this Condition unless, before the transit commences, the Customer has agreed in writing that the Carrier shall not be liable for any loss or mis-delivery of or damage to or in connection with the Consignment howsoever or whensoever caused and whether or not caused or contributed to directly or indirectly by an act, omission, neglect, default or other wrongdoing on the part of the Carrier, its servants, agents or subcontractors.
- (2) Subject to these Conditions the Carrier shall be liable for:
  - (a) physical loss, mis-delivery of or damage to living creatures, bullion, money, securities, stamps, precious metals, or precious stones compromising the Consignment only if:
    - (i) the Carrier has specifically agreed in writing to carry any such items; and
    - (ii) the Customer has agreed in writing to reimburse the Carrier in respect of all additional costs which result from the carriage of the said items; and
    - (iii) the loss, mis-delivery or damage is occasioned during transit and is proved to be due to the negligence of the Carrier, its servants, agents or sub-contractors;
  - (b) physical loss, mis-delivery of or damage to any other goods comprising the Consignment unless the same has arisen from, and the Carrier has used reasonable care to minimize the effects of:
    - (i) Act of God;
    - (ii) any consequences of war, invasion, act of foreign enemy, hostilities (whether war or not), civil war, rebellion, insurrection, terrorist act, military or usurped power of confiscation, requisition, or destruction or damage by or under the order of any government or public or local authority;
    - (iii) seizure or forfeiture under legal process;
    - (iv) error, act, omission, mis-statement or misrepresentation by the Customer or other owner of the Consignment or by servants or agents of either of them;
    - (v) inherent liability to wastage in bulk or weight, faulty design, latent defect or inherent defect, vice or natural deterioration of the Consignment.
    - (vi) insufficient or improper packing;
    - (vii) insufficient or improper labelling or addressing.
    - (viii) riot, civil commotion, strike, lockout, general or partial stoppage or restraint of labour howsoever caused.
    - (ix) Consignee not taking or accepting delivery within a reasonable time after the Consignment has been tendered.
- (3) The Carrier shall not in any circumstances be liable for loss or damage arising after transit is deemed to have ended within the meaning of Condition 6(2) of the Road Haulage Association Limited conditions of carriage 2009, whether or not caused or contributed to

directly or indirectly by any act, omission, neglect, default or other wrongdoing on the part of the Carrier, its servants, agents or sub-contractors.

## **6. Limitation of Liability**

- (1) Except as otherwise provided in these Conditions, the liability of the Carrier in respect of claims for physical loss, mis-delivery of or damage to goods comprising the Consignment, howsoever arising, shall in all circumstances be limited to the lesser of:
  - (a) the value of the goods actually lost, mis-delivered or damaged; or
  - (b) the cost of repairing any damage or of reconditioning the goods; or
  - (c) a sum calculated at the rate of £1,300 Sterling per tonne on the gross weight of the goods actually lost, mis-delivered or damaged; and the value of the goods actually lost, mis-delivered or damaged shall be taken to be their invoice value if they have been sold shall otherwise be taken to be the replacement cost thereof to the owner at the commencement of transit, and in all cases shall be taken to include any Customs and Excise duties or taxes payable in respect of those goods: Provided that:
    - (i) in the case of loss, mis-delivery of or damage to a part of the Consignment the weight to be taken into consideration in determining the amount to which the Carrier's liability is limited shall be only the gross weight of that part regardless of whether the loss, mis-delivery or damage affects the value of other parts of the Consignment;
    - (ii) nothing in this Condition shall limit the liability of the Carrier to less than the sum of £10;
    - (iii) the Carrier shall be entitled to proof of the weight and value of the whole of the Consignment and of any part thereof lost, mis-delivered or damaged;
- (2) The liability of the Carrier in respect of claims for any other loss whatsoever (including indirect or consequential loss or damage and loss of market), and howsoever arising in connection with the Consignment, shall not exceed the amount of the carriage charges in respect of the Consignment or the amount of the claimant's proved loss, whichever is the lesser, unless:
  - (a) at the time of entering into the Contract with the Carrier the Customer declares to the Carrier a special interest in delivery in the event of physical loss, mis-delivery or damage or of an agreed time limit being exceeded and agrees to pay a surcharge calculated on the amount of that interest, and
  - (b) at least 7 days prior to the commencement of transit the Customer has delivered to the Carrier confirmation in writing of the special interest, agreed time limit and amount of the interest.

## **7. Indemnity to the Carrier**

The Customer shall indemnify the Carrier against:



- (1) all liabilities and costs incurred by the Carrier (including but not limited to claims, demands, proceedings, fines, penalties, damages, expenses and loss of or damage to the carrying vehicle and to other goods carried) by reason of any error, omission, mis-statement or mis-representation by the Customer or other owner of the Consignment or by any servant or agent of either of them, insufficient or improper packing, labelling or addressing of the Consignment or fraud as in Condition 10 of the RHA conditions;
- (2) all claims and demands whatsoever (including for the avoidance of doubt claims alleging negligence), by whomsoever made and howsoever arising (including but not limited to claims caused by or arising out of the carriage of Dangerous Goods and claims made upon the Carrier by H.M. Revenue and Customs in respect of dutiable goods consigned in bond) in excess of the liability of the Carrier under these Conditions in respect of any loss or damage whatsoever to, or in connection with, the Consignment whether or not caused or contributed to directly or indirectly by any act, omission, neglect, default or other wrongdoing on the part of the Carrier, its servants, agents or sub-contractors.

## 8. Time Limits for Claims

- (1) The Carrier shall not be liable for:
  - (a) damage to the whole or any part of the Consignment, or physical loss, mis-delivery, or non-delivery of part of the Consignment unless advised thereof in writing within seven days, after the termination of transit.
  - (b) any other loss unless advised thereof in writing within twenty-eight days, and the claim is made in writing within forty-two days, after the commencement of transit.  
 Provided that if the Customer proves that,
    - (i) it was not reasonably possible for the Customer to advise the Carrier or make a claim in writing within the time limit applicable, and
    - (ii) such advice or claim was given or made within a reasonable time; the Carrier shall not have the benefit of the exclusion of liability afforded by this Condition.
- (2) The Carrier shall in any event be discharged from all liability whatsoever and howsoever arising in respect of the Consignment unless suit is brought and notice in writing thereof given to the Carrier within one year of the date when transit commenced.
- (3) In the computation of time where any period provided by these Conditions is seven days or less, Saturdays, Sundays and all statutory public holidays shall be excluded.

## 9. Lien

- (1) The Carrier shall have:
  - (a) a particular lien on the Consignment; and
  - (b) a general lien against the Trader for sums unpaid on any invoice, account or Contract whatsoever,

If such lien, whether particular or general, is not satisfied within a reasonable time, the Carrier may sell the Consignment, or part thereof, as agent for the owner and apply the proceeds towards any sums unpaid and the expenses of the retention, insurance and sale of the Consignment and shall, upon accounting to the Customer for any balance remaining, be discharged from all liability whatsoever in respect of the Consignment.

Name of Company \_\_\_\_\_  
Signed \_\_\_\_\_  
Print Name \_\_\_\_\_  
Date \_\_\_\_\_















## Contact Us

For any further information please do not hesitate to contact us:

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