

INTEGRATED MANAGEMENT SYSTEM POLICY

The Company is committed to satisfying the requirements of our stakeholders by managing the business in accordance with the principles set out below:

- *Provide good quality and reliable services to our customers, which are delivered on time.*
- *Maintain a highly qualified, competent, efficient, friendly and courteous workforce;*
- *Provide services that are competitively priced and are accompanied by fair, sensible and practical terms and conditions;*
- *Ensure enquiries and quotations are prompt and accurately reflect the services to be supplied;*
- *Ensure purchasing terms and conditions are clear, concise, reasonable and consider the needs of our suppliers.*
- *Ensure that all documents are concise, comprehensive and user friendly;*
- *Comply with national/international standards, statutory and regulatory requirements in terms of all our business activities;*
- *Ensure suppliers of products and/or services are aware of their obligations in terms of quality of supply, the effect of their product/services on the health and safety of our employees, customers and others;*
- *Manage the business in accordance with the documented systems and procedures, which meet the requirements of:*
 - **ISO 9001:2008** *Quality Management System,*
 - **ISO 14001:2004** *Environmental Management System,*
 - **OHSAS 18001:2007** *Occupational Health and Safety Management System*
- *Perform health and safety risk management in order to eliminate or minimize risks, bringing them to acceptable levels*
- *Comply with all rules and regulations regarding the environmental protection and take all necessary steps to ensure that our business activities do not impact the environment*
- *Reduce pollution by replacing hazardous materials with the less hazardous ones, control quantities of waste materials and manage their classification for further recycling*
- *Manage the savings of natural resources and energy, their rational and controlled consumption*
- *Adopt an approach to the operating systems, processes and activities which focuses on preventing the occurrence of problems, deficiencies, nonconformance's, incidents and accidents;*
- *Maintain a prestigious Company image;*
- *Generate profits to facilitate expansion progress and to ensure a sustained existence of the Company;*
- *Provide a working environment, which is stable and secure, pleasant and enjoyable to work in, clean and friendly and focuses on the principles of team working;*
- *Provide employment for local peoples and suppliers wherever practically possible;*
- *Measure, monitor and continuously improve the performance of the business;*
- *Develop realistic objectives which reflect this policy and the needs of the Company;*
- *Insist on permanent education and fast adjustments to the market changes*
- *Communicate this policy to all levels and then review it on an annual basis.*