

SPECTRUM.

QUALITY & ENVIRONMENTAL POLICY

Quality Policy

Spectrum Workplace Ltd is a progressive and dynamic office furniture and interiors company, with many years of experience in the design and construction of inspirational office interiors and furniture installations. We pride ourselves on delivering high quality standards and results and aim to meet safety, legislative and regulatory requirements.

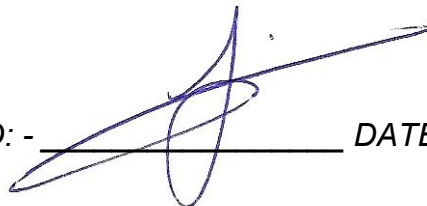
We take our customer's needs and dreams and idea concepts through to completion, with our dedicated project managers and team of people. To reduce risks, we provide customers a single point of contact throughout the project.

Spectrum Workplace uses a quality management system to continually improve and maintain our high levels of performance.

To help us reach our goals we have a business management manual and updates to this yearly to really make it clear to the team what our focus is. This includes meeting the requirements of ISO9001 as well as all customer expectations and regulatory requirements in an effective, efficient, and safe manner. The goal here is to always strive for better and deliver growth to the company.

All our objectives and performance targets are established and reviewed at management review meetings with the input from the wider team, to support the continual improvement approach. The management team conducts performance assessments against these objectives and targets on an ongoing basis and these are reported at the regular management review meetings.

J. Fidler - Partner SIGNED: - _____ DATE: - Dec 2020



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Environmental Sustainability Policy

Spectrum Workplace Ltd knows how important it is to “Do our bit!” to help towards reducing the impacts that fossil fuels, carbon emitters and chemicals have on our environment and health when not kept in check. We are committed to continually find ways to enhance the company’s environmental performance. This is achieved by not only setting good examples of how we handle our own businesses use of power, waste, and other utilities but also how we can promote and offer a range of well-designed and functional but also sustainable more efficient solutions for our clients. Our approach to sustainability features in our growth agenda and we use the ISO 14001 guidelines on how to continually improve, monitor and evaluate our performance.

Areas we can focus on particularly when it comes to specification for clients are....

- Prevent pollution and protect the Environment in all aspects of our business aspects to minimise adverse effects.
- To recycle/reuse materials whenever practicable
- Offer clients power reducing products that run more efficiently.
- Offer clients recycled product or product that is natural and harvested in a sustainable way.
- Use our consultancy service to promote sustainability within the width and depth of our range.
- Use modern technology for meetings to reduce the amount of travel.
- Work with suppliers that have a focus on sustainable and environmentally friend products.

We review, manage and update aspects of the environmental agenda in our internal audits and Management review. Improvement programs are in place where we feel there is a falling short in any aspect.

The Company has included within the system measures to control abnormal and emergency situations.

The policy is communicated with our client’s, our sub-contractors and our suppliers and all persons working for or on behalf of our company, to promote environmental awareness, to gain their support to meet the objectives. All staff members are fully aware of our Environmental Policy. The policy can be proudly found in our entrance area.

Spectrum Workplace Ltd consult with Local and National Government bodies, enforcing and regulatory authorities, and specialists. This is to seek advice and assistance towards achievement of our Environmental Management Programme. The company will, always, comply with regulations, legislation, codes of practice and other requirements associated with the Company and its’ operations, whilst considering public, local, and interested parties’ opinions.

J. Fidler - Partner SIGNED: -  DATE: - Dec 2020

This Environmental Policy is displayed at the Head Office and is available to all personnel, including Visitors, contractors and any interested parties. All employees are encouraged to read it, any issues/comments/questions are communicated to the Directors.