

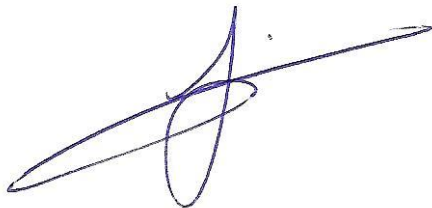
## QUALITY POLICY

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 of high quality and are committed to meeting safety, legislative and regulatory requirements.

We take our customer's concepts through to completion, with our dedicated project managers giving customers a single point of contact throughout the project. Spectrum Workplace Ltd operates a quality management system that exercises control over all company activities.

To achieve these aims The Management and Workforce have a Strategy and operate a business management system that supports best practice in all company operations. This includes meeting the requirements of ISO9001: 2015 as well as all customer expectations and regulatory requirements in an effective, efficient and safe manner and with a philosophy of continual improvement.

Objectives and performance targets are established and reviewed at management review meetings, 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.

A handwritten signature in blue ink, consisting of a large, stylized 'J' followed by a horizontal line extending to the right.

**Jim Fidler**

Director

Date: 1<sup>st</sup> December 2021

The Policies and Objectives are relayed to employees as part of induction training and ongoing performance monitoring and are available to all via our website. The Policies and Objectives are reviewed for suitability on an annual basis at the end-of-year management review to support the ongoing Business Strategy.

## ENVIRONMENTAL SUSTAINABILITY POLICY

Spectrum Workplace Ltd are committed to continual improvement to enhance the company's environmental performance. This is achieved through an ongoing review of the system, an effectively controlled environmental management system and service provision.

Spectrum Workplace Ltd are committed to:

- Prevent pollution and protect the Environment in all aspects of our business to minimise, and if possible to prevent, any adverse environmental effects.
- To recycle or re-use materials wherever practical.
- Minimise the environmental impact for the life cycle (including disposal) of all plant, equipment, and other physical assets under our control.
- Comply with legislation regulations & relevant Codes of Practice.

Spectrum Workplace Ltd ensure that Objectives, Targets, aspects and Improvement Programmes are set and reviewed by management at designated intervals. The company employs specialists, where necessary, to assist with environmental matters.

The management system is internally audited on an annual programme for effectiveness and legal compliance. The management team regularly monitor and review performance in order to identify where improvements can be made

Environmental performance constitutes a large proportion of the company's sustainability objectives and includes as a minimum the achievement of applicable legal and regulatory requirements and enhanced performance based on identified business sector best practice. The Company has included within the system measures to control abnormal and emergency situations.

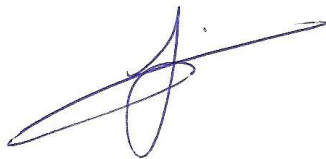
The policy is communicated with our Client's and their representative's, our sub-contractors and our suppliers and all persons working for or on behalf of our Company, to promote environmental awareness and to gain their support to meet the objectives. All staff members are aware of our Environmental Policy.

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, at all times, 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.

**Jim Fidler**

Director

1<sup>st</sup> December 2021



This Environmental Policy is displayed at the Head Office and is also available to all via our website.

## **SCOPE OF THE MANAGEMENT SYSTEM**

When determining the scope for the management system the directors take into consideration the relevant needs of interested parties (4.2) and the relevant external and internal issues (4.1) to the extent that they impact on our Management System, processes, products and services.

This activity is carried out at Strategic Meetings (Annually) but the scope is also reviewed and monitored via the annual Management Review, and all the information is documented on a spreadsheet which is controlled by the Management Coordinator.

The scope of the Management system is:

**The supply and installation of office furniture, and the design, fitting-out and refurbishment of office interiors.**

The Spectrum Workplace Management System encompass Marketing & Sales, Design, Operations & Finance, and HR.

The Management System also includes the environmental aspects of the company's activities, both within the company's premises and also in the delivery of our office fit out and furniture projects. Each of the activities will be carried out and controlled in accordance with the management system of the company and the relevant processes.

The aims, objectives or targets included in this system, are designed to control the Environmental aspects (and thus reduce the environmental impacts of the company's activities) and also enhance the Quality of the Products and Services provided to our clients.

In addition all the companies activities will adhere to and comply with the current relevant environmental & health and safety legislation.

Where the activities involve the subcontracting of work to third parties, then a preferred requirement is that these companies are ISO 9001 and 14001 certified. However, where this is not the case, they are monitored to ensure they operate in a manner that supports and is in line with our own business management system objectives and processes.