

# SPECTRUM.

## QUALITY & ENVIRONMENTAL POLICY

### Quality Policy

Spectrum Workplace 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 standard and meet 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.

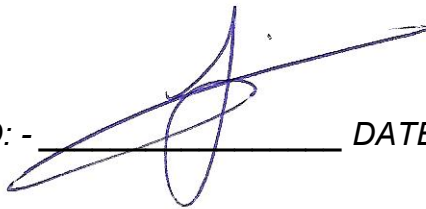
Spectrum Workplace operates a quality management system that exercises control over all company activities.

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 to 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.

J. Fidler - Partner SIGNED: -



DATE: - AUGUST 2018

The Policies and Objectives are relayed to employees as part of induction training and ongoing performance monitoring and are available to other organisations on request. 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

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## QUALITY & ENVIRONMENTAL POLICY

### Environmental Sustainability Policy

*Spectrum Workplace LLP 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 LLP are dedicated to:*

*Prevent pollution, Protect the Environment in all aspects of our business and in particular to significant aspects of our operations, to prevent any adverse environmental effects, Recycle / reuse 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, at all times (our compliance obligations)*

*Spectrum Workplace LLP 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, to gain their support to meet the objectives. All staff members are fully aware of our Environmental Policy.*

*Spectrum Workplace LLP 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.*

*J. Fidler - Partner SIGNED: - \_\_\_\_\_ DATE: - AUGUST 2018*

*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.*