



It is the policy of Komfort Partitions Limited to maintain a quality system designed to meet the requirements of ISO 9001:2015, ISO 14001:2015, & ISO45001 (or any other standard in line with Annex SL Structure) in pursuit of its primary objectives, the purpose and the context of the organisation  
It is the policy of Komfort Partitioning Limited to:

- Give satisfaction to all of our customers and other stakeholders and interested parties whenever possible, meeting and exceeding their expectations;
- Comply with all relevant legal and compliance obligations, approved codes of practice and all other requirements applicable to our activities including the nature, scale, environmental and Health & Safety impacts of its activities, products and services;
- The reduction of hazards, prevention of injury, ill health, protection of the environment, including prevention of pollution, sustainable resource use, climate change mitigation and adaptation, the protection of biodiversity and ecosystems and any other specific commitments which are relevant to the context of the organisation;
- To ensure our fleet complies with FORS Bronze
- Provide all the resources, equipment, trained and skilled staff and any other requirements to enable these objectives to be met;
- Ensure that all employees are made aware of their individual obligations in respect of this quality, environmental, health & safety and information security policy. This will be achieved by communication of the policy via the works notice boards and company intranet.
- Maintain a management system that will achieve these objectives and seek continual improvement in the effectiveness and performance of our management system based on "risk".
- The confidentiality, integrity and availability of the organisation's information is protected, assured and maintained
- Business Continuity plans will be produced, maintained and tested
- Ensure commitment to provide safe and healthy working conditions for the prevention of work-related injury and ill health which satisfies the requirements of all of our customers, stakeholders and interested parties whenever possible and is specific to our risks and opportunities;
- Ensure that all employees are made aware of their individual obligations in respect of this policy, and ensure that consultation and participation of workers, to be actively involved in the management of the system and the activities supplied.
- Information security, environmental, health and safety and any other relevant training will be available to all employees and recorded on individual training plans
- Where we use subcontractors, we will ensure they conform to and are consistent with the companies legal and health and safety responsibilities'

- Ensure the products, services and contractors conform to our health and safety systems and any service level agreements in place

This Information security, environmental, health & safety and quality management policy provides a framework for setting, monitoring, reviewing and achieving our objectives, programmes and targets. Customer service is an essential part of the quality & environmental process and to ensure this is fulfilled, all employees receive training at the induction phase, to ensure awareness and understanding of quality, environmental and information security and its impact on customer service and of the products or service in which we provide.

To ensure the company maintains its awareness for continuous improvement, Information security, environmental, health & safety and quality management is regularly reviewed by "Top Management" at the Management Review meeting to ensure it remains appropriate and suitable to our business. The Quality, Environmental, Information Security System and Health & Safety is subject to both internal and external annual audits.

Signed

**Komfort PL Managing Directors**

Date: 08/06/2021

**This procedure will be reviewed at regular intervals at least annually to ensure that it is functional, relevant to our business and ensures continual improvement and updated accordingly. The details of the revisions will be identified and recorded**

Revision	Details of Revisions	By Whom	Date
01	First draft	Steve Hawkins	January 2016
02	Changed logo	Paul Allen	September 2016
03	Management restructure	Paul Allen	January 2017
04	ISO 27001 added	John Cowdell	November 2017
05	ISO 45001 and change of MD	John Cowdell	February 2019
06	Change of MD Mr Justin Hunter	Paul Allen	January 2020
07	Change of MD Mr Steven Eyles & Mr James Smith	John Cowdell	October 2020
08	Removed ISO 27001	John Cowdell	June 2021