

Integrated Management System Policies

Scope of business

The design, development, manufacture, supply, installation, service and repair of domestic, industrial and public access lifting products.

ISO Standards & Accreditations

4.2 QUALITY	ISO 9001:2015
4.2 HEALTH & SAFETY	ISO 45001:2018
4.2 ENVIRONMENTAL	ISO 14001:2015

- This document covers policies for Quality, Health & Safety and Environmental
- This document is to be reviewed at least annually in line with the aims and objectives of the business
- This document is to be authorised by the Managing Director
- Due to the requirements of the construction portals i.e. Constructionline, CHAS, although we have an integrated policy document, we are still required to have the policies signed off separately.
- This document is to be communicated to employees via internal notification which include SharePoint

Next Review Date	By 12 th May 2024 or if business changes
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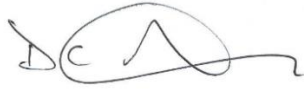
Quality Policy

Our Company policy is to design, manufacture, supply, install, service and repair domestic, public access and industrial lift products that meet our customer's needs.

We are fully committed to maintaining the highest standards of workmanship, and at the same time providing our customers with a friendly and professional service, with a timely response to their requirements.

We are committed to meeting all regulatory requirements.

We are further committed to the process of continuous improvement to benefit, firstly our customers through improved products and services and, secondly the effectiveness and efficiency of our operation.

Authorisation Signatory	
Authorisation and Position	David C Allen Managing Director
Date of Authorisation	13th July 2023

HEALTH AND SAFETY POLICY

Terry Group Limited, through its Directors and Senior Managers, recognises and fully accepts responsibility for the health and safety of its employees and for others who may be affected by its operations.

It is our policy to co-operate where necessary with Employers, Contractors, Clients and Occupiers of buildings in which we are commissioned to work in order to pursue our Health & Safety policy of prevention of injury and ill health.

It is the Company's policy to do everything reasonably practicable to provide and maintain a safe, healthy working environment for its employees and all persons likely to be affected by its operations

❖ Our Employees

Employees are not to undertake duties, which will expose them or others to a risk to their Health & Safety. The company is committed to providing the necessary information, instruction, supervision and or training to allow staff to undertake their duties in the interest of Health & Safety.

Employees have a duty to take all reasonable steps to preserve and protect the Health & Safety of themselves and all other people affected by their acts and omissions and the operations of the company.

All employees are expected to co-operate with the nominated Safety Officer and to accept their duties under this policy. Disciplinary action may be taken against any employee who violates safety rules or who fails to perform his or her duties under this policy.

If we are to build and maintain a health and safe working environment, co-operation between workers at all levels is essential.

Employees also have a duty to co-operate with management to enable it to carry out its responsibilities with regard to Health, Safety and Welfare. The company looks to every employee for continuous awareness of safety requirements, alerting us to existing and potential hazards, and the need for minimising and reporting them.

❖ **Communication**

The company will endeavour to communicate to employees their commitment to safety and to ensure that employees are familiar with the contents of the company Health & Safety Policy.

The company communicates with its employees and contractors orally, in the form of directions and statements from managers, in writing in the form of directives, this policy statement and by example. This policy will also provide a framework for setting and reviewing objectives.

❖ **Responsibility**

The company recognises their responsibility for the continuing implementation of and enhancement of the policy. Allocation of responsibilities within these procedures is defined herewith and these definitions include the limits of authority imposed on each individual. Where areas of responsibility are defined, those responsible are to ensure that employees are familiar with the work in hand, know the system of work and understand any permit to work conditions. Users of work equipment should inspect their equipment daily before use and portable equipment is to be inspected periodically as required by statute law.

❖ **Continual Improvement**

We shall develop a framework for continual improvement by holding bi-annual H & S Committee Meetings and conducting regular audits, to assure progress and management commitment. We shall build up Health & Safety groups which can focus on specific areas and integrate. We shall take into account the latest technical development, scientific understanding, customer and client needs and community expectations. We shall ensure that all arrangements and OH & S objectives are reviewed at management review meetings to reflect suitability and the principles of the strategy for corporate responsibility.

❖ Consultation

It is the company policy to encourage consultations on all matters and Health & Safety is taken as being a standing item on the agenda at all management meetings.

The management see communication between workers at all levels as an essential part of effective health and safety management. Consultation will be facilitated by means of safety meetings as often as deemed necessary.

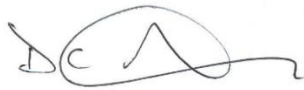
The purpose of Safety Meetings is to provide a forum in which information may be conveyed and employee's questions on health and safety issues answered. In addition, these meetings will provide an opportunity to assess the continuing effectiveness of the policy.

❖ Covid-19

Safeguarding against Covid-19 has been based on Government guidance and is constantly under review. Employees and visitors to site have been made aware of safeguarding measures through communication from management team.

❖ Compliance

We shall ensure that all our activities meet regulations and legislation on a national and local level. Where no regulations exist, we will endeavour to set our own appropriate standards. We will also provide appropriate information if requested to interested parties

Authorisation Signatory	
Authorisation and Position	David C Allen Managing Director
Date of Authorisation	13th July 2023

Environmental Policy

Terry Group Ltd specialise in the design, development, manufacture, supply, installation, service and repair of domestic, industrial and public access lifting products.

❖ Commitment to Continuous Improvement & Pollution Prevention

We recognise that our operations will have an impact on the environment and result in the use of resources & materials and the generation of waste. Therefore we are committed to continuous improvement with regards to reducing the environmental impacts of our business, complying with current legislation & regulations, and the prevention of pollution which may be caused by our activities.

We have established our annual environmental targets & objectives following a detailed “Baseline Assessment” which will be monitored on an annual basis, details of which can be found in our Environmental Management System.

❖ Responsibility

This policy applies to all of our operations, both at our manufacturing facility in Knutsford, and at any client’s site where we may be operating. Dave Allen, Managing Director, is responsible for ensuring that the policy is implemented. However, all employees have a responsibility (in their area) to inform management of any issues in relation to this policy, to ensure that the aims and objectives of the policy are met.

❖ Resources

We will ensure that resources & training are available to enable us to achieve our objectives and targets.

❖ Monitoring and auditing

Progress against these objectives will be monitored by senior management who will seek to continually improve environmental performance.

TERRY GROUP LTD

DOCUMENT: TG03-QUALITY-002-E Company Policy Document

RELEASED: 24/04/2023

Authorisation Signatory	
Authorisation and Position	David C Allen Managing Director
Date of Authorisation	13th July 2023