

Internationally Accredited Certification Services

Scope of Operations

QA International Certification Limited provide accredited certification services to the global market place. The company employs a total of 20 staff in the UK, consisting of 2 company directors, a senior management team, an operations team, a QA Manager, a Certification Manager, a Marketing officer and Administrative and Finance Team.

Office hours are Monday to Friday 08:00 to 17:00.

Environmental Policy

QA International Certification Limited is committed to leading the industry in minimizing the impact of its activities on the environment.

To this end, it is the policy of QA International Certification Limited to implement and maintain effective systems of operation that will serve to ensure the following: -

- ✓ Developments in service provision are made.
- ✓ Operational efficiency and resource utilization is enhanced.
- ✓ Adverse impacts upon the environment are minimized through sourcing of and utilization of environmentally friendly products.
- ✓ Environmental legislation that relates to the Company is met or exceeded.
- ✓ Actively promote recycling both internally and amongst its customers and suppliers

It is the responsibility of the Scheme Manager to oversee and manage the company's systems of operation to ensure that they continue to meet the Environmental Policy.

Equality Policy

QA International Certification Limited is committed to providing and promoting equality of opportunity throughout the scope of our international business. Our global business would simply not be able to operate without equality ingrained into every process and operation. We aim to maintain industry leading levels of equality throughout our business and in order to meet this we commit that we will: -

- ✓ Meet or exceed all of our legal equality duties
- ✓ Follow codes of practice published by the Equality and Human Rights Commission
- ✓ Maintain and continue to develop systems that compliment equality in our operations.

- ✓ Promote equality both internally and amongst our customers and suppliers.
- ✓ Aim to have a workforce which reflects the diverse communities we serve.
- ✓ Take action to remove discrimination and inequality when we deliver services.
- ✓ Make sure others providing services on our behalf comply with our commitments

It is the responsibility of the Scheme Manager to oversee and manage the company's systems of operation to ensure that they continue to meet the Equality Policy.

Training Policy

QA International Certification Limited is committed to development and training of all staff within the scope of our international operations. We recognize that one of our greatest assets is our employees. Increasing the skills of our workforce will contribute to produce confident, highly qualified staff working as an effective and efficient team. To produce this we will: -

- ✓ Identify necessary training needs through appropriate forums such as staff appraisals
- ✓ Provide training as required by the scope of our operations.
- ✓ Have a suitable induction process to ensure new staff are effectively introduced to our policies and procedures.
- ✓ Encourage open and honest communication between team members to ensure training requirements are identified in a timely manner.
- ✓ Encourage team discussions to ensure different viewpoints are considered and implemented where appropriate.

It is the responsibility of the Scheme Manager to oversee and manage the company's systems of operation to ensure that they continue to meet the Training Policy.

Data Protection / Information Security Policy

QA International Certification Limited is committed to the protection of personal data collected through the scope of our international operations. To ensure that this commitment is realized we will: -

- ✓ Meet or exceed our legal obligations as laid down by the Data Protection Act 1998 and any subsequent revisions.
- ✓ Ensure that data is collected and used fairly and lawfully.
- ✓ Process personal data only in order to meet our operational needs or fulfil legal requirements.
- ✓ Take steps to ensure that personal data is up to date and accurate.
- ✓ Take steps to secure personal information from unauthorized access and use.
- ✓ Establish appropriate retention periods for personal data.
- ✓ Ensure that this policy is complied with during the production of new policies and procedures.


It is the responsibility of the Scheme Manager to oversee and manage the company's systems of operation to ensure that they continue to meet the Data Protection / Information Security Policy.

Anti-corruption Policy

QA International Certification Limited is committed to operating in an environment free from corruption and using fair practices within the scope of our international operations. To ensure that we comply with this commitment we will: -

- ✓ Openly declare to the directors any corporate gifts, entertainment or hospitality received in the performance of our duties.
- ✓ Keep adequate records as appropriate of any activities that have the potential to be at risk of corruption or bribery.
- ✓ Encourage employees to report any suspicious activity.
- ✓ Promote good practices throughout our operation and to our customers and suppliers.

It is the responsibility of the Scheme Manager to oversee and manage the company's systems of operation to ensure that they continue to meet the Anti-Corruption Policy.

Signed: * (Employer)	 (A. Carter)	Date:	25/10/2016
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