

Group Systems Policy Statement

Issue No	Issue Date	Author	Reviewed By	Approved By
04	31/01/2019	Steve Stubley	Bethan Taylor/Karl Mrosek	Alyn Franklin

Alcumus Group Systems Policy

Printed copies are UNCONTROLLED - Latest version is available on the Intranet
© Alcumus 2019

Alcumus specialises in providing Health, Safety and Environmental Risk Management Solutions. We are proud of our continuing development and improvement, and our ability to satisfy our clients' needs. Senior management also recognises that the disciplines of confidentiality, integrity and availability of information are integral parts of its management function.

The scope of our management system is aimed at meeting the requirements of:

For ISO 9001, ISO 14001 and ISO 45001

- The design and delivery of technology enabled company risk management solutions, including the provision of software, information services, audits, consultancy, training and accreditation for supply chain management.
- The provision of Cloud based SaaS Applications to manage business risks
- The provision of health and safety consultancy solutions
- The provision of Fire Safety Services
- The provision of Occupational Hygiene Services
- The provision of Legionella Risk Assessments
- The provision of HR Management and Employment Law consultancy
- The provision of COSHH Management Systems
- The provision of standard and bespoke Supply Chain Management, Approval and Accreditation solutions

And for ISO 27001

- The delivery of technology enabled compliance risk management solutions including the provision of software, information services, audits, consultancy, training and accreditation services via in-house information technology systems in accordance with the statement of applicability - current version.

All services are delivered by trained and competent personnel to our clients through the use of innovation and information technology to ensure continued efficiency and market leadership.

All services are continually reviewed to ensure we are providing the service demanded by our clients in an ever-changing legislative environment.

To maintain our high standards, Alcumus will pursue a policy of recruiting the best people available and developing their skills through training and coaching to enable them to achieve their best potential.

All staff are committed to comply with the company management system and any appropriate and relevant procedures and policies and shall strive to continually improve the effectiveness of the management system.

This policy is communicated to all staff through internal methods at each location and is available on the company website.

This policy and business objectives are set and agreed by Senior Management and at Board level. The business objectives will be measurable and monitored in order to evaluate progress and ultimate achievement. Business objectives are communicated throughout the organisation through regular email communication and staff performance development reviews.

Monthly reports are produced on meeting business objectives and are issued to and reviewed by the Board.

Alcumus is committed to protecting the environment through the prevention of pollution and continuous improvement in the organisation's environmental management and performance.

Minimisation of environmental impact will be achieved via source reduction or elimination to lessen or avoid waste generation. Where practicable, waste will be reused or recycled.

Waste disposal is considered the option of last resort. Our carbon footprint will be monitored, and measures will be implemented to reduce the emissions from our company vehicles and from the energy usage in our buildings.

Alcumus is also committed to ensuring the health, safety and wellbeing of our employees and to that of others who may be affected by our activities. This commitment includes the prevention of injury and ill health and extends to a continual improvement in our occupational health and safety management and performance. This includes a commitment to provide safe and healthy working conditions for the prevention of work related injury and ill health and to the specific nature of the OH&S risks and OH&S opportunities of our activities.

Alcumus recognizes that this is strategically important to business performance, the creation of a positive health and safety culture and the drive towards zero harm, which is our commitment to eliminate hazards and reduce OH&S risks. In implementing this policy Alcumus is committed to consultation with our employees to allow them to contribute to and participate in the management system. Every business area has a nominated Health, Safety and Environmental Representative who attends and represents workers on the Health, Safety and Environment Committee meetings.

Alcumus are committed to preserving the confidentiality, integrity and availability of all the information assets throughout our business in order to preserve our competitive edge, cash-flow, profitability, legal, regulatory and contractual compliance and commercial image.

Senior Management views these as primary responsibilities and fundamental to the best business practice of adopting appropriate information security controls.

All staff are committed to help in achieving these aims by providing truthful and accurate information on job applications and in supporting documentation and throughout their work; by being aware of and applying the requirements of this policy and supporting processes and by storing or processing data in compliance with its classification level; by observing the content of their confidentiality agreement with Alcumus; by promptly identifying and reporting any security incidents, actual or suspected security weaknesses or software malfunctions through the appropriate management channel (IT Service Desk) or to an Information Security Representative and

by co-operating with Alcumus' initiatives in responding to incidents.

The nature and scale of impacts and risks which potentially may result from our activities have been evaluated as part of our risk assessment process and where applicable these have either been eliminated, mitigated or minimalised and are subject to ongoing review.

Legislative requirements for the environment, occupational health and safety, and information security are the minimal level that will be acceptable to the organisation. The Board will set the specific quality,

health and safety, information security and environmental objectives by which the organisation's performance will be measured and we are committed to planning, measuring, reviewing and auditing our management programmes and performance on a regular frequency.

Senior management will ensure that any incidents that may compromise these policies are promptly investigated and that appropriate corrective actions and actions to prevent a re-occurrence are put in place.

This policy commits senior management and all relevant staff to working closely with all interested parties in seeking to meet their requirements and to establish appropriate standards of service delivery. Built into the management system is a provision for business continuity. In the event of a business continuity incident Alcumus will:

- minimise the impact on Alcumus and its customers of any interruption to normal activities.
- recover customer service operations, within an acceptable time frame, following an incident.
- have in place cost-effective resilience and damage mitigation arrangements.

There is commitment to providing leadership through all management levels.

Senior management acknowledges that it is responsible for the implementation of the management system and identification of any risks and opportunities that may result.

Senior management will ensure that all those responsible for meeting the policies have the necessary information, instruction and training in order to carry out their responsibilities and comply with all statutory requirements and codes of practice.

Competent people will be appointed to assist us in meeting our statutory duties including, where appropriate, specialists from outside of the organisation.

Whilst overall responsibility for the management system rests at the highest management level, the success of the organisation's management policy is dependent upon the co-operation of all its employees.

Signed:



Chief Executive Officer, Alcumus Group Ltd
Alcumus Group
Alys House, Heol Crochendy, Parc
Nantgarw, Cardiff
CF15 7TW

E: info@alcumusgroup.com

T: 029 2082 5825

www.alcumusgroup.com