



We have established these Policies to be consistent with the purpose and context of our organisation. It provides a framework for the setting and review of objectives in addition to our commitment to satisfy applicable customers', regulatory and legislative requirements as well as our commitment to continually improve our management system.

## Quality Policy

**Customer focus:** As an organisation we have made a commitment to understand our current and future customers' needs; meet their requirements and strive to exceed their expectations.

**Leadership:** Our Top Management have committed to creating and maintaining a working environment in which people become fully involved in achieving our objectives.

**Engagement of people:** As an organisation we recognise that people are the essence of any good business and that their full involvement enables their abilities to be used for our benefit.

**Process approach:** As an organisation we understand that a desired result is achieved more efficiently when activities and related resources are managed as a process or series of interconnected processes.

**Improvement:** We have committed to achieving continual improvement across all aspects of our Quality Management System (QMS); it is one of our main annual objectives.

**Evidence-based decision making:** As an organisation we have committed to only make decisions relating to our QMS following an analysis of relevant data and information.

**Relationship management:** Sanctus Limited recognises that an organisation and the relationship it has with its external providers are interdependent and a mutually beneficial relationship enhances the ability of both to create value.

Our policy is also to meet the requirements of other interested parties and in meeting our social, environmental, charitable, regulatory and legislative responsibilities.

We have produced quality objectives that relate to this Quality Policy and they can be found in document QMF 22, Quality Objectives.

This Quality Policy is available/communicated to all interested parties as well as being made available to the wider community through publication on our Website, Company Noticeboard and Intranet.

## Environmental Policy

This provides a framework for the setting and review of environmental objectives in addition to our commitment towards the following:

- To protect the environment, including the prevention of pollution
- To minimize our impact on the environment through responsible management



- To reduce the introduction of pollutants to the environment through operations
- To ensure competency of all employees, contractors and associates through training, awareness, and communication
- To conform to all applicable legislative, regulatory and compliance obligations
- To continually improve our Environmental Management System and to enhance environmental performance

We have produced environmental objectives that relate to this Environmental Policy and they can be found in document EMF 13 Environmental Objectives and Targets.

This Environmental Policy is communicated to all interested parties as well as being made available to the wider community through publication on our Website, Company Noticeboard and Intranet

## Occupational Health and Safety Policy

Sanctus Limited has an occupational health and safety policy authorised by Sanctus Limited's top management that clearly states overall Health and Safety objectives and a commitment to improving Health and Safety performance.

### The policy is:

- Appropriate to the nature and scale of our OH&S risks.
- Includes a commitment to prevention of injury and ill health and continual improvement in OH&S management and OH&S performance.
- Provides the framework for setting and reviewing OH&S objectives.
- Includes a commitment to continual improvement.
- Includes a commitment to at least comply with current applicable OH&S legislation and with other requirements to which Sanctus Limited subscribes.
- Is documented, implemented and maintained.
- Is communicated to all persons working under the control of Sanctus Limited with the intent that they are made aware of their individual OH&S obligations.
- Is available to interested parties; and
- Is reviewed periodically to ensure that it remains relevant and appropriate to Sanctus Limited.

Authorised by:  
Position: **Managing Director**  
**Shaun Tolfree**

A handwritten signature in blue ink, appearing to read "Shaun Tolfree", positioned to the right of the text above.

Date Approved: 1<sup>st</sup> June 2020