

		HARLEQUIN MANUFACTURING LIMITED INTEGRATED MANAGEMENT SYSTEM - POLICY		Document Level: IMS01 Doc Ref: PM 01	
Reference Standards ISO 9001: 2015 & ISO 14001: 2015 & ISO 45001: 2018				Effective Date 05 Feb 2019	
Prepared By: S O'Neill		Authorised By: L Coey		Issue Number: 04	
				Rev: 06	
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5.2.3 Quality Policy Statement.

It is the policy of **Harlequin Manufacturing Limited** to provide a range of products and services which always meet our customer's requirements and always conform to quality standard parameters, and that programmes are maintained on schedule at the agreed price. All work is carried out in a cost effective and timely manner, and in accordance with the highest professional standards aiming for continual improvement and customer satisfaction through the involvement and participation of all levels of management, staff and other interested parties.

A policy for quality conforming to the requirements of ISO 9001:2015 has been established to ensure that it:

- Is appropriate to the purpose of the organisation, the expected level of customer satisfaction and the needs of other interested parties
- Includes a commitment to meeting requirements and to continual improvement
- Has the resources needed and the contribution of suppliers and partners
- Provides a framework for establishing and reviewing quality objectives
- Demonstrates top management commitment and ensures the quality objectives are communicated, understood and implemented at appropriate levels of the organisation
- Is regularly reviewed at the management review meeting for suitability and effectiveness addressing continual improvement and client satisfaction.

Some personnel have been allocated more than one role to carry out within the organisation. It is however organisational policy that dual or multiple roles shall not deter, in any manner, any member of staff from achieving their prime objective of providing a quality service through an adequately controlled quality management system.

The primary function of all management and employees shall be the maintenance of this objective.

Management is ultimately responsible for making balanced judgements, assessing the significance of variations in this sphere and taking decisions. In arriving at such decisions, the quality and personal integrity of staff are of fundamental importance. In this context, all effort is made to ensure that each person in the organisation understands that quality assurance is important to their future, know how they can assist in the achievement of adequate quality and are stimulated and encouraged to do so.

This policy is approved by the undersigned and is supported by all the levels of management within the organisation. All personnel shall be guided by the contents of the quality management system and no deviation from the methods and procedures set down shall be permitted.

Signed


 Managing Director

Date: 05 Feb 2019

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5.2.4 Environmental Policy Statement.

We at **Harlequin Manufacturing Limited** recognize that environmental impacts are created as a result of these activities, and that we have a responsibility to all of our stakeholders to manage these impacts appropriately. We therefore:

- Will operate an Environmental Management System (EMS) implemented in line with ISO 14001: 2015
- Will comply with all applicable legislation, regulations and industry codes of practice
- Will communicate our Environmental Policy, both internally, by posting this document throughout the organisation and externally to all interested parties including those working on behalf of the organisation
- Will endeavour to prevent pollution, reduce raw material & operational wastage, and improve energy efficiency
- Will provide for the setting and achievement of environmental objectives and targets for the organisation, and secondly for the publication of the environmental objectives and targets by the posting of the document in the organisation
- Will maintain efforts to achieve continual improvement in the environmental performance of the organisation
- Will foster openness, dialogue and discussion with employees, customers, suppliers, contractors and all interested parties regarding the environmental performance and the environmental objectives and targets of the organisation
- Will measure environmental performance by conducting regular environmental audits and assessments of compliance with this Environmental Policy, relevant environmental legislation and the requirements of the business.

We at **Harlequin Manufacturing Limited** will review this policy annually at Management Review Meetings.

Signed


 Managing Director

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5.2.5 Health, Safety, Welfare & Wellbeing Policy Statement

We at **Harlequin Manufacturing Limited** will comply with all of our legal duties in respect of providing safe and healthy working conditions for all employees and will take positive action to ensure that our work does not adversely affect other contractors, occupiers of buildings, the public, or any other relevant third party.

Therefore our organisation will:

- co-operate with all those with an interest in Health, Safety, Welfare & Wellbeing, other employers, customers, sub-contractors and the enforcing authorities
- provide adequate financial support for the full implementation of this policy
- ensure that all persons are competent to carry out the duties asked of them, and will provide all information, instruction, supervision and necessary training
- ensure that all employees are consulted on matters of Health, Safety, Welfare & Wellbeing, and will encourage positive employee participation.


As an organisation, we consider the Health, Safety, Welfare & Wellbeing of our employees to be of prime importance, essential to the operation of our business, and a management responsibility of equal importance to any and all others.

Our organisation is committed to a proactive approach to accident prevention, in order to achieve continuous improvement in our Health, Safety, Welfare & Wellbeing performance. Therefore, consequently, we have set an ultimate goal for the organisation of “**Zero Accidents**”, so in light of this we shall operate an occupational health and safety management system in accordance with the requirements of ISO 45001: 2018.

This policy will be kept up to date and will be amended to suit any changes in the size or nature of our organisational activities. In support of this intent, this policy will be reviewed annually.

We have appointed the Quality / HSE Manager to co-ordinate our efforts on all Health, Safety, Welfare & Wellbeing matters. The organisation will, where required, obtain advice on any relevant Health, Safety, Welfare and Wellbeing matters from appropriate external sources.

Signed


 Managing Director

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5.2.6 Supply Chain & Sub-Contractor Policy Statement

Suppliers and Sub-contractors will be engaged by **Harlequin Manufacturing Limited** from time to time to perform specific tasks and carry out specific work that is deemed to be outside the scope of the organisation's skill set or normal operational activities.

It is the expectation of **Harlequin Manufacturing Limited** that all sub-contractors always acquire and follow safe working practices, and that they and develop a genuine concern for the health, safety, wellbeing and welfare of all fellow workers on any given contract.

To meet these expectations, sub-contractors shall be required to adhere to this policy and show total commitment to our proactive approach to accident prevention.

Furthermore, we at **Harlequin Manufacturing Limited** expect all suppliers and sub-contractors to operate with the same level of ethical standards and integrity as we do ourselves – a safe, sustainable supply chain is our objective.

Suppliers / sub-contractors will give an undertaking to comply with all health, safety and environmental standards and procedures set down by **Harlequin Manufacturing Limited**, including provision of adequate risk assessments and method statements for any work undertaken, when requested by Harlequin.

Suppliers and Sub-contractors will ensure that all their employees are trained and assessed competent to carry out the tasks required.

They will ensure that they have provided adequate employers' and public liability cover and will provide their employees with the appropriate personal protective equipment required. They will ensure that their employees have received training in the correct care and usage of all such equipment.

All sub-contractors and suppliers on site must ensure that all tasks are carried out under the direction and control of competent supervision, and that all equipment, tools and vehicles are fit for purpose and comply with statutory and any other site requirements.

Suppliers / sub-contractors will report any HSE incident immediately to a member of the management team at **Harlequin Manufacturing Limited**, so that an appropriate and timely response can be initiated by the Quality/HSE Manager.

We will review these policies annually at our Management Review Meetings.

Signed


 Managing Director

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5.2.7 Employee Privacy / Data Protection Policy Statement

Why do we hold data? As your employer, **Harlequin Manufacturing Limited** needs to keep and process information about you for normal employment purposes. We will keep and use it to enable us to run the business and manage our relationship with you effectively, lawfully and appropriately, during the recruitment process, whilst you are working for us, at the time when your employment ends and after you have left. If you do not provide this data, we may be unable in some circumstances to comply with our obligations and we will tell you about the implications of that decision.

What data do we hold? Application form; References; Your contract of employment; Equality of Opportunity form; Letters to you about a pay rise or, at your request, a letter to your mortgage company confirming your salary; Information needed for payroll, benefits and expenses purposes; Contact and emergency contact details; Records of holidays, sickness and other absence; Information needed for our equal opportunities monitoring policy / purposes; Records relating to your career history, such as training records, appraisals, other performance measures and, where appropriate, disciplinary and grievance records.

How you can access this information and how is it protected? Your data will be held in the locked personnel cabinet and be accessed upon request.

Will my information be given to anyone else? We will only disclose information about you to third parties if we are legally obliged to do so or where we need to comply with our contractual duties to you, for instance we may need to pass on certain information to our external payroll provider, pension or health insurance schemes.

How long is my data stored for? Your personal data will be sorted for the duration of your employment and will be stored for a period of 5 years after the termination of your employment.

Consent and Rights: Under the General Data Protection Regulation (GDPR) and The Data Protection Act 2018 (DPA) you have a number of rights with regard to your personal data. You have the right to request from us access to and rectification or erasure of your personal data, the right to restrict processing, object to processing as well as in certain circumstances the right to data portability.

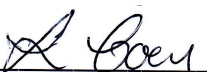
If you have provided consent for the processing of your data you do have the right (in certain circumstances) to withdraw that consent at any time which will not affect the lawfulness of the processing before your consent is withdrawn.

You have the right to lodge a complaint to the Information Commissioners' Office if you believe that we have not complied with the requirements of the GDPR or DPA 18 with regard to your personal data.

Contact: If you have any queries regarding your data please don't hesitate to write an email addressed to privacy@harlequin-mfg.com.

NB: We will review this policy annually at our Management Review Meetings.

Signed



 Managing Director

Date: 05 Feb 2019