

## **INTEGRATED MANAGEMENT SYSTEM POLICY**

Long O Donnell Associates Ltd is a company engaged in the provision of professional services relating to the Design, Management and Commercial control of the Construction or Modification of Buildings, Engineering undertakings and Utility related Equipment, Installations, Pipelines and other apparatus.

Complying with legal requirements in the matter of PQHSEIS is a minimum acceptable standard.

Long O Donnell has defined the following general objectives;

- **Manage and Promote excellence and implement industry best practice.**
- **Satisfy or exceed customer and other interest party needs, cost effectively and within deadlines.**
- **Minimise so far as is reasonably practicable, through our commitment to the prevention of injury and ill-health, risks to the health and safety of our employees, and the public, and risks to the environment.**
- **Ensure that all company data has suitable security measures in place.**
- **Satisfy shareholder objectives.**
- **Offer a framework that provides opportunities for people to develop the skills, knowledge and attitudes that will allow the organisation to better fulfil its objectives.**

Long O Donnell operates an Integrated Management System which comprises of the following key policies:

- **Alcohol & Drugs policy**
- **Anti-Bribery policy**
- **Corporate Social Responsibility policy**
- **Counterfeit, Fraudulent & Suspect Items policy**
- **Customer Care policy**
- **Environmental policy**
- **Equality, Diversity & Inclusion policy**
- **Fatigue Management policy**
- **Harassment & Bullying policy**
- **Health & Safety policy**
- **Information Security / Data Protection policy**
- **Occupational Health Policy**
- **Quality policy**
- **Smoking policy**
- **Sustainability policy**
- **Vehicle & Driving policy**
- **Whistle Blowing policy**

The Integrated Management System is based on the principles that Management of People, Occupational Health, Safety, Quality, the Environment and Information Security (PQHSEIS) is required at all levels in the organisation to meet or exceed customer requirements, manage, monitor and review our systems, and continually improve the service we offer. The system will also enforce developing and maintaining business continuity throughout the organisation. Sufficient time and financial resource will be provided to ensure the system is accurate and thorough.

The Integrated Management System manual and associated procedures and method statements set out responsibilities and methodologies for the implementation of this Policy.

Our integrated management system aims to meet the standards of ISO 9001:2008, ISO 14001:2004, OHSAS 18001:2007 and ISO 27001:2013, ISO 26000 and also the requirements of Investors in People.

We are committed to continually assess the PQHSEIS implications and potential hazard risks of our activities and the performance of our Integrated Management System. This includes commitment to all business ethical and social best practice.

We aim to continually improve PQHSEIS performance and efficiency against measurable targets and minimize the risks of our activities.

Long O'Donnell recognises that people are the organisation's greatest asset and the fulfilment of the organisation's aims and objectives are dependent upon the knowledge, skills and attitudes of these people.

Employees, suppliers and subcontractors are key contributors to PQHSEIS performance and will assist us in fulfilling these requirements by:

- Continually achieving a high level of occupational health and safety performance
- Minimising environmental impacts through reducing and managing waste produced, damage to habitats and wildlife, discharges to water and land, emissions to atmosphere, noise and light nuisance and wherever possible preventing pollution.
- Continually monitoring quality of work and ensuring requirements are met, and issuing a comprehensive set of controls comprising of best practices in information security.

To ensure success: a) all contributors will receive appropriate PQHSEIS training and opportunities to develop in respect of the policy and objectives b) the system will be communicated to everyone working for, or on behalf of Long O'Donnell and made available to the public and c) PQHSEIS performance will be reviewed when appointing subcontractors and suppliers.

Audits and reviews will be undertaken to verify compliance with this policy and to continually improve the system and the service provided. This policy will be reviewed annually as a minimum requirement.

**The Managing Director of Long O'Donnell Associates Limited is responsible for the development and effective implementation of this System and Policy and for ensuring that the necessary resources are provided for its implementation through our processes.**



**Thomas J. O'Donnell**  
**Managing Director**  
**Long O'Donnell Associates Limited**

**July 2017**

UNCONTROLLED WHEN PRINTED