



Introduction

Analox runs an integrated Business management system based on the requirements of:

- ISO 9001:2015 Quality Management
- OHSAS 18001:2007 Health & Safety Management
- ISO 14001:2015 Environmental Management
- ISO 27001:2013 Information Security Management

This document specifies our business policies.

Our business values

- We are **proud** of what we do:
 - o We operate **ethically**
 - o We are **trustworthy**
 - o We give excellent **customer service**
 - o We **solve** our customers' **problems**

Implementing these values is the responsibility of every member of staff.

Our Health & Safety policy statement

Objectives:

To ensure that all employees leave work healthy every day - we have caused them no injury, harm or ill health.

We comply with requirements of the Health & Safety at Work Act 1974:

- We comply with all relevant safety legislation, regulations, codes of practice and other requirements applicable to our business
- We provide safe and healthy working conditions for all employees and take positive action to ensure that clients, other contractors and the general public are not adversely affected by Analox' activities
- We provide control of the health and safety risks arising from our activities
- We provide and maintain safe plant, equipment and machinery
- We ensure safe storage, handling and use of substances



- We work to prevent injury and cases of work-related ill health
- We co-operate with all those with an interest in health and safety, other employers, clients, sub-contractors, and the enforcing authorities
- We ensure that all persons are competent to carry out the duties asked of them, and provide information, instruction, supervision and necessary training
- We ensure that all employees are consulted on matters of health and safety and we encourage positive employee participation
- We implement emergency procedures – evacuation in case of fire or other significant incident
- We communicate this policy to all persons working under our control, keep it up-to-date and review it annually, as a minimum, to suit any changes in the size or nature of our activities
- We enable the above by the effective application of our Business Management system where critical H&S factors are closely monitored, objectives are set, reviewed and realised, to allow continuously improving performance.
- We provide sufficient financial support for the full implementation of the policy

The Analox Health & Safety system is established in line with OHSAS 18001:2007 requirements and is certified by SGS UK.

Our Quality management policy

These are the values and aims of our Quality Policy Statement. This statement is communicated, understood, available and applied in every area of the business. Implementing these values is the responsibility of every member of staff:

- We aim to be the best supplier of our products and services in the markets we supply.
- We aim to ensure that our customers are always happy with products and services supplied by us. In the event that any customer has a problem, we will react immediately to rectify it and learn from the experience to improve for the future.
- We aim always to work with the best suppliers, those with similar values to ours. We will work together for our mutual benefit to produce the best products and services.
- We ensure that our employees are trained and competent in their role, and fully



understand their responsibilities. We always work to ensure that no harm can come to our people in delivering their role.

- We aim to assess and understand how we are performing in the opinions of our staff, our customers and our suppliers, so that we can improve for the future.
- We continually improve every element of our business management system, through use of improvement objectives aligned to stakeholder requirements. We will listen to ideas on how we can improve, wherever they come from.
- We aim for our employees, customers, suppliers and shareholders to be confident, through their own experiences of Analox, that we meet these values at all times.

Our Environmental management policy

These are the aims and values of our Environmental Management Policy Statement.

Implementing these values is the responsibility of every member of staff:

- We aim to comply with and, where possible, exceed the requirements of applicable legislation, other requirements and with those environmental standards it chooses to subscribe.
- We aim to assess all areas of our operations with respect to our impact on the environment and incorporate practical procedures and controls necessary to prevent environmental damage and pollution. This includes awareness of others working for and on behalf of the company.
- We aim to set and periodically review our environmental objectives and targets, reduce emissions and waste to ensure continual improvement of our environmental performance.
- We aim to continually reduce our energy consumption in all of our activities and our carbon footprint.
- We aim to ensure that all staff are trained and kept aware of this policy and of their individual responsibilities within it.
- We aim to consult with the local community, where appropriate, on environmental issues and to display this policy on the company website for interested parties.



Our Information Security management policy

These are the values and aims of our Information Security Management Policy.

Note that within Analox the terms 'Information Security' and 'Data Protection' are intended to describe the same thing, we just prefer Information Security.

Everyone working for Analox has a duty of care for safeguarding the confidentiality, integrity and availability of written, spoken and digital information and are required to comply with this and related Information Security Policies:

- We aim to develop and continually improve our Information Security Management processes to provide:
 - Assurance with legal, regulatory and contractual obligations
 - Reputation management
 - Protection of critical assets
 - Protection of Personal Identifiable Information (PII) as defined by the Data Protection Act 1998 and the GDPR
- We treat information as a critical asset of Analox and have therefore developed a set of policies for information security, which take into account:
 - Business strategy
 - Regulatory, legislation and contractual needs
 - Current and projected information security threats
- We define information security as the “preservation of confidentiality, integrity and availability of information”.
- We view the core objective of Information Security to be the continuity of service of Analox and to minimise the risk of damage by preventing security incidents and managing security threats.
- We have a Security Steering Group (SSG) which reviews the performance of the Information Security Management system within Analox and manages changes to the system.



Our Business improvement policy

We subscribe to the SC21 Supply Chain Excellence Programme, which allows our OTIF / DRFT figures to be independently verified.

We use the EFQM Excellence Model as the basis for our structured business improvement.

We use the Deming Cycle (Plan, Do, Check, Act) as our basic continuous improvement process.

We enter the Cranfield Best Factory Awards on an annual basis, as this offers an independent benchmark of all aspects of our performance.

A handwritten signature in black ink, appearing to read "Mark Lewis".

Mark Lewis
Managing Director

Revision History

Date	Rev	By	Details of revision
04/09/17	D1	Mark Lewis	First draft