



ISO002 - INTEGRATED POLICY STATEMENTS

ISO 9001

ISO 14001

ISO 45001

ISO 22301

ISO 27001



Quality Policy Statement (ISO 9001 Clause 5.2)

It is the policy of Oakray Limited to maintain a quality system designed to meet the requirements of ISO 9001:2015 (or any other standard in line with Annex SL Structure) in pursuit of its primary objectives, the purpose and the context of the organisation.

It is the policy of Oakray Limited to:

- a) give satisfaction to all of our customers and other stakeholders and interested parties whenever possible, meeting and exceeding their expectations;
- b) comply with all legal requirements, codes of practice and all other requirements applicable to our activities;
- c) the reduction of hazards, prevention of injury, ill health and pollution;
- d) provide all the resources of equipment, trained and competent staff and any other requirements to enable these objectives to be met;
- e) ensure that all employees are made aware of their individual obligations in respect of this quality policy;
- f) maintain a management system that will achieve these objectives and seek continual improvement in the effectiveness and performance of our management system based on "risk".

This quality policy provides a framework for setting, monitoring, reviewing and achieving our objectives, programmes and targets.

Customer service is an essential part of the quality process and to ensure this is fulfilled, all employees receive training to ensure awareness and understanding of quality and its impact on customer service.

To ensure the company maintains its awareness for continuous improvement, the quality system is regularly reviewed by "Top Management" to ensure it remains appropriate and suitable to our business. The Quality System is subject to both internal and external annual audits.

James Barnard
Managing Director

Date: 10th May 2023



Environmental Policy Statement (ISO 14001 Clause 5.2)

It is the policy of Oakray Limited to maintain an environmental system designed to meet the requirements of ISO 14001:2015 (or any other standard in line with Annex SL Structure) in pursuit of its primary objectives, the purpose and the context of the organisation.

It is the policy of Oakray Limited to:

- a) give satisfaction to all of our customers and other stakeholders and interested parties whenever possible, meeting and exceeding their expectations;
- b) comply with all compliance obligations, codes of practice and all other requirements applicable to our activities including the nature, scale and environmental impacts of its activities, products and services;
- c) the reduction of hazards, prevention of injury, ill health, protection of the environment, including prevention of pollution, sustainable resource use, climate change mitigation and adaptation, the protection of biodiversity and ecosystems and any other specific commitments which are relevant to the context of the organisation;
- d) provide all the resources of equipment, trained and competent staff and any other requirements to enable these objectives to be met;
- e) ensure that all employees are made aware of their individual obligations in respect of this environmental policy;
- f) maintain a management system that will achieve these objectives and seek continual improvement in the effectiveness and performance of our management system based on "risk".

This environmental policy provides a framework for setting, monitoring, reviewing and achieving our objectives, programmes and targets.

Customer service is an essential part of the environmental process and to ensure this is fulfilled, all employees receive training to ensure awareness and understanding of the environment and its impact of the products or service in which we provide.

To ensure the company maintains its awareness for continuous improvement, the environmental system is regularly reviewed by "Top Management" to ensure it remains appropriate and suitable to our business. The Environmental System is subject to both internal and external annual audits.

James Barnard
Managing Director

Date: 10th May 2023



Occupational Health & Safety Policy Statement (ISO 45001:2018 Clause 5.2)

Oakray Limited's objective is to ensure, so far as is reasonably practicable, the safety and health of all persons carrying out work activities on our behalf, or persons directly affected by our work activities.

Oakray Limited therefore undertake to: -

- 1 Comply with The Health and Safety at Work Act 1974 and any other relevant Acts, Regulations or Approved Codes of Practice.
- 2 Appoint a Director, as the person with overall responsibility for all health, safety and welfare matters - including the provision of adequate resources
- 3 Retain the services of an internal Health, Safety, Quality and Environment Manager.
- 4 Retain the services of an external competent Health & Safety Advisory service to assist in the duties and responsibilities.
- 5 Provide and maintain safe workplaces for our employees, and other persons who may be directly impacted upon.
- 6 Provide a safe and healthy work environment together with the necessary welfare facilities.
- 7 Make arrangements for the safe storage, handling and use of substances and articles used in our work activities.
- 8 Endeavour to ensure that all persons employed by us are competent to carry out the specific work tasks by providing all necessary information, instruction, training and supervision.
- 9 Inform all persons we employ, and others who may be directly impacted upon, of the risks associated with those work activities and put in place safe systems of work to minimise the likelihood of injury or harmful impacts to health.
- 10 Monitor our work activities to ensure that agreed safe working practices are complied with, and to instigate changes, where considered necessary.
- 11 Provide, where appropriate, plant, tools and equipment which are safe and without undue risks to health.
- 12 Provide and maintain where appropriate personal protective equipment and ensure that staff are aware of their obligations in respect of its use.
- 13 Encourage and promote a safety culture within our Company to enable all persons employed by us to contribute positively to their own health and safety at work.
- 14 Co-operate with all other duty holders in health and safety - clients, other employers, designers, planning supervisors, sub-contractors and the enforcing authorities.
- 15 Instigate procedures for the recording, and reporting where necessary, of accidents, near misses and instances of ill health occurring as a result of our work activities.
- 16 Ensure that employees are aware of the penalties that will be invoked for any acts that endanger the health and safety of themselves, or others, while at work.
- 17 Bring this policy statement to the attention of all persons employed by us and make them aware that we require and need their assistance and feedback on health, safety and welfare issues.
- 18 Review this policy document annually as our Company changes and in the light of new legislation. **Revisions are to be communicated to those affected by the changes.**

Signature: Managing Director, James Barnard

Date: 10th May 2023



Business Continuity Policy Statement (ISO 22301:2019 Clause 5.2)

The organisation recognises that the disciplines of confidentiality, integrity and availability in Business Continuity Management are integral parts of its management function.

The Management of Oakray Limited views these as primary responsibilities and fundamental to the best business practice of adopting appropriate Business Continuity Controls, along the lines laid down in the BS ISO 22301:2019 standard.

It is the organisation's Business Continuity policy to seek to operate to the highest standards continuously and to implement and operate fully BS ISO 22301:2019 standard, including continual improvement, through registration and annual review.

Oakray Limited will:

- a) Comply with all applicable laws and regulations and contractual obligations;
- b) Implement continual improvement initiatives, including risk assessment and risk treatment strategies, while making best use of its management resources to better meet Business Continuity requirements;
- c) Communicate its Business Continuity objectives, and its performance in achieving these objectives, throughout the organisation and to interested parties, as appropriate;
- d) Adopt a Business Continuity management system comprising a policy manual and procedures which provide direction and guidance on Business Continuity matters relating to employees, customers, suppliers and interested parties who come into contact with its work;
- e) Work closely with its Customers, Business Partners and Suppliers in seeking to establish appropriate Business Continuity standards;
- f) Adopt a forward-looking view on future business decisions, including the continual review of risk evaluation criteria, which may have an impact of Business Continuity;
- g) Train all members of staff in the needs and responsibilities of Business Continuity Management;
- h) Constantly striving to meet, and where possible exceed, its customers' staff and investors' expectations.

Responsibility for upholding this policy is owned by the Directors.

James Barnard
Managing Director

Date: 10th May 2023



Information Security Policy Statement (ISO 27001:2022 Clause 5.2)

It is the policy of Oakray Limited to maintain a quality system designed to meet the requirements of ISO 27001:2022 (or any other standard in line with Annex SL Structure) in pursuit of its primary objectives, the purpose and the context of the organisation.

It is the policy of Oakray Limited to:

- Produce and maintain control documents to define requirements for our information security management system (ISMS), based on industry best practices;
- Ensure information is only accessible to authorised persons from within or outside the company and minimise damage by preventing and reducing the impact of security incidents;
- Ensure that the Confidentiality, Integrity and Availability of information is maintained throughout business functions and processes;
- Maintain a risk assessment methodology to identify and control the security of business information that meets legal, regulatory and contractual requirements;
- Train all members of staff in the needs and responsibilities for Information Security;
- Monitor, review and continually improve the performance and effectiveness of the ISMS.

This policy is applicable to, and will be communicated to, all staff and any third parties who interact with information held by Oakray and the information systems used to store and process it. This includes, but is not limited to:

- any systems or data attached to the Oakray networks
- systems managed by Oakray
- mobile devices used to connect to Oakray networks or hold Oakray data
- data over which Oakray is the data controller or data processor
- electronic communications sent from Oakray.

To ensure the company maintains its awareness for continuous improvement, the ISMS is regularly reviewed by "Top Management" to ensure it remains appropriate and suitable to our business. The System is subject to both internal and external annual audits.

James Barnard
Managing Director

Date: 10th May 2023