

## Quality, Health, Safety & Environmental Policy

Shine food machinery Limited is a market leader in the design, supply, manufacture and installation of a wide range of storage, preparation, prime cooking, waste disposal and display equipment to the commercial catering industry.

Shine understands the importance of effectively managing Quality Assurance, Health & Safety and Environmental risks and impacts that may result from its activities and so far as is reasonably practicable will ensure consistent delivery of services and good in accordance with customer requirements whilst also committing to protect the health, safety and welfare at work of all employees, subcontractors, visitors and members of the public. It is the continuing policy of this company to strive for best practice within its own operations and those of its supply chain. Such an achievement of consistency and high quality necessitates a systematic and disciplined approach by our employees in all activities associated with satisfying our customer expectations and the principles of the ISO management systems, whilst ensuring the company are committed to ensuring the H&S of its employees and design of our own products, the operations of our business and the activities associated with the management, supply and installation of all the factored goods we supply.

Shine's documented management system identifies the policies and commitments of the company and is fully supported and approved by the Managing Director; it defines the management, organisation and business practices responsible for the aims and achievement of the company. The Operations Director is authorised and responsible for implementing the Management System and its associated procedures.

All activities will be carried out as prescribed within the Management System; deviation from the system will be notified to the Operations Director, who is responsible for the approval of all changes to those policies and practices prior to their implementation.

It is the general duty of each employee to co-operate in the operation of the company policy, to make themselves aware at all times of the quality standards to be worked to, the likely H&S hazards they may encounter and the Environmental impacts of their work and working areas in which special hazards/impacts may be reasonably foreseen, to adopt safe conscientious methods of working so not to endanger themselves and others who may be affected by their work activities.

In the event that an employee becomes aware of any risk/impact or issue relating to Quality, H&S and the Environment, they shall be responsible for taking reasonable, practical action to remove or resolve the risk/impact or issue and to prevent any recurrence and should also report immediately to their supervisor or the Compliance Manager if unable to manage it themselves.

This duty includes the authority and instruction to suspend work if the employee feels the activity or environment within which it is being undertaken is unsafe.

All persons on the premises under the control of the company must obey these safety rules and must accept the duty and the responsibility of ensuring that these safety rules are enforced.

Refusal to obey these safety rules or safety instructions is defined as misconduct and may lead to disciplinary action for employees.

Shine Food Machinery strive:

- To ensure all products and activities comply with current and relevant legislation are properly observed and implemented
- To ensure that health and safety will never be compromised for any other objectives.
- To lead the implementation and operation of its Management system by the Directors and Management Team.
- To ensure that this policy and the supporting management system documentation are understood implemented and maintained at all levels of the organisation.
- To create a framework for setting and reviewing measurable objectives and targets, in order to monitor performance and achieve continual improvement of the company and realisation of our client's expectations.
- To continually monitor, review and plan to achieve continual improvement in the quality of the service and goods we provide, to prevent pollution and other environmental impacts and to prevent health and safety risks resulting from its activities.
- To protect, reduce, prevent and eliminate injury and ill health and empower employees in the achievement of goals to reducing health and safety risks and environmental impact / pollution.
- To effectively communicate its Policy, Goals and Intentions to its employees and interested 3<sup>rd</sup> parties and to consult and participate with those interested parties.
- To maintain a record of all activities which effect Quality Assurance, Health, Safety and the Environment.
- To hold and maintain a record of all activities which effect Quality Assurance, Health, Safety and the Environment.
- To provide adequate resources to enable the effective implementation and operation of this policy.

Signed: .....

Date: 6-1-20 .....

Julian Shine – Managing Director

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