

d) **Policy Statement**

Russell Richardson has developed an IMS based on the requirements of ISO 9001, ISO 14001, ISO 27001, ISO 45001, ISO 22301 and the Code of Practice BS EN 15713 Secure Destruction of Confidential Material. The company places high emphasis on continually improving its processes to exceed the requirements of customers.

The Directors, led by Jonathan Richardson, will comply with our legal and customer requirements and strive to continuously improve the performance, quality, safety, environmental, information security and business continuity aspects of our processes and services by enhancing the skills of our staff and constantly seeking ways to diversify and meet new challenges. At all stages of processing, transport and storage we adhere to the code of practice for the Secure Destruction of Confidential Material as defined in BS EN 15713. All employed staff are subject to security screening.

As a company we are committed to ensuring:

- Compliance with all legal, statutory and regulatory requirements relating to our service activities along with their environmental and security aspects.
- The working environment is safe through the elimination of hazards and reduction of significant risks and ensuring compliance with the appropriate statutory requirements.
- The setting of objectives based on the results of the process reviews and their significance in relation to quality, information security, business continuity, health & safety risks and potential impacts on the environment and the continual improvement of the integrated management system.
- Management programmes are implemented to achieve these objectives.
- Investment in a well-trained and motivated staff.
- A close working relationship with our customers and stakeholders to achieve mutual understanding, commercial advantage and benefit.
- Regularly reviewing Policies and objectives as part of the management review process.
- Effective communication of this policy to all persons working for or on behalf of the organisation.
- Consultation and participation with staff and representatives during development, planning, implementation, performance evaluation and actions for improving the IMS.
- Worker participation in the process of performance evaluation, improvement and further development of the elements of the IMS that impact on occupational health and safety.
- Continual prevention of waste and minimising pollution of the environment.
- Protecting Information against unauthorised access and disclosure.
- Confidentiality, integrity and availability of information is maintained and protected from unauthorised access in conformance with relevant legal and regulatory requirements.
- Business continuity and disaster recovery plans are maintained and tested (as far as practicable), including planning and implementing actions to address identified risks and opportunities related to the Integrated Management System (IMS).
- All suspected breaches of information security are reported and investigated.
- Adequate prevention and detection of viruses and other malicious software.
- Our assets are protected against potential threats & vulnerabilities throughout the entire business processes.

We recognise that management and employees all have a vital role in the implementation and maintenance of this policy and the IMS. This Integrated Quality, Environment, Information Security, Business Continuity and Occupational Health & Safety Policy Statement is a live document and is reviewed at regular Management Review meetings. This integrated policy provides the framework for setting and reviewing objectives and targets relating to Quality, Environmental, Information Security, Business Continuity and Health & Safety issues. The Directors confirm their commitment and support, along with that of all employees, to compliance with this policy and the continual improvement of the IMS. The policy is also available to the public on the company's website – www.russellrichardson.co.uk

Signed



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