

ENVIRONMENTAL & QUALITY STATEMENT

Revised: Sep 2019

Next review: Sep 2020

QUALITY & ENVIRONMENTAL POLICY

It is the policy of Capital Support Services Ltd., to maintain a quality system designed to meet the requirements of ISO 9001:2015 & 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 Capital Support Services Ltd to:

- give satisfaction to all our customers and other stakeholders and interested parties whenever possible, meeting and exceeding their expectations;
- 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;
- 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;
- provide all the resources of equipment, trained and competent staff and any other requirements to enable these objectives to be met;
- ensure that all employees are made aware of their individual obligations in respect of this quality & environmental policy;
- 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".

Our environmental responsibility program is based upon continual improvement, consistent with current knowledge and by implementing the following:

- Assessment and regular re-assessment of the environmental effects of our activities
- Minimization of waste production, material wastage and energy wastage
- Promotion of the use of recyclable and renewable materials
- Minimisation of the risk to the public and employees from operations and activities undertaken by the Organisation

We will encourage our staff to consider fully the environmental implications of their work and the impact on them of environmental issues. We will share information with customers as appropriate.

We recognise the environmental risks should be a part of the normal checklist of risk assessment and management. As part of our credit risk assessment, where appropriate, environmental impact assessment may be requested.

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

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

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

Sign: Mr Abdelhak Tighlit CEO/Founder

Date: 20th September 2019