

## **Integrated Business Management System** **Policy Statement**

**Insurgo Media Services Limited (Insurgo) recognise the importance of providing solutions for secure data erasure and disposal and high quality products and services which meet the requirements of our customers.**

In order to achieve this, Insurgo invests significant resources to establish, maintain and improve our processes and controls which maintains our Integrated Business Management System in accordance with the international standards ISO9001:2015, ISO14001:2015, ISO27001:2017, OHSAS45001:2018 and ISO22301:2012 respectively.

Insurgo understands its responsibility to the environment beyond legal and regulatory requirements and is committed protecting the environment by reducing its environmental impacts and continually looking to improve its environmental performance. Insurgo encourages all customers, suppliers and other stakeholders to do the same.

To support this, Insurgo are committed to effective management of Health and Safety and is committed to protecting all staff and other parties from injury, ill health and this ultimately prevents disruption to the business, minimises the loss of valuable assets and protects Insurgo's reputation using the hierarchy of controls to OH&S risks.

Business Continuity Management is a priority risk mitigation activity and Insurgo are committed to the maintenance of its Business Continuity capability which identifies how incident, crisis and continuity management will be delivered, tested, maintained and improved. This will ensure that all levels of organisational resilience developed will continue to meet the needs of the company, and its obligations to its customers.

This Integrated Policy Statement has been established in order to preserve the vision of the company and to be our approach in achieving our objectives and our strategy.

### **Our Commitments:**

- Insurgo will ensure that it complies with all relevant compliance obligations, codes of practice and all other legal regulatory requirements or industry standards applicable to our activities.
- Insurgo will continually improve its quality, security, environmental and health and safety performance (alongside its overall management system) to ensure that it continues to meet all planned and future requirements and expectations.
- All necessary resources will be provided to support Insurgo's commitment including, equipment, training and competent staff.
- Insurgo will ensure that all staff are made aware of their individual obligations in respect of the aims of our Integrated Business Management System Policy and Company Code of Conduct and to ensure the consultation and participation of

workers, to be actively involved in the management of the system and the activities supplied;

- Robust Business Continuity arrangements have been developed and are maintained which will enable critical functions to continue to deliver key services. In the event of business disruption arrangements will be made to meet the requirements of any statutory, regulatory and contractual duties placed upon Insurgo.

- Appropriate training will be provided to all staff (and other people under our control) to ensure that the necessary levels of awareness, and competency, in order to support our policy commitments are established and maintained.

- Insurgo will achieve and maintain its certification to ISO9001:2015, ISO14001:2015, ISO27001:2017, OHSAS45001:2018 and ISO22301:2012.

### **Information Management System Responsibility**

The Managing Director and Director of Operations are responsible for implementing, promoting and supporting this policy.

The QMS Manager is responsible for conducting regular reviews and for reporting on performance.

### **Teamwork**

The continual success of Insurgo is based upon teamwork in order to enhance our performance and services. At all times Insurgo strives to maintain the highest levels of quality possible.

A handwritten signature in black ink, appearing to read "Gavin Griffiths".

Gavin Griffiths, Managing Director

A handwritten signature in black ink, appearing to read "Delyth Griffiths".

Delyth Griffiths, Director of Operations