



It is the policy of Komfort Partitioning Limited to maintain an integrated business management system designed to meet the requirements of ISO 9001:2015 ISO 14001:2015 & ISO 27001:2013 (or any other standard in line with Annex SL Structure) in pursuit of its primary objectives, the purpose and the context of the organisation.

We will develop and maintain an effective documented ISMS based on the requirements of ISO 27001:2013, to ensure that we have a documented method of control that protects the organisation, its customers and stakeholders.

It is the policy of Komfort Partitioning Limited to:

- Give satisfaction to all of our customers and other stakeholders and interested parties whenever possible, meeting and exceeding their expectations;
- Comply with all relevant legal and compliance obligations, approved 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, equipment, trained and skilled 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 and information security policy. This will be achieved by communication of the policy via the works notice boards and company intranet.
- 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".
- Information will be protected against unauthorised access
- Confidentiality of information will be assured
- Integrity of information will be maintained
- Business Continuity plans will be produced, maintained and tested
- Information security, environmental and any other relevant training will be available to all employees and recorded on individual training plans

This quality, environmental and information security 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 at the induction phase, to ensure awareness and understanding of quality, environmental and information security 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" at the Management Review meeting to ensure it remains appropriate and suitable to our business. The Quality, Environmental and Information Security System is subject to both internal and external annual audits.

Signed


OPERATIONS
DIRECTOR

Anner Eggink - Komfort PL Managing Director

Dated: January 2018

This procedure will be reviewed at regular intervals at least annually to ensure that it is functional, relevant to our business and ensures continual improvement and updated accordingly.
The details of the revisions will be identified and recorded

Revision	Details of Revisions	By Whom	Date
01	First draft	Steve Hawkins	January 2016
02	Changed logo	Paul Allen	September 2016
03	Management restructure	Paul Allen	January 2017
04	ISO 27001 added	John Cowdell	November 2017