



QUALITY, SAFETY & ENVIRONMENTAL POLICY

The management team at Horizon Capital Services are committed to providing security and cleaning services in a safe working culture amongst our employees, the highest quality of delivery of service to our clients and work in a manner that has minimal impact on the environment.

To achieve this, we shall:

- Comply with all relevant occupational health and safety laws and regulations, industry Acts, Regulations and Codes of Practice, and client requirements.
- Consult with employees, contractors and their representatives in matters relating to workplace safety.
- Communicate and inform employees and contractors in matters relating to workplace safety;
- Provide and maintain a safe working and community environment.
- Demonstrate compliance to all applicable standards, relevant legislation, regulations and codes of practice.
- Implement mechanisms that allow all staff to participate in the development of a safe working environment that is as risk-free as possible.
- Identify hazards, assess risk, eliminate or reduce risk and initiate risk control measures.
- Develop and maintain safe working practices.
- Provide relevant training to ensure staff are competent to carry out their job.
- Provide adequate resources to ensure the health and safety of staff, contractors and those around us.
- Provide appropriate supervision to ensure work is carried out in a safe and healthy manner.
- Regularly review all health and safety systems to maintain their effectiveness.



- Set measurable and achievable objectives and targets.
- Meet other requirements as may be expected by local councils and community groups.
- Strive for continual improvement in service delivery and testing conducted with the highest level of integrity, independence and client confidentiality.
- Ensure our suppliers and consultants operate with the same objectives in mind.

We continuously monitor systems and objectives considering customer feedback, on the job training, management review and other forums, to ensure its ongoing suitability and to improve our operations, enabling us to respond to any concerns in an efficient and effective manner. Management regularly review systems to ensure that it remains relevant and appropriate and our policies are posted in our offices, inducted to our staff and available to all interested parties when requested.