



# Quality and Environmental Sustainability Policy

01/11/2022

Version 4.0

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## Document Control and Change History

Document Control				
Document Name		Quality and Environmental Sustainability Policy		
Date Created		06 <sup>th</sup> January, 2020		
Document Classification		Internal		
Document Reference		IMS Policy 03		
Document Last Updated		01 <sup>st</sup> November, 2022		
Next Review Date		31 <sup>st</sup> October, 2023		
Owner (Role)		Ato Nimoh-Brema (Head of Sustainability and Business Assurance)		
Revision History				
Version	Date	Amendment/Change	Authors (Role)	Approver (Role)
1.0	06 <sup>th</sup> January, 2020	<ul style="list-style-type: none"><li>Initial Document</li></ul>	Ato Nimoh-Brema	Mark Smyth (COO) Steve Shaw (CHRO)
2.0	08 <sup>th</sup> March, 2021	<ul style="list-style-type: none"><li>Annual Review</li></ul>	Ato Nimoh-Brema	Mark Smyth (COO) Steve Shaw (CHRO)
3.0	28/09/21	<ul style="list-style-type: none"><li>Resignation of Steve Shaw (CHRO)</li><li>Change of Role – QHSE &amp; Sustainability Manager to Head of Sustainability and Business Assurance</li></ul>	Ato Nimoh-Brema	Mark Smyth (COO)
4.0	01/11/2022	<ul style="list-style-type: none"><li>Annual review</li><li>“Office Print, Managed Print Services and Document Management Solutions” replaced with ‘Managed Services’</li></ul>	Ato Nimoh-Brema	Mark Smyth (COO)

## QUALITY AND ENVIRONMENTAL SUSTAINABILITY POLICY STATEMENT

Apogee Corporation Limited ("Apogee") is committed to adopting and maintaining a framework of corporate policies, processes and controls for the effective management and delivery of "Managed Services" including the environmental impacts arising from our activities.

This framework provides governance, consistency and satisfaction in terms of responsibilities, methods, materials and equipment for the realisation and preparedness processes, that will consequently improve the day to-day operations of Apogee, prevent pollution where practical to do so and enhance the confidence of customers and interested parties beginning with the verification of customer requirements and ending with their satisfaction.

Controls, including but not limited to corporate policies has been established with the objective of ensuring that:

- a. The management system meets the requirements of the international standards for Quality and Environmental Management, ISO 9001:2015 and ISO 14001:2015 respectively
- b. Roles and Responsibilities are defined to ensure the effective operation of the Integrated Management System.
- c. All applicable regulatory and voluntary requirements are satisfied.
- d. Activities and operational interfaces within the scope of the Integrated Management System are documented and understood using a standardised methodology.
- e. Changes to responsibilities, methods, materials and equipment of all realisation processes are effectively managed.
- f. All processes are measured and monitored, to verify the suitability of planned processes to deliver the intended results and the conformity of products and services.
- g. Enterprise Level objectives are set and disseminated by projects and personnel development review to improve day-to-day operations and the environmental sustainability of the same operations while enhancing the confidence of customers and interested parties.
- h. The environmental aspects of operational processes are identified and subject to measurement, control and reduction, so far as is reasonably practicable.
- i. So far as is reasonably practicable, pollution from the activities of Apogee is prevented and that the environment in which Apogee operates is protected from the same activities. Based on an analysis of the context of the organisation, interests of stakeholders and in consideration of our products and services, this policy shall apply to the constituent processes that deliver 'Managed Services' (Including the provision of Hardware, Software, Consumables and Technical Services)

Signed



**Mark Smyth**

Chief Operating Officer (COO)  
Apogee Corporation Limited

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