



# SPRINGFIELD

## Integrated Management Policy

Springfield Business Papers is a family owned company that specialises in the stocking and distribution of paper products, design and supply of print and the secure destruction by shredding of confidential material (incorporating BS15713) to public sector organisations and businesses in Bristol and the surrounding areas.

The company, which employs a total of fifteen staff, is based in Bristol in 28,000 square feet of warehousing and office space.

In order to ensure that we achieve excellence in all our activities we have implemented a formal integrated management system, which satisfies the requirements of BS EN ISO 9001:2008, BS EN ISO14001:2004, BS OHSAS18001:2007 and BS EN 15713:2009 (Secure Destruction of Confidential Material).

The company has identified the quality, environmental, safety and industry specific legislation and regulations relevant to the business. A Register of Legislation captures those requirements and the company ensures that all its activities are carried out in conformance with those obligations.

The management and all who work at Springfield Business Papers are committed to:

- Providing the highest possible level of service in satisfying the requirements of our customers
- The care of the environment and the prevention of pollution under our unique closed loop recycling concept.
- Preventing injury and ill health to all its employees, its subcontractors, its customers and members of the public, including the establishment of emergency procedures.
- Continual improvement in performance and the effectiveness of the management system.

The objectives underpinning the management system are:

- Our customers' needs shall be fully understood.
- Adequate facilities and skills are provided to fulfil customers' needs, protect the environment and provide a safe workplace.
- We aim to minimise waste arisings, promote recycling, reduce energy consumption, reduce harmful emissions and, where possible, to encourage suppliers to adopt sound environmental policies.
- All employees are required to work in a safe manner so that they do not endanger themselves or any other person, and do not damage equipment or take unnecessary risks.
- We provide appropriate training for our staff and others working on our behalf.
- Arrangements are also made for employees and management to consult on health and safety issues.
- The policy and management system are reviewed and updated regularly to take account of changing circumstances, customer requirements, objectives and improvement opportunities.

The Policy and the requirements of the Integrated Quality, Environmental and Safety Management System have been communicated to all employees and persons working on behalf of the company. The Policy is available to the public upon request.

Date: 18<sup>th</sup> November 2013

Senior Partner