

## General health and safety policy

SEP Professional Services has been built upon reputation, dedication and sheer will to succeed. The Company specialise in Construction Management to support projects of any size from concept to completion. Services we offer but are not exhaustible include:

- Capital Projects
- Managed Services
- Secondment of Personnel
- Principal Designers and Principal Contractors
- Health & Safety Consultancy
- Risk Assessment
- Facilities Management

We are also form part of the SEP Group as part of our aim to assist clients from concept to completion of projects.

We strive to provide our clients with the highest possible standard of quality and efficiency on all contracts. Our aim is to ensure our clients enjoys the experience of working with SEP Professional Services.

It is our goal to ensure that clients feel at ease doing business with us by providing competent professional services and through vigorous management, planning and administration.

Our policy, procedures, objectives and targets will be brought to the attention of employees through inductions, meetings and briefings and development programmes.

Employee co-operation is paramount to the success of this policy. This includes:

- Feedback and involvement though suggestions
- Briefings
- Meetings
- Open dialogue and representatives

Inspections and audits will be completed with the findings brought to the attention of key personnel during review meetings which will allow the company to establish improvement plans.

SEP Professional Services quality and attention to detail in its services is a source of pride for all our teams.

Certification to the internationally recognised standard for Quality (ISO 9001) is central to the way that the company operates and also our determination to strive for excellence.

We will commit adequate finances and physical resources to ensure the implementation and constant development of this Policy.

We will work to continually improve the company performance and associated management systems, to satisfy applicable requirements and delight our clients.

The systems defined have my active full support. The Policy will be reviewed annually but is under continual review and improvement, however once defined are mandatory for all personnel.