



QUALITY, ENVIRONMENTAL & INFORMATION SECURITY POLICIES

Quality Policy (9001)

The Quality Policy of SITR UK Ltd is to operate to recognised codes of practice ISO 9001:2008 International Quality management system and BS. EN 15713 (Codes of practice for secure destruction of materials).

We shall strive to improve the level of service, promote and develop a culture of continuous improvement in order to improve customer satisfaction levels.

To ensure the business continues to be successful we shall ensure personnel receive the appropriate training and development to carry out their job in an effective manner.

Information Security Policy (27001)

SITR UK Ltd recognises the importance of information security. The primary purpose of our information security is to provide management direction and support for information security and the protection of services to customers, and the customer information we are supplied with. It is the company' aim to ensure that customers have confidence in our information security, and are safe in the knowledge that we are responsive to their security concerns.

The objectives of the ISMS are based on a continual formal risk assessment process. Having identified and assessed risks to ourselves, and our customers, we select and resource specific information security controls. These are summarised in our current Statement of Applicability.

We are committed to meeting the requirements of information security good practice, and seeking ways in which we can improve our security to mitigate new vulnerabilities. To this end, we maintain an Information Security Management System (ISMS) which complies with the requirements of the ISO 27001:2005.

Everyone within SITR has an important role to play; each member of staff has their own specific tasks, and responsibilities, within the ISMS. We expect our core behaviour of professionalism and customer focus to be reflected in our protection of customer information. We support staff efforts to secure information through continual staff training and awareness activities.

Achievement of effective information security within SITR depends upon a team effort; contributions by everyone will ensure that we meet the contractual, legal and regulatory information security obligations we have to our customers and partners.

Environmental Policy (14001)

SITR UK Ltd recognises that concern for the environment should be an integral and fundamental part of our business.

We are aware that some of our operations have an impact on the environment and we are fully committed at every level to achieving continuous improvements in our environmental performance and reduction on our impact on the environment wherever possible.

The company has undertaken to implement, manage and maintain an environmental management system that is compliant to the nationally and internationally recognised Environmental Management Standard **BS EN ISO 14001:2004**.

Our practices and procedures as part of this management system include:-

Adherence to ISO 14001.

We are committed to ensuring that we are aware and compliant to applicable environmental regulations, legislation and other requirements including customers.

We are committed to the prevention of all forms of waste and pollution.

We are committed to the reduction of use of all forms of natural resources wherever possible.

We are committed to continually reduction of emissions and all forms of pollution on the environment.

To ensure that our environmental management system remains effective and our goals are achieved, we set and measure ourselves against environmental targets, and subject our environmental management system to regular internal and external audits and review both of which are formally discussed at board level.

This policy is available to all interested parties including the public via our web site.

General (9001 27001 & 14001)

The contents of our policies shall be communicated to all personnel through induction training and its understanding verified during internal audits.

We are committed to complying with the requirements of our management systems and shall strive to continually improve the performance and effectiveness of our systems.

The performance of our management systems and our objectives shall be reviewed to ensure their effectiveness and continued suitability at our 12 month management review meetings.

As the Managing Director I take full responsibility to ensure that these policies are communicated and implemented throughout the organisation and to any other interested parties, this will be achieved during induction training and its understanding verified during internal audits of our management systems.

Approved By



Tony Mayes

CEO