

Integrated Management Policy

sineQN (the 'Organisation') aims to provide high quality, clear, pragmatic and unambiguous professional advice to its client base.

We are committed to making a positive contribution to our stakeholders and the environments in which we operate. To demonstrate our commitment to effectively manage our projects, sustain and protect our environment and provide a safe and healthy working environment for our employees, stakeholders and interested parties alike, every employee in the practice is expected to support, further develop and be conscious of the need to:

- Provide a tailored, competent and consistent professional service to all our clients.
- Continually improve the high quality of our services to ensure that client needs and expectations are determined and fulfilled with the aim of achieving total client satisfaction.
- Communicate throughout the organisation the importance of meeting client needs and all relevant statutory and regulatory requirements.
- Provide the documented assurance to clients that the intended quality of service and environmental objectives and targets have been and will be achieved through continual monitoring and measuring of the procedures and processes of the management system.
- Identify and evaluate the environmental aspects of our own operations, and where appropriate influence environmental aspects on all projects undertaken. Setting measurable and realistic environmental objectives and targets to improve the environmental performance across the organisation.
- Source environmentally sustainable materials, reduce our waste and consumption of energy and maximise opportunities to re-use and recycle where possible.
- Implement safe working systems and practices to reduce the likelihood of accidents, incidents and cases of occupational ill health, conducted in such a way to ensure so far as is reasonably practicable, that employees and others will not be exposed to risk as a result of our activities.
- Ensure the availability of adequate resources to service our clients.
- Protect the firm's information and ensure Information Security processes are understood and being adhered to at all times.
- Minimise the risk of damage by preventing information security incidents.

This service is supported by programmes of continuous professional development and training within sineQN for all employees to assist them in reaching their full potential. This training and development is

promoted by the HR function in association with the Managing Director, Directors, Practice Manager, Project and Cost Managers, Additionally, where appropriate, we commit to raise the environmental best practices and awareness of our stakeholders and all interested parties.

To satisfy these objectives sineQN have implemented an Integrated Management System for use in the London office registered to BS EN ISO 9001 - Quality Management and BS EN ISO 27001 – Information Security Management System.

The system is subject to reviews every six months to ensure compliance with requirements and to ensure its continuing effectiveness and continual improvement.

The responsibility for the management of Quality and Environmental Issues lies with the Managing Director, Directors and Practice Manager, with support and feedback from the staff.

Responsibilities for the Health and Safety issues lie with the Practice Manager. Responsibilities for Information Security lie with the Information Security Representative. All employees will use the

Integrated Management System where our services are provided and where applicable, compliance with the documented systems and procedures is mandatory. All employees have a responsibility to work safely in line with statutory requirements and other appropriate standards.

Copies of the Integrated Management Policy are made available to all employees via the sineQN shared drive. Minutes of Management Reviews, or extracts thereof, are provided to individual employees as appropriate in accordance with their role and responsibilities as a means of communicating the monitoring and effectiveness of the Integrated Management System.

This policy is available to all interested parties on the sineQN website and members of the public upon request.

Signed:

A handwritten signature in black ink, appearing to read 'Gavan Mackenzie', is written over a light grey rectangular background.

Gavan Mackenzie
Managing Director
May 2016