

## QUALITY POLICY

TEI Limited is engaged in the business of design, manufacture, installation and repair of steam generating plant, process plant, piping and a wide range of ancillary equipment.

This policy applies to all business areas throughout the organisation.

It is TEI's paramount objective to provide a first-class service and product to our customers at the safest and most economical level at all times.

The purpose of this policy is to confirm our commitment to meeting the quality standards expected by our customers in the delivery of the products and/or services that are supplied.

This will be achieved by continued commitment to our Integrated Management System based on the requirements of ISO 9001: 2008

To implement this policy we shall focus on the needs of our business with particular reference to consistently meeting our customers' requirements and statutory obligations. The quality management system will provide mechanisms for detecting system shortfalls, the framework for setting quality objectives and for stimulating process improvements.

Procedures and disciplines will be adopted to ensure that:

- The system is effectively implemented by undertaking relevant skills training and conducting appropriate Quality awareness training;
- Responsibilities for Quality are established by communicating these responsibilities clearly to all employees;

The policy and procedures continue to be appropriate by initiating annual reviews to check its effectiveness and ongoing relevance, and the Company regularly review the needs and expectations of our customers and initiate continuous improvement activities to meet these expectations.

This policy shall be communicated to all persons working for or on behalf of the Company, and shall be made available to the public.



Alan Waddington, Managing Director  
Date: 20<sup>th</sup> March 2017

## ENVIRONMENTAL POLICY

TEI Limited is engaged in the business of design, manufacture, installation and repair of steam generating plant, process plant, piping and a wide range of ancillary equipment and as such recognises and accepts that concern for the environment is an integral and fundamental part of the company's corporate business strategy.

The company will seek actively to reduce its impact on the environment to the lowest practicable minimum, by recognising its responsibilities through a proactive policy on safety at the workplace, control of pollution and care for the local environment. Any threat of pollution from its activities and procedures will be identified and either eliminated or effectively controlled. The company shall endeavour to work towards the following objectives:

- Comply with applicable environmental legislation, regulation and with other requirements to which the company subscribes which relate to our environmental aspects;
- Provide for the setting and achievement of environmental objectives and targets for the Company, and secondly for the publication of the environmental objectives and targets by the posting of the document in the Company.
- Maintain efforts to achieve continual improvement in the environmental performance of the Company, the starting point is to comply fully with the requirements of ISO14001: 2004.
- Incorporate appropriate training and instruction in relation to environmental management and responsibilities, into the company's in-house training programmes and ensure the management system is implemented and maintained.
- Ensure plant and systems of work are designed and maintained to the highest possible standard in order to minimise accidents and unforeseen occurrences. The company will endeavour to work closely with the relevant statutory bodies to meet all applicable legislation and improve operating procedures.
- Foster openness, dialogue and discussion with employees, customers, suppliers, contractors and all interested parties regarding the environmental performance and the environmental objectives and targets of the Company.
- Measure environmental performance by conducting regular environmental audits and assessments of compliance with the environmental policy, relevant environmental legislation and the requirements of the company.

This policy shall be communicated to all persons working for or on behalf of the Company, and shall be made available to the public.



Alan Waddington, Managing Director  
Date: 20<sup>th</sup> March 2017

## HEALTH AND SAFETY POLICY

It is the Policy of TEI Ltd, so far as is reasonably practicable, to ensure that the responsibilities for health and safety are properly assigned, accepted and fulfilled at all levels of the company, and that all practicable steps are taken to safeguard the health, safety and welfare of all employees and others who may be affected by TEI's operations and activities.

TEI Limited is engaged in the business of design, manufacture, installation and repair of steam generating plant, process plant, piping and ancillary equipment. The Directors of TEI regard the promotion of health and safety measures and appropriate programmes to maintain a healthy environment as a mutual objective for management and employees at all levels. Therefore TEI's policy is to do all that is reasonable to prevent personal injury, ill health and damage to property and to protect staff and the general public from foreseeable work hazards.

It is the intention of the company, so far as is reasonably practicable, to ensure that:

- A framework is provided for documenting & reviewing Health and Safety objectives and targets.
- The Health & Safety Policy is communicated to all persons working under the control of the Company, with the intent that they are made aware of their individual OH&S obligations.
- The working environment is safe and without risks to health and that adequate provision is made with regard to the facilities and arrangements for everyone's welfare at work.
- The Health and Safety Policy is appraised periodically to ensure that it remains relevant to the Company and is updated as and when necessary.

It shall be the duty of all personnel:

- To take reasonable steps to ensure the health and safety of himself and of other persons who may be affected by his acts or omissions at work.
- To co-operate with their employer (or other person) regarding any duty or requirement imposed on their employer (or any other person) by or under any relevant statutory duty, so far as is necessary to enable that duty or requirement to be carried out.

Health and safety is viewed as a core business value within TEI Ltd. The Company is committed to complying with legislative requirements and other requirements to which the company subscribes that relate to OH&S hazards. We will use our health and safety management system to continually improve our health and safety effort and to strive for zero accidents. This system will be continually reviewed and updated.

An Executive Safety Committee will review and oversee the safety policy. An annual review procedure, monitored at Board Level, will ensure that the general procedures and policies herein are documented, implemented and maintained.

This policy shall be communicated to all persons working for or on behalf of the Company, and shall be made available to the public.



Alan Waddington, Managing Director  
Date: 20<sup>th</sup> March 2017