

Apogee Corporation Limited ("Apogee") is committed to adopting and maintaining a framework of corporate policies, processes and controls for the effective management and delivery of "Office Print, Managed Print Services and Document Management Solutions" including the environmental aspects arising from the same.

The framework shall provide governance, consistency and satisfaction in terms of responsibilities, methods, materials and equipment for all realisation and preparedness processes, that will consequently improve the day-to-day operations of Apogee, prevent pollution where practical to do so and enhance the confidence of customers and interested parties beginning with the verification of customer requirements and ending with their satisfaction.

Controls, including but not limited to corporate policies shall be established with the objective of ensuring that:

- i. The management system meets the requirements of the international standards for Quality and Environmental Management, ISO 9001:2015 and ISO 14001:2015
- ii. Roles and Responsibilities are defined to ensure the effective operation of the Integrated Management System.
- iii. All applicable regulatory and voluntary requirements are met.
- iv. Activities and operational interfaces within the scope of the Integrated Management System are documented and understood using a standardised methodology.
- v. Changes to responsibilities, methods, materials and equipment of all realisation processes are effectively managed.
- vi. All processes are measured and monitored, to verify the suitability of planned processes to deliver the intended results and the conformity of products and services.
- vii. Enterprise Level objectives are set and disseminated by projects and personnel development review to improve day-to-day operations and the environmental sustainability of the same operations while enhancing the confidence of customers and interested parties.
- viii. The environmental aspects of operational processes are identified and subject to measurement, control and reduction, so far as is reasonably practicable.
- ix. So far as is reasonably practicable, pollution from the activities of Apogee is prevented and that the environment in which Apogee operates is protected from the same activities.

Based on an analysis of the context of the organisation, interests of stakeholders and in consideration of our products and services, this policy shall apply to the constituent processes that deliver...

Office Print, Managed Print Services and Document Management Solutions

(Including the provision of Hardware, Software, Consumables and Technical Services)



Graham Thomas
Group Operations Director
Apogee Corporation Limited

Effective: Oct 2018