



HeathBrook

# ESG GREEN BOOK



Get ready to work.



### OUR COMMITMENT

- 1.1 HeathBrook - Sustainability Woven In
- 1.2 HeathBrook Goals 2024

### SUSTAINABLE CHOICES

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- 4.6 Slavery & Human Trafficking Policy
- 4.7 Quality Policy





# OUR COMMITMENT



“As a company committed to quality and people-centric values, we strive to empower our customers to make sustainable choices. This guide reflects our comprehensive approach to sustainability, considering every stage of a garment’s life-cycle. From selecting conscientious suppliers and sourcing environmentally positive products to making thoughtful packaging decisions and offering recycling options for the end of a uniform’s life, we have meticulously planned each step.

We recognise the significant impact the clothing industry has on the global carbon footprint and the critical importance of reducing this impact for our stakeholders. We are also acutely aware of the necessity for Social Responsibility within our industry and understand our clients’ desire for assurance of ethical practices. These practices are fully documented and accredited. This guide showcases the extensive measures taken by both our suppliers and us to provide such assurances.

Our commitment to people-centric values and garment quality is ingrained in our culture and extends throughout our supply chain. By investing in both people and garments, we foster longevity. High-quality uniforms boost morale, inspire job satisfaction, and instil a sense of pride, leading to reduced waste and significant cost savings.”

Andrew Greenfield  
Managing Director



## HEATHBROOK CURRENT GOALS & INITIATIVES TO BE ACHIEVED 2024



“ WE WORK CLOSELY WITH SUPPLIERS, REGULARLY AUDITING TO ENSURE THEIR COMMITMENT TO WORKING CONDITIONS & SUSTAINABILITY ECHO OUR OWN. ”

“ OUR ISO 14001 ACCREDITATION IS ANOTHER WAY WE SHOW HOW MUCH WE CARE - COVERING ASPECTS SUCH AS ENVIRONMENTAL PROTECTION, ENVIRONMENTAL PERFORMANCE, LIFE-CYCLE, AND DIGITAL DOCUMENTATION ”

## WE'RE ON A JOURNEY TO A MORE SUSTAINABLE FUTURE...

HeathBrook is constantly looking for and bringing better, more sustainable solutions to the market. This includes working with specialist manufacturers and service partners who demonstrate the ability to innovate and the commitment to doing things right.

We only work with partners we have met in person and who share our values in terms of social and environmental responsibility. Our key strength is in providing the link between our customers' needs and the best solutions available.



- **Workwear** – GRS & RCS certified garments from accredited manufacturers.
- **Hand Protection** – Carbon Neutral and Biodegradable Gloves with SBTi alignment.
- **PPE** – Quality products made from recycled plastics from waterways and oceans.
- **Footwear** – recycled materials and materials obtained from renewable sources to achieve climate neutrality.
- **Workplace Supplies** – Biodegradable surface wipes and zero harm cleaning products.



Through our **SmartHorizons** Programme we support our customers in achieving their sustainability objectives.

- **Audits & Expert Advice** – access our extensive network of industry-leading partners.
- **Reports & Metrics** – data driven decision-making.
- **Secure Recycling** – with a reputable partner.
- **Supply Chain Reporting** – fully audited, compliant reports.

## ZERO TO LANDFILL...

Secure uniform and PPE Recycling and Repurposing:



WE CAN HELP YOU SAVE COSTS & POSITIVELY CONTRIBUTE TO THE ENVIRONMENT





# WE CHOOSE SUPPLIERS WHO CARE

“ WE WORK CLOSELY WITH SUPPLIERS, REGULARLY AUDITING TO ENSURE THEIR COMMITMENT TO WORKING CONDITIONS & SUSTAINABILITY ECHO OUR OWN. ”

## SUPPLIERS WHO CARE



Our supply partners form a key part of our business, and we hold their commitment to sustainability and CSR as imperative. All new suppliers are subject to a thorough evaluation process prior to becoming a partner. We ensure that they demonstrate and maintain standards which either match or exceed our expectations. An element of this evaluation process includes a factory visit, or audit. Ongoing relationships are monitored with regular supplier audits, to ensure standards are maintained throughout the business relationship.

### SUPPLIER CODE OF CONDUCT

- Monthly supplier meetings to monitor and review initiatives and deliver new ideas to the table
- Remedial actions agreed upon and monitored
- Supplier evaluation criteria development
- Regular audits to monitor improvements in processes
- Keeping up to date with government updates, latest technologies, attendance at shows, supplier exhibitions, new suppliers, and new products
- Encouraging development of sustainable products
- Director-led selection and training



### SOME SUPPLIERS WE'RE PROUD TO CALL PARTNERS IN SUSTAINABILITY



DESIGNED TO  
**ENDURE**





# OUR GARMENTS ARE DESIGNED TO LAST

GARMENTS OF EXCEPTIONAL QUALITY THAT ENGAGE EMPLOYEES



Our airport range is the perfect example of garments that put the employee first. As a result, the range comprises quality garments that are designed to meet the rigours of the job. And, because they are designed with the direct input from aviation employees and through extensive wearer trials, they last longer, need to be replaced less often, and staff take care of them. This means less replacement costs, less environmental impact, and a more engaged workforce.



## AIRLITE IS MADE IN AN SA8000-ACCREDITED FACTORY

The Airlite range is made in a SA8000 accredited factory. SA8000 is a globally recognised certification developed by Social Accountability International (SAI).

This means:

- The factory is committed to ethical business practices, which contribute to sustainable growth.
- Employee satisfaction is core to the company's values; emphasis is placed on morale and job satisfaction.
- Legal Compliance of national and international laws safeguards supply chain security.



THE AIRLITE RANGE IS  
MANUFACTURED IN AN  
SA8000-ACCREDITED  
FACTORY



# SUPPLIER PRODUCT CREDENTIALS

CLUBCLASS USES 45  
RECYCLED PLASTIC  
BOTTLES IN ONE SUIT!



## EXAMPLE PRODUCT CREDENTIALS

Our suppliers, like HeathBrook, put sustainability at the core of their product innovation requirements and business practices. Their impressive, globally recognised credentials and business values mean we can offer a wide range of products that help our clients demonstrate to their staff and wider stakeholders their commitment to a more sustainable future.



### THE WORLD'S FIRST CARBON NEUTRAL SAFETY GLOVE RANGE

- Suitable for use in wet, dry, oily, and hot contact (up to 100°) environments. EN 407:2004
- Fully certified even after washing - EN388: 2016
- Antimicrobial and designed for maximum dexterity
- Potentially 45% year-on-year reduction in volume usage (we can help calculate your cost savings)
- 100% Carbon Neutral products



### GREEN SAFETY SHOES WITH ZERO CO2 EMISSIONS

...that use recycled materials and materials sourced from renewable sources to achieve climate neutrality

- Compact, abrasion resistant, oil resistant, anti-slip sole - 100% obtained from renewable sources
- Anti-puncture, "non-metal" insole containing 59% recycled material
- Protection Classes S3 CI and S1 P



### WORKWEAR CERTIFIED TO GLOBAL RECYCLED STANDARDS

...which verifies recycled content and tracks it from source to final product

- Post-consumer recycled polyester is used in the manufacturing of all EarthPro® garments
- Triple stitched on all main seams for durability and longevity
- High quality zips made from recycled material
- Quality clothing your team will want to wear, which will save on replacement costs







NOTE

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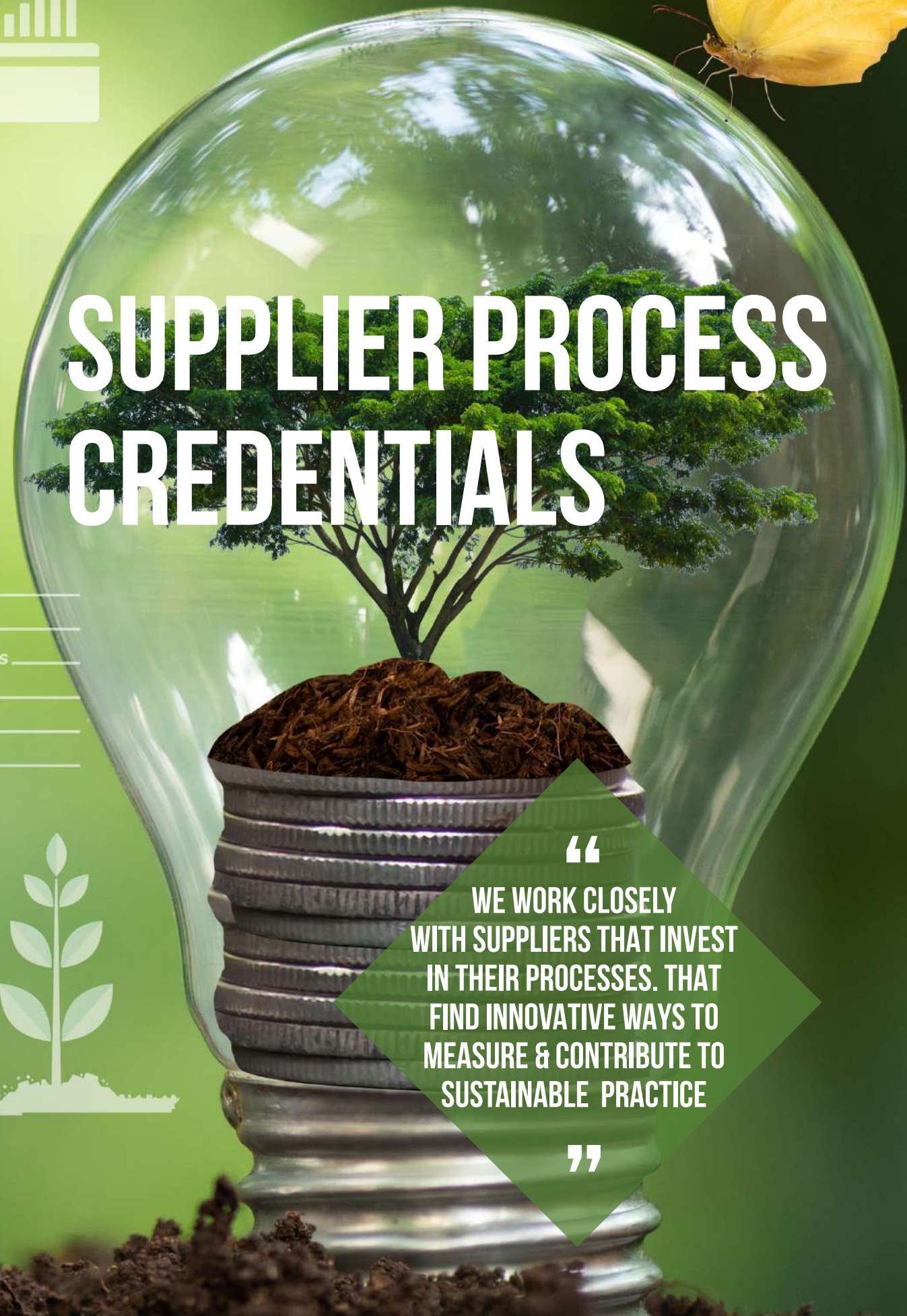


# SUPPLIER PROCESS CREDENTIALS

“

WE WORK CLOSELY  
 WITH SUPPLIERS THAT INVEST  
 IN THEIR PROCESSES. THAT  
 FIND INNOVATIVE WAYS TO  
 MEASURE & CONTRIBUTE TO  
 SUSTAINABLE PRACTICE

”



## EXAMPLE SUSTAINABLE PROCESSES

The suppliers we partner with don't just supply sustainable products; they are continually improving their processes to reduce their carbon footprint and meet ambitious sustainability targets. Here are just a few examples:

**Traffi**  
THE HAND PROTECTION SPECIALISTS

### CARBON NEUTRAL COMPANY

- Everything is measured, from production to packaging, from sea and air freight to staff mileage, from energy usage to delivery mileage
- Working with the Carbon Consultancy Traffi offset carbon emissions and support local projects
- Mirror the United Nations 17 Goals to "Transform our World" - adhering where possible to their aims



**BEESWIFT**  
FOCUSED ON SAFETY

### MEETING GLOBAL STANDARDS

Beeswift's internal department has completed IRCA-approved courses in ISO9001: Lead Auditor and SMETA Audit.

- Accredited to ISO 14001, 9001 and 45001 BSI registered
- Audited in accordance with Sedex Members Ethical Trade Audit or SMETA guidelines
- Beeswift recertifies all their manufactured products every 5 years to ensure the most stringent standards are upheld



### EVERY ASPECT CONSIDERED

- 760 tonnes of carbon saved in 5 years
- 162 acres of offset equivalent
- 130kW solar array
- 62% of all plastic used in JSPs traffic management facility is recycled
- Energy efficient compressed air systems
- Energy management system for processing water and heating systems
- Insulation of roofs, doors and shutter doors on all sites
- All cardboard and plastic waste is baled for recycling
- Founder member of National Hard Hat Recycling Scheme



JSP GOLD MEMBER





## Certificate of Registration

This document certifies that the Management System of

### Heathbrook Limited

14-16 Boulton Road Reading Berkshire RG2 0NH

have been assessed and approved by Citation ISO Certification Limited to the following management systems, standards and guidelines:-

### ISO 14001:2015

The scope of the Management System applies to the following:-

**PROVISION OF PERSONALISED WORKWEAR AND UNIFORMS INCLUDING PROMOTIONAL AND SAFETYWEAR.**

**Original approval:** 21/03/2014

**Current certificate:** 13/11/2023

**Certificate expiry:** 20/03/2024

**Certificate number:** 213232014

On behalf of Citation ISO Certification Limited.



Muspole Court, Muspole Street, Norwich, Norfolk, NR3 1DJ

This certificate remains valid while the holder maintains their management system in accordance with the published Standard. To check the validity and status of this certificate please visit [www.IRQAO.com](http://www.IRQAO.com) or email [ISOcertificates@citation.co.uk](mailto:ISOcertificates@citation.co.uk). This Certificate is the property of Citation ISO Certification Limited and must be returned in the event of cancellation.



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**PROVISION OF PERSONALISED WORKWEAR AND UNIFORMS INCLUDING PROMOTIONAL AND SAFETYWEAR**

**Original approval:** 11/01/2001

**Current certificate:** 13/11/2023

**Certificate expiry:** 10/01/2026

**Certificate number:** 51812021

On behalf of Citation ISO Certification Limited.



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# ENVIRONMENTAL POLICY



We acknowledge our role in protecting the natural habitat of the planet:

## OUR AIM IS TO:

- ◆ Seek ways of minimising the impact of our business on the Earth's resources.
- ◆ Make use of alternative resources or materials that have the least impact on our environment.

## WE ENDEAVOUR TO ENSURE THAT OUR OPERATIONS:

- ◆ Comply with U.K. environmental regulations.
- ◆ Conserve energy and prevent pollution.

## WE WILL DO THIS BY:

- ◆ Putting environmental management into our business operations and decision-making.

- ◆ Measuring and reviewing our environmental successes against our objectives and targets.
- ◆ Promoting the benefits of sound environmental practices with our supply chain.
- ◆ Seeking to use materials efficiently to minimise waste and promote recycling wherever possible in all our operations.
- ◆ Reducing wherever practical, the level of harmful emissions within our business, especially from our vehicles and any other equipment under our direct control.





# ETHICAL TRADING POLICY

We are committed to carrying out business in a socially responsible manner, together with our suppliers.

## THE MANAGEMENT IS COMMITTED TO:

- ◆ Treating our employees fairly and equally.
- ◆ Respecting human rights, not employing child labour or forced labour, or exploiting our employees in any way.
- ◆ Not discriminating against people with different backgrounds, race, colour, religion, sex, age, physical disability, national origins or on any other basis.
- ◆ Operating our business with integrity and honesty.
- ◆ Maintaining a sustainable environment and acting responsibly to protect future generations, where within our control
- ◆ Being a caring member of our community.
- ◆ Portraying our products truthfully and providing full and accurate information about them to our customers.
- ◆ Protecting consumer rights with full product after sales support available during operating hours.
- ◆ Ensuring that our suppliers agree fully with the above, and accept our monitoring processes.





# CORPORATE SOCIAL RESPONSIBILITY POLICY

We have audited our supply chain (including all suppliers of goods or services for resale) and can confirm the following:

## THE MANAGEMENT IS COMMITTED TO:

- ◆ Their commitment to humane practices.
- ◆ They conduct business in an ethical manner with due regard to their workforce, their families and the wider population and that they are improving their quality of life with appropriate financial rewards.
- ◆ They are helping to contribute to sustainable economic development in the country of manufacture, in the widest sense.
- ◆ The management are committed to ensuring that safe working practices are followed and a safe working environment is encouraged.
- ◆ They have a genuine interest in the welfare of their staff.
- ◆ They demonstrate a mature attitude towards the protection of the environment, and do not pollute it in any way.
- ◆ They have a continual improvement policy for the benefit of their staff and the environment.
- ◆ That recycling of waste and sustainability are matters receiving attention at present.





# HEALTH AND SAFETY POLICY

We are experts in corporate health and safety, maintaining the very highest standards throughout our organisation by obligation and example:

## THE MANAGEMENT IS COMMITTED TO:

- ◆ We are committed to the pursuit of excellence in the quality of products offered to our clients and the standard of health and safety we provide.
- ◆ We are committed to protecting the health and safety of our staff, customers and any other visitors who may be on our premises.
- ◆ We promote a standard of health and safety that will minimise risk, avoid accidents and ill health.
- ◆ The standards we maintain will never knowingly be lower than those prescribed by the Health and Safety at Work Act 1974 and its associated legislation. Our aim is to exceed these requirements.
- ◆ All staff have a duty under the Health and Safety at Work 1974 to take care of themselves and others who may be affected by their own acts or omissions.
- ◆ Members of staff have been given specific health and safety responsibilities such as first aid assistance. The names and responsibilities are posted on the wall chart from the HSE.
- ◆ Suggestions for improvements of health and safety issues are encouraged and we consider them all.
- ◆ Regular staff meetings always includes the opportunity to discuss health and safety matters.
- ◆ The responsibility for Health and Safety matters is delegated to a Senior Partner.





# ANTI BRIBERY POLICY

## 1. INTRODUCTION:

HeathBrook Limited ('the Company') is committed to instilling a strong anti-corruption culture and to upholding all laws relevant to countering bribery and corruption, including, but not limited to, the Bribery Act 2010.

## 2. PURPOSE AND SCOPE:

This policy applies to all employees, agents, contractors, subcontractors, consultants, business partners and any other parties (including individuals, partnerships and bodies corporate) associated with the Company or any of its subsidiaries. The purpose of this policy is to set out the responsibilities in observing and upholding the Company's position on bribery and corruption and to provide information and guidance to those working for the Company on how to recognise and deal with bribery and corruption issues.

## 3. BRIBERY

A bribe is an inducement or reward offered, promised or provided in order to gain any commercial, contractual, regulatory or personal advantage. The Company expressly prohibits the offering, the giving, the solicitation or the acceptance of any bribe, whether cash or other inducement to or from any person or company, wherever they are situated and whether they are a public official or body or private person or company by any individual employee, agent or other person or body acting on the Company's behalf in order to gain any commercial, contractual or regulatory advantage for the Company in a way which is unethical or in order to gain any personal advantage, pecuniary or otherwise, for the individual or anyone connected with the individual.

## 4. RESPONSIBILITY:

4.1 It is the responsibility of all employees, agents, contractors, subcontractors, consultants, business partners and any other parties associated with the Company or any of its subsidiaries:

4.1.1 to ensure that this policy is read, understood and complied with;

4.1.2 to prevent, detect and report any acts or suspected acts of bribery or corruption;

4.1.3 to avoid any activity that might lead to or suggest a breach of this policy;

4.1.4 to exercise due diligence at all times when dealing with third parties on behalf of the Company.

4.2 Employees must notify a Director of the Company as soon as possible if they believe or suspect that a conflict with this policy has occurred or may occur in the future and in the case of non-employees, their normal point of contact within the Company.

4.3 Any breach of this policy will be dealt with by the Company's disciplinary procedure and could result in dismissal for gross misconduct.



## 5. RECORD KEEPING:

The Company will keep financial records and have appropriate internal controls in place which will evidence the business reason for making payments to third parties. All accounts, invoices, memoranda, and other documents and records relating to dealings with third parties (such as clients, suppliers and business contacts) will be prepared and maintained with strict accuracy and completeness.

## 6. FACILITATION PAYMENTS:

6.1 Facilitation payments are small payments made to secure or speed up routine actions, usually by public officials, such as issuing permits, immigration controls, providing services or releasing good held in customs. The Company will work to ensure that employees, agents, contractors, subcontractors, consultants, business partners and any other parties associated with the Company or any of its subsidiaries do not make facilitation payments on the Company's behalf.

6.2 Facilitation payments constitute bribes and, subjects to clause 6.3, may not be made at any time irrespective of prevailing business customs in certain territories.

6.3 If the demand for a facilitation payment is accompanied by threat of physical harm, put safety first, make the payment and then report immediately to a Director of the Company and in the case of non-employees, their normal point of contact within the Company, the circumstances and amount of the payment.

## 7. GIFTS, HOSPITALITY AND EXPENSES:

7.1 Genuine hospitality or similar business expenditure that is reasonable and proportionate is allowed provided that the hospitality or expense complies with the criteria outlined in clause 7.3 below.

7.2 Gifts and hospitality can, when excessive, constitute a bribe and care and due diligence should be exercised at all times when giving or receiving any form of gift or hospitality on behalf of the Company.

7.3 The following criteria should be used to test if gifts, hospitality or expenses comply with the Company's anti-bribery policy:

- made for the right reason - if a gift or hospitality, it should be given clearly as an act of appreciation, if an expense then for a bona fide business purpose;
- no obligation - the gifts, hospitality or expense should not place the recipient under any obligation;
- no expectation - expectations are not created in the giver or an associate of the giver;
- reasonable value - the size of the gift is small and the value of the hospitality or expense accords with general business practice. Cash should be neither given nor received as a gift under any circumstances;
- appropriate - the nature of the gift, hospitality or expense is appropriate to the relationship and accords with general business practice;

- legal - the gift or hospitality is compliant with relevant laws;
- reported - the gift, hospitality or expense should be recorded and reported to management;
- documented - the expense is fully documented included purpose and approvals given.

## 8. POLITICAL AND CHARITABLE DONATIONS:

8.1 The Company does not make contributions of any kind to political parties.

8.2 No charitable donations will be made by the Company for the purpose of gaining any commercial advantage. Proof of receipt of all the charitable donations must be obtained from the recipient organisation and under no circumstances may charitable donations be made in cash.

## 9. TRAINING:

9.1 Training on this policy will form part of the induction process when employees begin employment with the Company. Existing employees will receive regular and relevant training on this policy when required.

9.2 All employees, agents, contractors, subcontractors, consultants, business partners and any other parties associated with the Company or any of its subsidiaries are responsible for the success of this policy and should ensure that they use it to disclose any suspected danger or wrongdoing. The Company welcomes comments and suggestions with regard to improving the policy and its effectiveness.

## 10. MONITORING AND REVIEW

The Company will monitor the effectiveness and review the implementation of this policy regularly to ensure its suitability, adequacy and effectiveness. Any improvements identified will be made as soon as possible.





# SLAVERY AND HUMAN TRAFFICKING POLICY

We take steps to ensure slavery and human trafficking is not taking place in our supply chain or in any part of our business:

## STRUCTURE:

- ◆ HeathBrook Limited is a supplier and distributor of workwear, corporate uniforms and personal protection equipment mainly sourced from distributors based in the UK, but also includes also a small proportion which is sourced direct from India and Europe.

## POLICY STATEMENT:

- ◆ In accordance with the Modern Slavery Act 2015, HeathBrook is committed to ensuring that slavery and human trafficking is not taking place in our supply chain or in any part of our business.

## WEBSITE:

- ◆ Any website published by HeathBrook Limited or our suppliers must contain a reference to our/their slavery and human trafficking statement and include a link to this on the website's homepage.

## TRAINING:

- ◆ Training about slavery and human trafficking must be available to all our staff and also provided by our suppliers to their staff.

## CONSEQUENCES:

- ◆ Consequences of suppliers not conforming to our anti-slavery policy. We will terminate ordering from these suppliers until they can prove that they conform to the anti-slavery policy HeathBrook Limited requires.

## DUE DILIGENCE:

- ◆ HeathBrook is committed to monitoring our supply chain to ensure that no slavery or human trafficking is involved in any part of our supply chain or in our own business.

1. Our business and our supply chain must be transparent and will be assessed for the risk of slavery and human trafficking by asking for a declaration where we/ they are sourcing our/their products from.

2. If this includes some countries where there is a risk of slavery or human trafficking, the supplier will be called on to state how they are managing that risk specifically.

3. This will be done by having/obtaining a written undertaking from all high risk suppliers, which states:

a. What countries are they/we sourcing their/our products from

b. Is there a risk of slavery or human trafficking involved in their or our supply chain?

c. How they are managing the risk

d. What steps they/we have taken during the current year (if any) to assess and manage that risk

e. What due diligence processes are in place to ensure slavery and human trafficking is not involved?

4. This statement that all aspects of the Modern Slavery Act 2015 is being complied with must be approved and signed by an officer of the board or senior partner of the business (both our suppliers and ours).

5. This undertaking is to be monitored, followed up and updated from time to time but at least annually for high risk suppliers.



# QUALITY POLICY

HeathBrook Ltd (the 'Organisation') aims to provide defect-free products and services to its customers on time and within budget.

The Organisation operates a Quality management System that has gained BS EN ISO 9001: 2015 certification, including aspects specific to the provision of personalised workwear and uniforms including promotional and safety wear.

## THE MANAGEMENT IS COMMITTED TO:

- ◆ Develop and improve the Quality Management System.
- ◆ Continually improve the effectiveness of the Quality Management System.
- ◆ The enhancement of customer satisfaction.

The management has a continuing commitment to:

1. Ensure that customer needs and expectations are determined and fulfilled with the aim of achieving customer satisfaction.
2. Communicate throughout the Organisation the importance of meeting customer needs and all relevant statutory and regulatory requirement.
3. Establish the Quality Policy and to set Quality Objectives as relevant functions, levels and processes.
4. Ensure that the Management

Reviews set and review the Quality Objectives, and report on the internal audit results as a means of monitoring and measuring the processes and the effectiveness of the Quality Management System.

5. Ensure the availability of resources.

The structure of the Quality Management System is defined in this Quality Manual.

All personnel understand the requirements of this Quality Policy and abide with the contents of the Quality Manual. The Organisation complies with all relevant statutory and regulatory requirements. The Organisation constantly monitors its quality performance and implements improvements when appropriate.

This Quality Policy is regularly reviewed in order to ensure its continuing suitability.







# GET IN TOUCH

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FOR MORE DETAILS VISIT

[WWW.HEATHBROOKLTD.COM](http://WWW.HEATHBROOKLTD.COM)

Get ready to work.