

VERCO Office Furniture Limited

THE QUALITY & ENVIRONMENTAL POLICY STATEMENT

It is the policy of "VERCO Office Furniture Limited" for its operational scope of:

"Design, Manufacture to Internal and Customers requirements of Office Seating and Furniture"

To identify and act to prevent Quality & Environmental issues from the company's operations, while simultaneously maintaining sensitivity to the full range of customer expectations.

Both Quality & the Environment are defined operationally as "compliance with Processes, Procedures, Legal, Regulatory and Customer Requirements and the Prevention of Pollution".

The Quality & Environmental Policy Statement shall be communicated to all staff during Introduction Training and at other training sessions as appropriate and to the Public via display within publicly accessible areas.

Objectives

"VERCO Office Furniture Limited" will provide a work environment that encourages staff involvement and their active participation in the process of continual Quality & Environmental improvement. The desirability of becoming a competitive producer inspires this policy. The organisation has specific objectives for:

- Establishing a practice and culture of continual improvement.
- Maintaining a process of developing and communicating requirements for Improvement by setting Operational Objectives and reviewing progress via the management review process
- Ensuring that all processes conform to internal and external requirements, customer contracts, appropriate standards and Statutory or Regulatory requirements.
- Minimise operating and overhead costs through the use of Quality & Environmental awareness.
- Ensure that Quality objectives for all of "VERCO Office Furniture Limited" activities are consistent with Product Quality, Environmental and Health and Safety requirements.
- Continually review new methods, tools and concepts for the business.
- Promote awareness of Quality & the Environment to every employee through training and education. Communication, display of company policies & procedures

Each person, regardless of position or job assignment, is responsible for:

- Understanding the requirements for specific Quality & Environmental processes.
- Meeting these requirements, or causing work processes, methods and systems to be changed so that the requirements can be met.

Approved by: 

Date: 30-01-2006

QM 5.3 Rev. B Jan. 2006 Policy Statement