



## Integrated Management System Policy

**TriCert Assist provides software solutions that comply with International Management Standards and specialized client requirements.**

**We are committed to:**

- compliance with all applicable quality assurance (QA), environmental (ENV) and occupational health and safety (OHS) laws, statutory and regulatory requirements and standards.
- The protection of our employees, visitors, contractors and the environment
- Continually deliver safe, effective, high quality applications and services.
- Processes and controls that ensure all operations are performed properly the first time, so that our services meet client requirements and prevent pollution.
- Continuously improve the effectiveness of our QA, Environmental and OHS management systems performance
- Developing processes in a manner that minimizes risks of injury to staff and damage to the environment.
- Conserving energy, water and raw materials and striving to reduce waste and emissions.

**We will meet these requirements by:**

- Establishing QA, Environmental and OHS objectives and targets and periodically reviewing our performance against them to ensure continued improvement aimed at elimination of work-related injury & illness and reduction of environmental impacts
- Ensuring operations leaders and staff are aware of their responsibilities for QA, environmental and OHS compliance and performance
- Providing all employees with the education and training they need to understand their QA, environmental and OHS responsibilities,
- Communicating openly with our employees and interested parties regarding our QA, environmental & OHS systems
- Taking prompt action to address environmental and OHS issues
- Reviewing annually for continuing suitability and relevance to our organization.

A handwritten signature in purple ink that reads 'Helen Potter'.

Helen Potter  
Director

2<sup>nd</sup> June, 2013

To be reviewed 2<sup>nd</sup> June, 2014