



Docmate Services Ltd

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Our Policies

Environmental Policy

Docmate Services Ltd believes that businesses are responsible for achieving excellent environmental practice and operating in a sustainable manner.

We are therefore committed to reducing our environmental impact and continually improving our environmental performance as an integral and fundamental part of our business strategy and operating methods.

It is our priority to encourage our customers, suppliers and all business associates to do the same. Not only is this sound commercial sense for all; it is also a matter of delivering on our duty of care towards future generations.

Our policy is to:

- Wholly support and comply with or exceed the requirements of current environmental legislation and codes of practice;
- Minimise our waste and then reuse or recycle as much of it as possible;
- Minimise energy and water usage in our buildings, vehicles and processes in order to conserve supplies, and minimise our consumption of natural resources, especially where they are non-renewable;
- Operate and maintain company vehicles (where appropriate) with due regard to environmental issues as far as reasonably practical and encourage the use of alternative means of transport and car sharing as appropriate;
- • Apply the principles of continuous improvement in respect of air, water, noise and light pollution from our premises and reduce any impacts from our operations on the environment and local community;
- As far as possible purchase products and services that do the least damage to the environment and encourage others to do the same;
- Assess the environmental impact of any new processes or products we intend to introduce in advance.

Health & Safety Policy

Docmate Services Ltd believe that businesses are responsible for achieving good health and safety practice and operating in a compatible manner.

We are therefore committed to reducing our health and safety impact and continually improving our health and safety performance as an integral and fundamental part of our business strategy and operating methods.

It is our priority to encourage our customers, suppliers and all business associates to do the same. Not only is this sound commercial sense for all; it is also a matter of delivering on our duty of care towards future generations.

Our policy is to:

- ensure the safety of our employees, customers and anyone else affected by your business' activities;
- be ultimately responsible for health and safety in the business;
- ensure that all associates are responsible for taking care of their own health and safety and that of the people they work with;
- recognize the legal duties our business is bound by and provide a safe working environment, safe work equipment and safe methods of work.

Quality Management Policy

Docmate Services Ltd policy is to deliver the highest quality of service and products to its clients and demonstrate consistently high class of standards of professionalism.

Equality and Diversity Policy

Docmate Services Ltd policy is to treat all employees and job applicants fairly and equally regardless of their sex, sexual orientation, marital status, race, colour, nationality, ethnic or national origin, religion, age, disability or union membership status.

Furthermore Docmate Services Ltd will ensure that no requirement or condition will be imposed without justification which could disadvantage individuals purely on any of the above grounds.

The policy applies to recruitment and selection, terms and conditions of employment including pay, promotion, training, transfer and every other aspect of employment.

Docmate Services Ltd will regularly review its procedures and selection criteria to ensure that individuals are selected, promoted and otherwise treated according to their relevant individual abilities and merits.

Docmate Services Ltd is committed to the implementation of this policy and to a programme of action to ensure that the policy is, and continues to be, fully effective. Overall responsibility for the policy lies with the Directors]. However, all staff are required to comply with the policy and to act in accordance with its objectives so as to remove any barriers to equal opportunity.

Any act of discrimination by employees or any failure to comply with the terms of the policy will result in disciplinary action.

Anti-Bribery Policy

Docmate Services Ltd policy is that neither it nor any employees or any persons associated with them shall pay or be in receipt of any bribe.

Furthermore, if any action comes to the attention of any person that is or might lead to, a breach of this policy then it must be brought to the immediate attention of Docmates.