

# 1 Quality Policy

SIGA (Electronics) Ltd is committed to the design, manufacture and delivery of quality assured products that fully meet the requirements of their customers.

The prosperity and security of the Company and everybody associated with it ultimately depends on our ability to consistently and efficiently provide products and services, which satisfy our customer's requirements.

To achieve this, it is the established policy of SIGA (Electronics) Ltd to operate an Integrated Management System that will fully meet the requirements of ISO 9001:2015

Quality Objectives have been established and are monitored on a regular basis to ensure the objectives and targets set are suitable and achievable for the business.

SIGA (Electronics) Ltd is committed to a continual improvement in the effectiveness of the Quality Management System and regular reviews of the system ensure this.

All employees of SIGA (Electronics) Ltd are required to operate and maintain the policy and procedures documented within the Quality Management System.

Quality Policy and Quality Objectives are displayed on company notice board, SIGA website (including internal website) and communicated to all SIGA employees during initial induction and annual employee review.

## 2 Occupational Health and Safety Policy

### 2.1 Introduction

This is a Statement of Policy by SIGA (Electronics) Limited (“The Company”) about its intentions, organisation and arrangements for ensuring the health and safety at work of its employees, visitors and contractors, whilst on the Company’s premises. The Managers attach great importance to the health, safety and welfare of every employee.

Supplementary procedures will be appended to this general Policy Statement as necessary.

### 2.2 Statement of Intent

It is the policy of The Company to ensure, so far as is reasonably practicable, the health, safety and welfare of its employees while they are at work and of others who may be affected by their undertakings, and to comply with the Health and Safety at Work Act, ISO 45001:2018 and all other allied relevant legislation as appropriate.

### 2.3 Scope

This procedure applies to all staff of SIGA (Electronics) Ltd, contractors and visitors.

### 2.4 Objectives

In order to achieve compliance with the Statement of Policy, The Company has set the following objectives:

- To set and maintain high standards for health and safety at its offices
- To identify risks and set in place programmes to remove or reduce these risks
- To ensure that these standards are communicated to all employees
- To ensure that all personnel are given the necessary information, instruction, training and personal protective equipment to enable them to work in a safe manner
- To ensure the dissemination and discussion of relevant information on safety and health issues, and the means whereby employees can raise any health and safety concerns with the Company
- To encourage health and safety awareness amongst employees
- To monitor the operation and effectiveness of the Policy
- To comply with relevant Acts, Regulations, Standards and Codes of Practice and ISO 45001:2018 standard

### 2.5 Responsibilities

To ensure the prevention of ill-health, and avoidance of accidents and the promotion of a safe and healthy workplace, the following responsibilities have been established:

**General Manager**

The General Manager has established the overall Occupational Health and Safety Policy for the Company. The General Manager has responsibility for implementing and monitoring the policy, and has ultimate responsibility for Health and Safety in the Company.

The General Manager will review the effectiveness of this Policy annually and take appropriate actions where necessary.

### **Health and Safety Officer (the General Manager) (HSO)**

The Health and Safety Officer is responsible for:

- Keeping the Occupational Health and Safety Policy under review and ensuring that it is reviewed as and when necessary
- Fulfilling responsibilities under ISO 45001:2018
- Monitoring the Policy's implementation and setting of targets or objectives where appropriate
- Ensuring adequate procedures exist for first aid and fire evacuation, and that practice fire evacuations are held periodically
- Highlighting any faults or areas of weakness in the Policy or its implementation
- Ensuring that staff, and particularly new starters, are competent to carry out their specific and general duties
- Ensuring that the relevant resources are made available to enable the Policy to be implemented
- Ensuring that all areas of the Company and safety equipment are subject to risk assessment, regular inspections and audits, including: general assessment, fire, COSHH, manual handling, display screen equipment, Electricity at Work, Noise, PAT, etc., with appropriate corrective action(s) where necessary

### **Department Managers / Supervisors**

All Departmental Managers / Supervisors are responsible for:

- The practical implementation of the Occupational Health and Safety Policy, the Health and Safety at Work etc., Act 1974 and other relevant legislation
- Planning and providing equipment, systems or work, handling and storage of articles and substances and procedures, which are safe and without risk to health, with appropriate training
- Ensuring that the operations under their control are, as far as is reasonably practicable, conducted without detriment to the health and safety of employees or others who may be affected by their activities
- Ensuring that all incidents and near misses, within their area of responsibility are reported
- Reviewing, where appropriate, all such reports and ensuring that a full investigation is carried out and appropriate remedial action taken, where necessary
- The collection of up-to-date information on the toxicity and potential hazards of all substances used by the organisation / company. This information will be available to those with a legitimate need for that information

- Limiting exposure to and, where necessary, monitoring the use of substances hazardous to health as an ongoing priority. Particular care will be taken with the introduction of new substances and the risks will be assessed as required
- Arranging for sufficient information, instruction, training and supervision to enable employees to avoid hazards at work and contribute positively to their own safety and health
- Reviewing safety effectiveness in their area on a weekly basis

### **Individual Responsibilities**

All employees are required to:

- Co-operate in implementing the requirements of the Company's Occupational Health and Safety Policy Statement, Health and Safety legislation, related codes of practice, safety instructions, procedures and standards
- Refrain from doing anything which constitutes a danger to themselves or others
- Immediately bring to the attention of the Health and Safety Officer any situations or practices that are noted which may lead to injuries or ill health
- Ensure that any equipment or personal protective equipment issued to them, or for which they are responsible, is correctly used and properly stored
- Be responsible for good housekeeping in the area in which they are working
- Report all accidents, incidents, dangerous occurrences, defects and near misses, in accordance with Company instructions
- Co-operate in the investigation of accidents and defects to aid prevention of any reoccurrence

### **2.6 Contractors**

All contractors working in the Company's offices are required to comply with appropriate rules and regulations governing their work activities. Contractors are legally responsible for their own workforce and for ensuring that their work is carried out in a safe manner.

### **2.7 Communication**

The name of the person designated with the responsibility for health and safety at the premises of the Company to be prominently displayed for the information of all employees.

### **2.8 Consultation and Training**

The General Manager and Managers / Supervisors are committed to involving employees at all levels in the maintenance of health and safety standards and to provide them with adequate information and instruction. External Health and Safety Consultants will be used to provide professional health, safety and occupational advice, as required.

The monthly Management Meeting will discuss health and safety as a Standard Agenda item. Any matters raised by employees will be considered and any actions agreed fed back to the employee concerned.

## **2.9 Policy Review**

This policy will be reviewed annually during H&S Meeting.

## **2.10 General**

Notices indicating the emergency procedures are situated around the premises and all employees are expected to familiarise themselves with the emergency procedures, the firefighting equipment and fire exits.

## 3 Environmental Policy

### 3.1 Introduction

This is a Statement of Policy by SIGA (Electronics) Limited (“The Company”) about its intentions, organisation and arrangements for ensuring the environmental awareness at work of its employees, visitors and contractors, whilst on the Company’s premises.

SIGA (Electronics) Limited attach great importance to the environmental impact of its operations.

Supplementary procedures will be appended to this general Policy Statement as necessary.

### 3.2 Statement of Intent

SIGA (Electronics) Limited is committed to minimising the environmental impact of its operations through the adoption of sustainable practices and continual improvement in environmental performance.

All employees should be aware that there is a need to comply with the statutes of the Environmental Protection Act (1990). ISO 14001:2018 and those other pieces of legislation that are covered by this policy. The aim is to make SIGA (Electronics) Limited a more environmentally aware and compliant company

### 3.3 Objectives

In order to achieve compliance with the Statement of Policy, The Company has set the following objectives:

- To comply with all the relevant legislation and good working practices in relation to the environment.
- Fulfilling responsibilities under ISO 14001:2018
- To endeavour to conserve resources and minimise emissions and waste products.
- To train all staff and supervisors to comply with this policy.
- To ensure that these standards are communicated to all employees and encourage environmental awareness amongst employees
- To give preference to sub-contractors to meet these same standards
- To regularly review the environmental impact of its operations
- Make this policy statement available to the public on request

### 3.4 Waste Management

- The company will ensure that any treating, keeping or disposing of waste other than in accordance with The Environmental Permitting (England and Wales) Regulations 2010
- The company will prevent the escape of waste, both on-site and during onward transfer.
- The company will ensure that waste is only transferred to an authorised person or to a person for authorised transport purposes
- The company will complete/collect a signed transfer note and keep it for at least two years whenever waste is transferred

### 3.5 Water Pollution Management

- The company will take measures to prevent any contamination of the water supply and the local water table due to its activities
- The company will ensure complete content of Spill Control Kit
- The company will train relevant staff to manage with Spill Control Kit

### 3.6 Recycling

- The company will endeavour to use recycled materials where possible
- The company will endeavour to use materials that can be easily recycled after their initial use.

### 3.7 Environmental Aspects and Impacts

Please refer to SIGA ENV Aspects and Impacts HSE002 in QPulse / Documents

### 3.8 Policy Review

This policy will be reviewed annually during H&S Meeting.

### 3.9 General

Notices indicating the emergency procedures are situated around the premises and all employees are expected to familiarise themselves with the emergency procedures, the firefighting equipment and fire exits.