



## QUALITY POLICY

The Company's quality assurance system is in accordance with the requirements of BS EN ISO 9001-2015. These requirements are considered to be the minimum standard of attainment by the Company to ensure that the quality requirements of customers are fulfilled in all respects.

It is the policy of the Company to apply the quality assurance programme on all contracts.

The procedures of this system define how the resources of the Company are organised and controlled so that assurance can be given on the Company's ability to work to specification and to control all aspects of product quality.

A programme of continual improvement of all activities directly affecting the quality will be maintained by regular review and monitoring. Quality objectives are set and reviewed at the six monthly System Review. The policy is communicated via induction training, notice boards and on our website.

All procedures and principles detailed in this system are mandatory and no deviations or alternatives are permitted by Company employees or subcontractors involved in these procedures.

The system is reviewed and updated to ensure continual improvement in the effectiveness of the system.

The Managing Director has overall responsibility and accountability for the Quality Management System and makes the necessary resources available to maintain the effectiveness of the management system.

Signed for and on behalf of E.C Williams Ltd

A handwritten signature in blue ink, appearing to read 'H. Skouby'.

H Skouby

8<sup>th</sup> February 2018  
Managing Director



## ENVIRONMENTAL POLICY

E.C Williams Ltd is a high quality electroplating company supplying functional finishes to the engineering sector. It is a third generation family company operating out of a bespoke factory, regulated by the Environment Agency and certified by the BSI since 2004. The coatings supplied have an environmental benefit by extending the product life and functionality of the components coated.

The company:-

- 1) Commits to meet with all its compliance obligations including relevant legislation and regulations and relevant requirements of other interested parties including permit number TP3432PX and the Severn Trent discharge consent 004285V direction 4.
- 2) Maintains a programme of continuous improvement of all activities directly affecting the environment by regular review or monitoring.
- 3) Will continually reduce raw material usage, energy consumption, and waste generation per load.
- 4) Ensures all production personnel are aware of the potential environmental impacts of the processes for which they are responsible.
- 5) Continuously improves its overall environmental impact by monitoring performance and auditing.
- 6) Sets and reviews, in management reviews, its long and short term objectives and targets annually.
- 7) Seeks to work with customers and suppliers to develop better environmental performance.
- 8) Commits to the prevention of pollution and protection of the environment.

The Managing Director has overall responsibility and accountability for the EMS and makes the necessary resources available to maintain the effectiveness of the management system.

Signed for and on behalf of E.C Williams Ltd

A handwritten signature in blue ink, appearing to read 'H. Skouby'.

H Skouby

8<sup>th</sup> February 2018  
Managing Director



## GENERAL SAFETY POLICY STATEMENT

- 1) The Board of Directors of E. C. Williams regards the promotion of health and safety measures as a mutual objective for the management and employees at all levels.
- 2) It is therefore company policy to do all that is reasonable to prevent accidents, personal injury, ill-health and damage to property and to protect everyone from foreseeable work hazards, including the public insofar as they come into contact with the company or its products.
- 3) In particular, the company has a responsibility to:
  - provide and maintain safe and healthy working conditions, taking account of any statutory requirements.
  - provide training and instructions to enable employees to perform their work safely and efficiently.
  - make available all necessary safety devices and protective equipment and to supervise their use.
  - maintain a constant and continuing interest in health and safety matters applicable to the company's activities and for its management to set an example in safe behaviour.
- 4) Employees have a responsibility to co-operate in this objective by:
  - working safely and efficiently
  - using the protective equipment provided and by meeting statutory obligations.
  - reporting incidents that have led, or may lead to injury or damage.
  - adhering to company procedure jointly agreed on their behalf for securing a safe workplace.
  - assisting in the investigation of accidents with the objective of introducing measures to prevent a recurrence.
- 5) The members of management in this factory are responsible for maintaining safe and healthy working conditions within the framework of the General Policy Statement.

Signed for and on behalf of E.C Williams Ltd

A handwritten signature in blue ink, appearing to read 'H. Skouby'.

H Skouby

8<sup>th</sup> February 2018  
Managing Director



## DATA PROTECTION POLICY

The Company is fully committed to compliance with the requirements of the General Data Protection Regulation (GDPR) and all other data protection legislation currently in force. The Regulation applies to anyone processing personal data and sets out principles which should be followed and gives rights to those whose data is being processed.

To this end, the Company endorses fully and adheres to the Data Protection Principles listed below. When processing data we will ensure that it is:

- processed lawfully, fairly and in a transparent way ('lawfulness, fairness and transparency')
- processed no further than the legitimate purposes for which that data was collected ('purpose limitation')
- limited to what is necessary in relation to the purpose ('data minimisation')
- accurate and kept up to date ('accuracy')
- kept in a form which permits identification of the data subject for no longer than is necessary ('storage limitation')
- processed in a manner that ensures security of that personal data ('integrity and confidentiality')
- processed by a controller who can demonstrate compliance with the principles ('accountability')

These rights must be observed at all times when processing or using personal information. Therefore, through appropriate management and strict application of criteria and controls, the Company will:

- observe fully the conditions regarding having a lawful basis to process personal information
- meet its legal obligations to specify the purposes for which information is used
- collect and process appropriate information only to the extent that it is necessary to fulfil operational needs or to comply with any legal requirements
- ensure the information held is accurate and up to date
- ensure that the information is held for no longer than is necessary
- ensure that the rights of people about whom information is held can be fully exercised under the GDPR (i.e. the right to be informed that processing is being undertaken, to access personal information on request; to prevent processing in certain circumstances, and to correct, rectify, block or erase information that is regarded as wrong information)
- take appropriate technical and organisational security measures to safeguard personal information
- ensure that personal information is not transferred outside the EU, to other countries or international organisations without an adequate level of protection

Signed for and on behalf of E.C Williams Ltd

A handwritten signature in blue ink, appearing to read 'H. Skouby'.

H Skouby

23<sup>rd</sup> May 2018  
Managing Director