

ARC:MC MANAGEMENT & CORPORATE RESPONSIBILITY POLICY

It is our policy to ensure that the highest possible standards are achieved and maintained operationally and environmentally throughout all of the company's activities. We have a responsibility to ensure that ARC:MC's staff, suppliers and services deliverables consider their impact on; the environmental, health and safety matters and also fall in line with all compliance obligations relevant to our business.

We will strive to give the Client the best and most efficient service possible at all times. To do this the company maintains a Business Management System in accordance with the requirements of our Client's, ISO 9001:2015 (Quality Management Standards) and ISO 14001:2015 (Environmental Management Standards) and maintain our BIM standards in accordance with ISO 19650. Our Operations Manuals, Staff Handbook, H&S Manual and BIM Standards clearly set out the ways and means which the following Objectives are to be maintained, monitored and adhered to:

Operational Objectives:

1. To set "Operational Benchmarks" regarding our quality of performance, including assessing opportunities.
2. To be open, frank and maintain professionalism with our Clients on all matters.
3. To avoid complacency and risks within our organisation - always assessing areas to improve and risks to the business.
4. To be helpful and informative with members of project teams and the public, when interaction occurs on project sites.
5. To encourage staff training and career development, allowing for prosperous opportunities for all within the business.
6. To ensure training is given to all staff informing them of their personal responsibilities
7. To comply with our Customer Care Policy at all times.
8. To ensure the supply chain we engage with meet our specified standards

Health, Safety and Environmental Objectives:

1. To reduce energy usage within the company.
2. To reduce fuel usage within the company.
3. Continue to maintain our recycling programme within the company.
4. Monitor and assess targets for improvement and reductions of waste
5. To incorporate environmental best practice on all projects
6. To ensure our supply chain are monitored for the environmental impact
7. To ensure training is provided to all staff around HSE matters and obligations
8. To address all HSE risks/targets both in the office and on our projects

We monitor environmental developments within our industry and will comply with any current and new relevant HSE legislation, being totally committed to the prevention of pollution and any risks throughout our operation. We are a company committed to meeting our corporate responsibility and to continual improvement. Our performance is monitored during our management meetings and internal audits take place regularly. This policy shall also be reviewed and updated when necessary.



Signed

Date 04/01/2023