

# SIGNATURE Ltd



Policy Handbook



## Our Policies

Signature's ambition is to be recognised by its customers, its shareholders, its employees, its suppliers and the communities in which it is established as one of the best performing companies in the sectors in which it is involved.

We have categorised our policies into 4 sections:

- ◆ Corporate Social Responsibility Policy
- ◆ Quality Assurance Policy
- ◆ Health and Safety Policy
- ◆ Environmental Policy

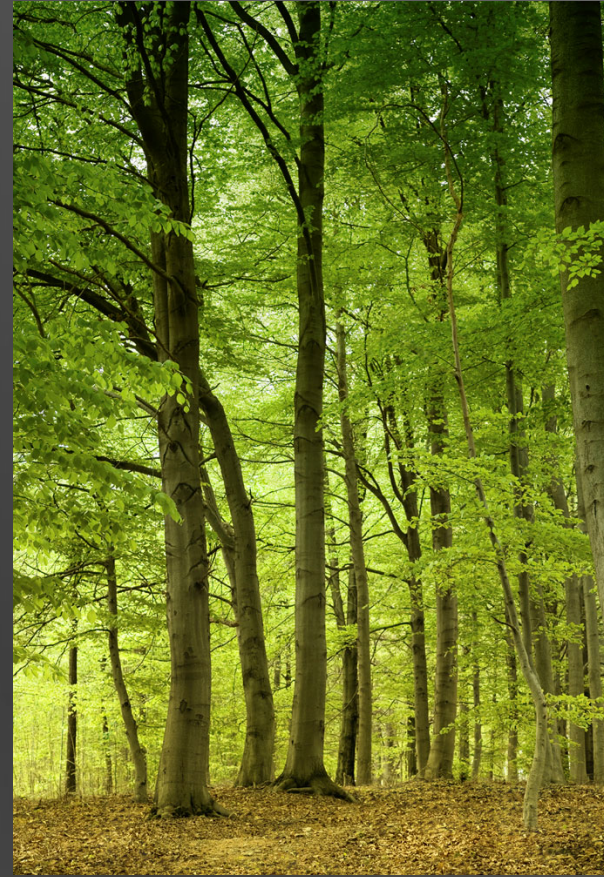


## Our Corporate Social Responsibility Policy

As a group we recognise the importance to uphold the following Corporate Social Responsibility (CSR) statement. We stress the importance of achieving a balance between economic growth, social well-being and the protection of the environment.

We have segmented this section into 3 key areas:

- ◆ Our Ethical Policy
- ◆ Our Employment Policy
- ◆ Our Environmental Policy



### Our Ethical Policy (CSR)

Signature is completely committed to the aim of operating all of our facilities, foreign and domestic, responsibly, legally, and ethically. We have comprehensive corporate policies and practices concerning our conduct designed to ensure that Signature complies with the laws of the various countries in which we operate.

We conduct our business with honesty and respect for both the rights and opinions of employees, suppliers and all parties that contribute to, or are affected by, our operation.

We provide the assurance of product quality and safety and we safeguard our customer's reputations in their marketplace and with their own shareholders.

Signature supports the right of any individual to have freedom of expression and religion, political representation or in respect of any other matter.



## Our Employment Policy (CSR)

We encourage all employees to treat colleagues and customers equally. We will not tolerate discrimination, bullying or any other kind of harassment within our business community. Employees are expected to abide by company rules and to be honest and considerate in their various roles.

We will offer our employees clear and fair terms of employment and provide resources to enable their continual development.

We shall provide and maintain a clean, healthy and safe working environment.

We shall support and encourage our employees to help local community organisations and activities across our region.

## Our Environmental Policy (CSR)

We have an unfailing commitment to a strategy of sustainable development.

We believe that it is vital that as a company we should operate in an environmentally conscious way.

Our objective is to minimise the impact of our business activity on the environment. This includes ensuring that our suppliers do likewise and that we encourage our clients to consider environmental matters wherever possible.

Please see our full Environmental Policy at the end of this document for more details.

## Our Quality Assurance Policy

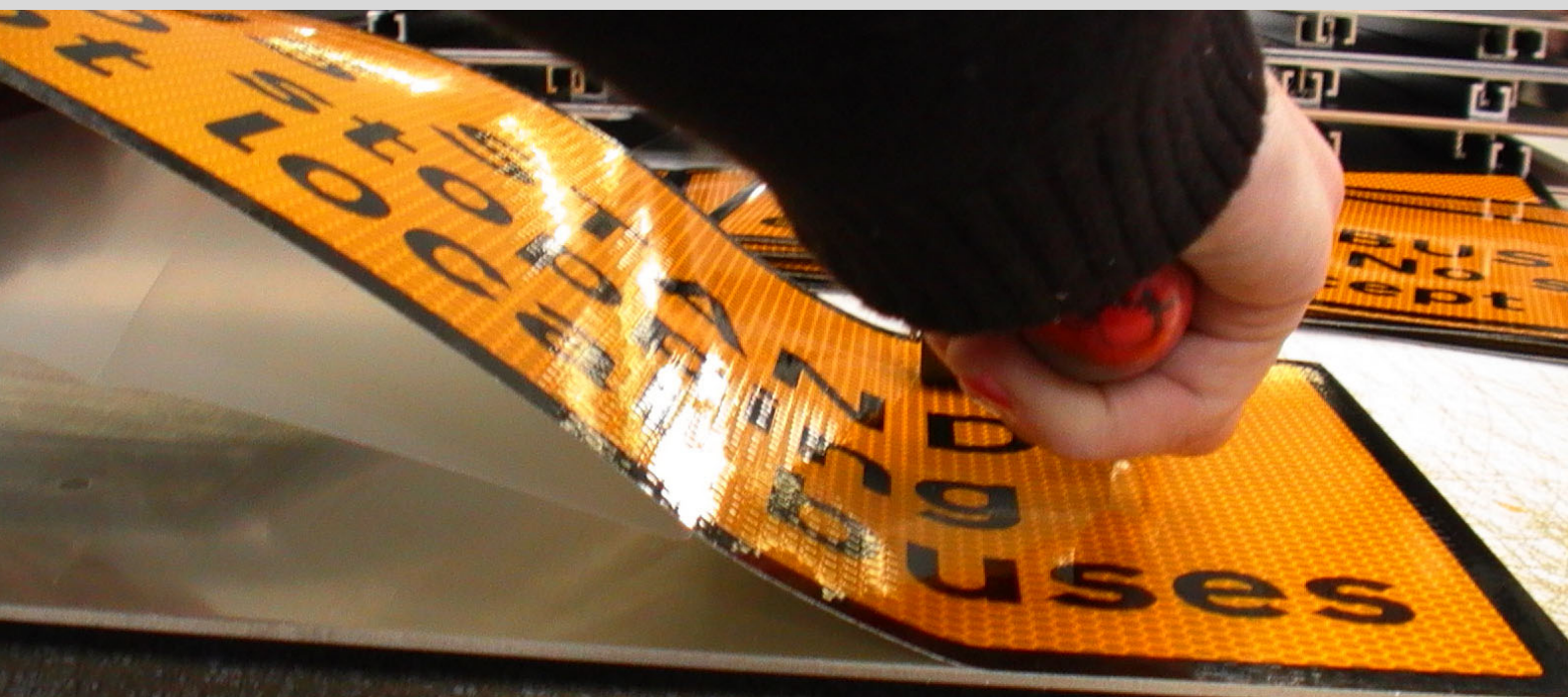
Our aim is to meet our customers needs by providing quality products and services. As a result, we recognise that the continuing success of the company depends on product, personnel & system development.

### *Our commitments-*

- ◆ To maintain a Quality Management System that conforms to the requirements of ISO 9001 and thereby enable it to be a registered company of assessed capability.
- ◆ To operate in accordance with the requirements of the National Highway Sector Schemes 9A for the Manufacture of Permanent and/or Temporary Road Traffic Signs.
- ◆ To undertake continual improvement to the effectiveness of the Quality Management System; whenever & wherever possible.

### *We acknowledge -*

- ◆ Identification, monitoring and review of quality objectives will form the framework within the system for continual improvement.
- ◆ Conformance to the requirements detailed within our Quality Management System is mandatory for all employees of Signature Limited.
- ◆ By maintaining and developing the management system our quality aims and objectives will be achieved.



## Our Health and Safety Policy

The Signature Group is dedicated to conserving the health of its employees, visitors, contractors and sub-contractors and ensuring that they are able to perform their assigned tasks safely in accordance with the Health and Safety at Work Act 1974 and associated legislation. As such Signature Limited has established the following aims:

- ◆ Provide adequate control of the health and safety risk arising from our work activities.
- ◆ Consult with our employees on matters effecting their health and safety.
- ◆ Provide and maintain a safe plant and equipment.
- ◆ Ensure safe handling and use of substances.
- ◆ Provide information, instruction and supervision for employees, visitors and other interested parties.
- ◆ Ensure all employees are competent to do their tasks, and to give them adequate training.
- ◆ Prevent accidents and cases of work related ill health.
- ◆ Regularly review our performance and strive for continual improvement as part of a co-ordinated Health and Safety Management System in accordance with OHSAS 18001.

Conformance to the requirements detailed within our Health and Safety Management System is mandatory for all employees of Signature Limited, its visitors, contractors and sub-contractors.





## Our Environmental Policy

Our Companies are committed to pollution prevention and environmental protection to the highest practicable standards and as such have established the following aims:

- ◆ Identify and control, through cost effective procedures, those activities of the business that could have an adverse impact on the environment.
- ◆ Encourage the responsible use of resources in the company's activities.
- ◆ Recycle waste materials, wherever such recycling is viable.
- ◆ Comply with current legislation and other relevant requirements and to co-operate with the regulative authorities.
- ◆ Provide information, training and skills development to employees to support and promote our environmental commitments.
- ◆ Make this statement available to regulators, the public and customers taking into account their concerns and issues.
- ◆ Encourage the company's business associates to adopt a positive and constructive approach to the environment.
- ◆ Regularly review our performance and strive for continual improvement through agreed objectives and targets as part of a co-ordinated Environmental Management System in accordance with ISO 14001.



## Signature® Limited



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