Business Continuity Policy

To ensure the effective availability of essential products and services, BCQ has raised this Business Continuity Policy in support of a comprehensive program for business continuity, disaster prevention and total business recovery.

To ensure the Company is sufficiently resilient to minimise the impact of disruptive events on the priority products and services identified in the Context of the Organisation section of this document.

To ensure that the company is able to restore priority products, services and related operations within the approved Recovery Time Objectives [RTOs] and Minimum Business Continuity Objectives [MBCOs] contained in the Business Continuity Business Impact Assessment [BIA].

BCQ is committed to working in partnership with its customers, employees, stakeholders and suppliers to satisfy all applicable requirements.

We are committed to continue with all applicable legal and regulatory obligations and continual improvement of the BCMS.

We have implemented and maintain a Business Continuity Management System (BCMS) to ensure business continuity in compliance with ISO 22301.

It is our policy to:

• Ensure that objectives and targets are established and achieved for the BCMS, which are compatible with the risk management strategy and risk appetite of the organisation.

• Ensure the integration of the BCMS requirements into our relevant business processes.

• Ensure that the resources needed for the BCMS are available when required.

• Communicate the importance of effective business continuity management and conformance to BCMS requirements.

• Ensure that the BCMS achieves its intended outcomes.

• Direct and support employees to contribute to the effectiveness of the BCMS.

Chris Knowles
Managing Director

July 2017

Colour Management Policy

BCQ is committed to ensure customer satisfaction through accurate colour reproduction and consistent quality against calibrated proofs for all jobs produced to the ISO 12647-2 standard.

BCQ Print Group ensures that the colour quality policy represents the quality policy as far as the colour quality system is concerned, using the ISO 12647-2 BPIF Colour Quality Management Certification Scheme, version 3, Nov 2017.

The scope of the certification uses the lithographic printing process as the method of production together with the percentage scoring systems weightings and the scoring system calculation as required by version 3 of the BPIF scheme. The 12647-2 procedures are used to demonstrate compliance.

- BCQ Print Group ensures the training, development and maintenance of the competence of all personnel within the scope of the colour quality and the production management system.

- BCQ Print Group ensures the provision of the necessary infrastructure and equipment needed for the production of compliant products.

- BCQ Print Group undertakes reviews on a regular basis of the capabilities of the infrastructure and equipment employed in the light of technological and other changes as they become available.

- BCQ Print Group ensures the policy detailed above is communicated within the business and made available to all interested parties.

- The master copy is retained by the Colour Champion. A copy is available in reception and on the company intranet.

- BCQ's Colour Management Policy is also available on its company website along with other useful information for ISO 12647-2.

Chris Knowles
Managing Director

Thomas Waller
Colour Champion

January 2019

Environmental Policy

BCQ Group Ltd is committed to reducing the impact of all its activities on the environment through an integrated programme of continual improvement and pollution prevention.

BCQ Group Ltd. will:

- Maintain an Environmental Management System, which provides the framework for setting and reviewing our Environmental Policy, Objectives and Targets for monitoring and continually improving environmental performance.

- Meet and where appropriate exceed the requirements of relevant legislation and regulations.

- Reduce waste and the consumption of resources to a minimum.

- Re-use, recycle or dispose of unavoidable waste in a responsible manner to prevent a pollution to all media.

- Evaluate the environmental performance of suppliers and contractors.

- Foster a sense of responsibility for the environment amongst employees at all levels.

- Encourage and support, through training, all staff to understand the environmental issues effecting the company and to take responsibility for their own actions and those of the company.

- Demonstrate continual improvement in environmental performance through the production of an Environment Statement.

- Continue to identify areas for future improvements and non-compliance through regular audits and reviews of the Environmental policy.

- Manage the system, policy, objectives and targets and respond with the appropriate preventative and corrective action.

- Make publicly available our environmental policy, objectives and targets and the environmental statements.

- Wherever possible products and consumables will be selected from the most environmentally responsible sources.

- To advise the users of our products on the selection of the most environmentally responsible materials and the use, handling and storage of finished product.

- To minimise pollution particularly through accidental emissions or discharges in co-operation with appropriate public authorities.

- To assess, monitor and minimise the environmental impact of the new and current activities, products and processes on the local and general environment.

- To ensure contractors working on site comply with our Environmental Management System and Policy.

Chris Knowles
Managing Director

July 2017

bcq

Quality Policy

BCQ Group Ltd is dedicated to a quality policy, which will ensure that our printed products and services meet the requirements of our customers at all times.

We believe in the concept of the customer and the supplier working together in pursuing this policy and continually striving for improvements in quality. All the company's employees must have positive commitment to quality and respond quickly and effectively to achieve the performance standards required of them to get it right first time.

The quality policy is based on four fundamental principles.

1)   The definition of 'Quality' is conforming to requirements having specified very carefully needs of our cus tomers and giving due account of our own processes and to that of our suppliers.

2)   The system of Quality Management concentrates on prevention, looking at our processes, identifying the opportunities for error and taking action to eliminate them.

3)   The standard of Quality to eliminate problems before they occur by getting it right first time.

4)   The measurement of Quality is the cost of non conformity and the eventual cost of getting it right.

Total Quality is to be a permanent feature in BCQ Group Ltd's life. On-going training and practical assistance will ensure that the quality policy will be implemented, monitored and maintained in a continuous improvement programme.

We set and regularly review quality objectives and monitor our achievement.

Total Quality enables us to offer our customers reliability, flexibility, honesty, approachability, creativity and the ability to produce an appropriate quality product at the right price, at the right time.

Chris Knowles
Managing Director   July 2017

bcq

Security Policy

Information takes many forms and includes data stored on computers, transmitted across networks, printed out or written on paper, sent by fax or email and stored on various types of media.

We have implemented an Information Security Management System to ensure business continuity and to prevent security incidents. The purpose of the management system is to protect the company's information assets from all identified threats, whether internal or external, deliberate or accidental.

It is our policy, approved by the Directors, to ensure that:

- Information will be protected against unauthorised access.

- Confidentiality of information will be assured.

- Regulatory and legislative requirements together with any contractual security obligations will be met.

- Integrity of information will be maintained.

- Business requirements for the availability of information systems will be met.

- The criteria against which risks to information security are evaluated are included in the information Security Risk Assesment.

- Information Security training will be provided.

- All breaches of Information Security, actual or suspected, will be reported, investigated and the appropriate corrective action taken.

- Procedures and instructions will be produced to support the objectives of this policy.

- It is the responsibility of each employee to adhere to the Information Security Policy.

- Objectives and targets will be set and monitored to achieve continual improvement in information security management systems.

- All Managers are directly responsible for implementing this policy within their business areas and for adherence by their staff.

Chris Knowles
Managing Director   July 2017

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Health and Safety Policy

Our policy is, as far as is reasonably practicable, to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, training and supervision as they need for this purpose. We also accept our responsibility for the health and safety of other people including visitors and contractors who may be affected by our activities.

Employees are reminded that they must also fulfil their legal obligation to take reasonable care to avoid accidents to themselves and others.

The allocation of duties for safety matters and the particular arrangements, which we have made to implement this policy, are contained in this policy statement.

The policy will be kept up to date, particularly as the business changes in nature and size. To ensure this, the policy and the way in which it has operated will be reviewed every year.

We are committed to:

- Prevention of injury and ill heath

- Continual improvement in OH & S Management and performance

- Compliance with applicable legal and other legislative requirements

- The setting and reviewing of OH & S objectives and targets

Barry Curryer
Operations Director

July 2017