



Health & Safety at Work Act 1974 – Section 2

Section 1 – Policy Statement

Heritage Envelopes Ltd will control its activities to avoid causing unnecessary or unacceptable risk to the safety and health of all employees, visitors, temporary workers and the general public.

The objects of this policy are:

- To promote standards of health, safety and welfare which complies with the requirements of The Health and Safety At Work Act 1974 and supporting statutory provisions, regulation and approved codes of practice applicable to the company's operations and activities.
- To recognise the responsibility of the company for accountability and its employees in their duty to comply with all applicable health and safety legislation.
- To develop health and safety awareness and individual responsibility for health and safety matters.
- To provide all employees with the necessary resources, equipment, information, instruction, training and supervision they need to work safely.
- To maintain a healthy and safe working environment for employees with adequate facilities and arrangements for their welfare.
- To consult with employees in matters affecting health and safety and promote feedback from personnel.
- Commitment to the induction of OHSAS 18001 as a system for management of health & safety matters.
- Commitment to the continual improvement of the health & safety management system.
- Establish and maintain measurable objectives and targets for safety performance and regular review of these objectives.
- Ensure that this policy is communicated to all people working under the control of the company.

This policy is maintained and reviewed at least annually to ensure continual suitability and that any changes in our organisation, arrangements, scope of operations and our working practices are considered.

Overall responsibility for the Health and Safety policy for Heritage Envelopes Ltd lies with the Chief Executive Officer.

Mark Sears

Chief Executive Officer

Reviewed and approved: 20th September 2020

Review date due September 2021



Environmental Policy

Heritage Envelopes Limited recognised its responsibility towards the environment and issues this policy as a statement of management and employee commitment to minimising the environmental impact of its' business activities.

Heritage Envelopes Limited is committed to ensuring effective management of all activities that have the potential to affect the environment by:

Assessing our activities and operations to identify the significant aspects that have potential to impact on the environment.

Controlling all significant environmental aspects.

Commitment to complying with relevant environmental legislation and regulations and to other requirements to which the organisation subscribes.

Continual improvement of environmental performance by building environmental considerations into the decision making process and methods of operation, to minimise environmental impact and prevent pollution.

Setting and publishing clear environmental objectives and targets and to monitor environmental performance results to ensure that targets are met.

Ensuring that all of our operations and activities are covered by this policy and that the policy is implemented, maintained and communicated to all employees.

Provision of certified sustainable source paper through PEFC licence registration number PEFC16-33-1779. Certificate registration code: SA-PEFC/COC-004413.

Compliance with PAS 2020 level 3 for paper and print environmental performance to Direct Mailing.

Commitment to the introduction of ISO 14001 and continual improvement of the environmental management system.

Communicating this environmental policy to all other interested parties and the general public.

This policy is maintained and reviewed at least annually to ensure continual suitability and that any changes in our organisation, arrangements, scope of operations and our working practices are considered.

Mark Sears

Chief Executive Officer

Reviewed and approved: September 2020

Next review date: September 2021



Quality Policy

The scope of the quality management system is to manufacture and supply paper envelopes to customer specification. Envelopes are manufactured and supplied to a wide range of size, type, style, paper and print format to customer requirements.

It is the policy of Heritage Envelopes Limited to provide customers with professional services and reliable products that are to the agreed standard, specification, on time and to the agreed price.

It is the goal of Heritage Envelopes Limited to provide a level of customer care and focus that delivers complete satisfaction in all respects.

Top management is committed to:

- Compliance with the requirements of the quality management system.
- Continual improvement of the effectiveness of the quality management system.
- Continued registration to ISO 9001.
- Ensuring that the quality policy is communicated and understood throughout the organisation.
- Ensuring that the quality policy is reviewed for continuing suitability.
- Ensuring that measurable quality objectives are established, regularly reviewed and updated.

The quality policy is reviewed for continuing suitability at least annually.

Mark Sears
Chief Executive Officer
Reviewed and approved 15 September 2020
Review date due September 2021



Occupational Health and Safety Policy

Heritage Envelopes Ltd will control its activities to avoid causing unnecessary or unacceptable risk to the safety and health of all employees, visitors, temporary workers and the general public.

The objects of this policy are:

To promote standards of health, safety and welfare which complies with the requirements of the Health and Safety at Work Act 1974 and supporting statutory provisions, regulation and approved codes of practice applicable to the company's operations and activities.

Commitment to the prevention of accidents, injury and ill health.

To recognise the responsibility of the company for accountability and its employees in their duty to comply with all applicable health and safety legislation.

To develop health and safety awareness and individual responsibility for health and safety matters.

To provide all employees with the necessary resources, equipment, information, instruction, training and supervision they need to work safely.

To maintain a healthy and safe working environment for employees with adequate facilities and arrangements for their welfare.

To consult with employees in matters affecting health and safety and promote feedback from personnel.

Commitment to the introduction of OHSAS 18001 as a system for management of health & safety matters.

Commitment to continual improvement of the health & safety management system.

Establish and maintain measurable objectives and targets for safety performance and regular review of these objectives.

Ensuring that this policy is communicated to all people working under the control of the company.

This policy is maintained and reviewed at least annually to ensure continual suitability and that any changes in our organisation, arrangements, scope of operations and our working practices are considered. Overall responsibility for the Health and Safety policy for Heritage Envelopes Ltd lies with the Chief Executive Officer.

Mark Sears
Chief Executive Officer

Reviewed and approved 15 September 2020. Review date due September 2021