

# **Integrated Management System**

**P 01**

## **IMS Policy**

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# The Integrated Management System Policy of Hutní montáže, a.s.

Hutní montáže, a.s. is a leading Czech company operating in structural steel construction, bridge construction and equipment installation and providing services in the area of transport and craning. This Integrated Management System policy (IMS) is based upon the Context and Strategic Orientation of Hutní montáže, a.s., which includes goals focusing on quality, environment protection, safety and health at work, fire prevention and social responsibility.

To ensure effective performance of the IMS processes and activities within the company, a documented system has been created, integrated and maintained in the company in the spheres of work safety and protection of health, fire prevention, environment protection and social responsibility. The company management undertakes to continuously develop the Integrated Management System applied and improve its effectiveness and purposefulness in all relevant areas.

The company management regards observance of laws and other related mandatory requirements as one of the bases for continuous improvement in relation to customer requirements, business ethics, environment protection, OHAS and fire prevention within all its activities.

## **Quality**

By improving its installation technological procedures and management methods our company creates space for continuous improvement of its services rendered to its Czech and foreign customers, especially by striving for unambiguous identification, understanding and fulfillment of customer requirements as well as identification and solution of risks and opportunities that may influence the conformity of our products and services with the required standards, with a view to maintain a profile of a reliable and well-qualified contractor that continuously develops its products and services and meets the agreed contractual deadlines.

Our company maintains good relationships with all its customers based on partnership and mutual acknowledgment, while respecting all the ethical and legal rules of business. By offering complex services our company attracts further potential customers. We manage to keep our customers satisfied by means of motivating our own employees with the aim to ensure their personal involvement and commitment during fulfilment of their work duties, while regularly monitoring the quality and adopting effective measures to ensure the required quality level.

## **Employees' commitment**

Our company considers the employees the most important asset creating a basis for our success. It develops their knowledge and abilities under the company education system, keeps them informed and enhances their professional qualifications. It supports and continuously improves the conditions motivating our employees to behave positively in terms of environment protection, safety and protection of health at work and social security.

In accordance with the Context and Strategic Orientation of the Company, the company management focuses on:

- Compliance with ethical standards which form a basis for professional behaviour, performance and acting of the company employees;
- Communicating the importance of effective management and achieving compliance with requirements, developing the awareness of coherence of all employees in setting and achieving goals of the integrated management system;
- systematic education and training of employees, with the emphasis put on technical education, flexibility, language skills and training in the area of occupational safety and environment protection with the aim to achieve the intended results;
- encourage the employees to contribute to the efficiency of the management system and, at the same time, to create good working conditions for creative work of employees, their satisfaction and productivity;
- providing support to management personnel and their managerial roles to ensure achievement of company goals
- complying with the framework directive No. 89/391 EEC – General Requirements for provision of HSE.

In order to make the communication between rank-and-file employees and the company management more efficient an anonymous complaints and suggestions e-mail address has been established: [schrankaduvery@hutni-montaze.cz](mailto:schrankaduvery@hutni-montaze.cz), to which ideas and suggestions for improvements in various areas (safety, environment protection, social responsibility, anti-corruption efforts, personal data protection) may be sent by employees.

## **Design, development and execution of engineering projects**

In connection with the expansion of business operations by including the Design and development of products and services acc to EN ISO 9001, section 8.3. the company undertakes to pay attention to the customer requirements and to develop further the area of engineering, design and delivery of process installations and capital equipment focusing on turnkey deliveries with the highest possible added value for customers.

## **Occupational safety and environment protection**

The company takes steps to prevent environment pollution, injuries and health damage of any person present at the construction site.

The company considers environment protection, occupational safety, health protection and fire safety a priority of its development. It concentrates on prevention of health damage (injuries, occupational diseases), environment pollution and on compliance with the principles of sustainable development by :

- complying with legal regulations relating to environment protection, occupational safety, protection of persons, consumer protection, waste disposal according to the laws of the Czech Republic and the laws of the countries in which the construction projects are carried out;

- making sure that the regulations and control documentation is clear and accessible;
- regularly monitoring and assessing the impact of company activities on the environment and the related risks. Based on the assessment of all environmental aspects, risks and opportunities, manufacturing and accompanying activities the top management operationally reviews the goals, target values and programmes concerning environment protection, HSE and fire safety;
- conducting preventive inspections of the environment protection, HSE and fire safety, immediately eliminating all deficiencies, and thus preventing the possible risk of environmental accidents;
- planning, taking and checking the efficiency of corrective measures for all activities involving safety risk. The company supports the collective efforts to reach the goals;
- In all its activities the company draws on long-term experience, and follows the best-practice principle;
- Our company supports participation of employees in risk assessment and control and in prevention of potential health concerns (accidents, occupational diseases) through toolbox meetings and investigation of near miss accidents,
- all measures taken by the company which are aimed at the optimum approach to the environmental protection, HSE and fire safety are particularly focused on:
  - better use and reduction of specific consumption of raw materials and energy in relation to the production quantity;
  - careful monitoring of GHG emissions
  - reduction of solid waste and waste water production
  - consistent check of the impact of company activities on the environment
  - appropriate Risk and Opportunity Management, taking measures to mitigate risks, collective and personal protection of employees and all other persons present, with our consent, on our jobsites, in particular with regard to the work at height, on construction sites, industrial plants, roads and during operation of cranes and construction equipment;
  - installation procedures providing safety rules shall always be prepared for our installation works, focusing on mitigation of the risks of injury, property and equipment damage, and environment pollution;
  - the company has its own safety regulations for installation works, and is carrying out the Risk Assessment for all its installation projects;

- each superior is responsible for personal safety as well as safety of all his subordinates. The project installation centres take preventive measures against unexpected events and damages.
- each and every employee is responsible for its own safety and for safety of its fellow workers.

## **Social responsibility**

Our company undertakes to act in accordance with the UN General Declaration of Human Rights, basic conventions of the International Labour Organisation, OECD directives and all other important international conventions and national or local provisions applying to the company's activities in the countries where we operate. If the principles promoted by the company in terms of this policy are stricter than those being in force in the other countries, the stricter principles shall prevail over all others.

The company management pays special attention to compliance with the laws and regulations concerning working conditions of employees including regulations relating to working time, time off and remuneration.

Recruitment of new employees is based exclusively on qualification and skills. No form of discrimination exists, either based on gender, or sexual orientation, ethnic origin, colour of the skin, nationality, cultural background, religion, physical handicap, AIDS, social class, education, work status, political preferences, a non-relevant crime, forced or involuntary work, mental or physical abuse, etc. (this is not a full list).

The employees are not hindered from asserting their rights for independent thinking, acting and satisfying their needs within the valid rule of law. The right of all our employees to establish trade unions and to carry out collective negotiations is acknowledged. There is no child labour or underage worker labour used in the company.

Our company respects the interests of all its suppliers and subcontractors. It develops a long-term relationship based on mutual trust, respect and solidarity. The company supports open communication and information exchange with all suppliers in all aspects of its activities.

The company shall ensure that the policy requirements concerning its employees and involvement of its employees in the integrated management system are also met by subcontractor employees.

When purchasing products or services from subcontractors the company shall:

- Carry out the selection based on long-term systematic assessment;
- When selecting subcontractors and business partners the company shall take into account the subcontractor's approach towards environmental protection, OHAS and fire safety. The company prefers cooperating with subcontractors employing environmentally friendly technologies, substances and products, and especially those subcontractors which use the environment management system according to ISO 14001, the quality management system according to ISO 9001, the management system and the work safety and health protection system according to ISO 45001 and the social responsibility system according to SA 8000.

## **Combating of corruption**

The company requests and makes sure that its employees:

- be loyal towards the company and act to the best interest of the company and its customers,
- behave always and under all circumstances honestly and in accordance with accepted principles of morality and responsibility for their professional acts,
- prevent the conflict of interests and do not take advantage of the position or information obtained during the work for private purposes or for the competitors of the company,
- neither solicit, nor accept any favors, services, hospitality, gifts of substantial value (except for e.g. promotional logo calendars and promotional logo items), from suppliers, customers or competitors, which might be considered unfair advantage,
- do not give any gifts of substantial value (except for e.g. promotional logo calendars and promotional logo items), favors, or services to customers, public officials or politicians,

The company does not employ anyone who has been fined or convicted of corruption or bribery.

## **Business continuity management**

The company as a whole identifies potential threats and impacts to business operations those threats, if realized, might reduce the company's ability to meet its obligations. At the same time, the company provides a framework for building organizational resilience with the capability of an effective response that safeguards the interests of its customers, reputation and brand. The goal of the company is to minimize the MAO time and MTPD time to the customer's satisfaction.

## **Personal data protection**

Our company pays close attention to the processing and protection of personal data, to prevent unauthorized disclosure of private information of its employees and customers. As regards the processing of personal data our company respects applicable law, company standards and requirements arising from the registration with the data protection authority.

The company management fully identifies with the requirements of the ISO 9001, ISO 14001, ISO 45001, SA 8000, ISO 22301 standards, i.e. with principles of effective introduction and continuous improvement of process management affecting product quality, environment, occupational safety and health protection and social responsibility. It undertakes to meet mandatory obligations and international conventions and declarations relating to the determination of the company's social responsibility. The "top management shall provide sufficient financial resources for the IMS implementation. In order to ensure continuous improvement with regard to potential amendments to mandatory obligations and other requirements, it undertakes to review this policy on a regular basis. The company management shall permanently acquaint its employees with the IMS policy and goals and take decisions so that the implementation of IMS becomes the objective of all company employees. Within its decision-making powers, the company

management promotes the adopted principles of the IMS policy and serves as an example for all its employees in their fulfilment.

Contact person for quality assurance, environment protection, OHS and fire safety issues:

IMS manager: Ing. Tomáš Talpa (e-mail: tomas.talpa@hutni-montaze.cz)

### **IMS Standard prerequisites**

#### **Final Provisions:**

|                     | <b>Subdivision</b> | <b>Last name,<br/>first name, title</b> | <b>Signature</b>       |
|---------------------|--------------------|---|------------------------|
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