

Quality Policy

Sheriffmill Motor Company Ltd staff and management are committed to providing quality service and products that will satisfy the demands and expectations of customers by continual improvement of our Quality Management System.

We Will:

- Comply fully with all applicable laws and regulations.
- Run a Quality Management System to BS EN ISO 9001:2015 accredited standards.
- Be committed to continual improve the Quality Management System.
- Assign Quality Objectives and reviewed at Management level periodically to ensure the Quality Management System operates efficiently.
- Take due care to ensure that our work activities are safe for employees, suppliers, visitors and others who come into contact with our environment.
- Work closely with our customers and suppliers to provide the highest quality standards.
- Comply with our industry code of practice.
- Conduct our business in a fair and ethical manner.
- Train our staff in the needs and responsibilities of our Quality Management Systems.
- Review and revise our policy at planned intervals to comply with the requirements of the standard.
- Be committed to carrying out the requirements of our Quality Management System which meets the needs of our customers.

Kevin Royan

Managing Director



22nd June 2023

Environmental Statement

Elgin Truck and Van Centre Ltd will:

Minimise adverse effects of operational activities on the environment as far as practicable.

The objectives of the policy are:

- Operate an Environmental Management System accredited to BS EN ISO 14001:2015 standards.
- Set clear objectives within the Environmental Management System and periodically monitor and review.
- To comply with its legal obligations under the Environmental Protection Act, together with all other applicable statutory provisions and relevant codes of practice.
- To promote environmental awareness throughout the organisation.
- Dispose of waste in a safe and environmental manner where reasonable through SEPA certified waste disposal companies.
- To minimise the social impact of the company activities and avoid damage to the environment.
- Take environmental consideration into account when selecting our suppliers, fleet vehicles and equipment.
- To undertake environmental impact studies as part of any company relocation or enlargement of existing facilities.
- Ensure every employee understands and is responsible and accountable for incorporating environmental considerations in daily business activities.
- Everyone is responsible for the environmental aspects of the company and for reducing their impact.

Kevin Royan

Managing Director



22nd June 2023

Health and Safety Policy Statement

The management of the company recognises that the health, safety and welfare at work of all employees whether on the company premises or carrying out company business elsewhere, is primarily the management's responsibility; and that further, a duty of care extends to other persons while they are on company premises.

We will control and manage its activities to ensure risk to health, safety and welfare of our employees, customers and general public are identified and action taken to minimise or eliminate their effects.

The Company runs an Occupational Health & Safety Management System to BS EN ISO 45001:2018 standard.

THE MANAGEMENT RESPONSIBILITY INCLUDES:

- The provision and maintenance of plant and systems of work that (so far as is reasonably practicable) are safe and without risks to health.
- Arrangements for ensuring (so far as is reasonably practicable) safety and absence of risks to health in connection with the use, handling, storage, and transport of articles and substances.
- The provision of such information, instruction, training and supervision that is necessary to ensure (so far as is reasonably practicable) the health and safety at work of employees.
- The provision and maintenance (so far as is reasonably practicable) of a safe place of work, and proper access to that place of work.
- The provision and maintenance of a working environment that is (so far as is reasonably practicable) safe, without risks to health, and adequate as regards to facilities and arrangements for welfare at work. The employment of persons who are competent in the work for which they are engaged.
- Compliance with the statutory requirements for safety, health and welfare.
- Notwithstanding the former, it is recognised that all employees have a responsibility for their personal safety and also a duty of care to their fellow employees.
- Set clear Health and Safety Objectives and review periodically within the management system.

THE EMPLOYEES RESPONSIBILITY INCLUDES:

- The duty to comply with the safety instructions and directions laid down by the management.
- The duty to use properly the means and facilities provided for health and safety at work. The duty to refrain from the wilful misuse or interference with anything provided in the interests of health and safety and welfare, and any action that might endanger themselves or others.
- The duty of all employees in authority to ensure that the necessary safety precautions are taken and that the necessary safety instructions are given.

Kevin Royan

Managing Director



22nd June 2023