

Integrated Management System (IMS) Policy

Cosmos Office Supplies Limited has defined this IMS Policy and made it available to employees and other interested parties. The IMS Policy represents the framework for planning and improving the IMS and setting general and aspect-specific IMS objectives. The IMS Policy is appropriate to the Organisation's processes, products and services; is derived from the overall corporate policies, context and strategy and provides a framework for establishing and reviewing overall strategic objectives.

The IMS Policy is approved by top management and is displayed in the work/prominent areas of all working locations or otherwise effectively communicated to all staff and others affected by its activities. Periodically, top management reviews the policy for its continuing suitability, adequacy and effectiveness and this is updated and re-issued as required. The IMS Policy includes a commitment to satisfy all applicable requirements and continual improvement of all aspects of the IMS.

Cosmos Office Supplies Limited is committed to:

- The satisfaction of our customers in all respects by supplying high-quality products and services, complying to relevant and agreed standards, on time, and to defined criteria
- Fulfil our commitment through the involvement of all at Cosmos Office Supplies Limited and with continual improvement in our Integrated Management System (IMS)
- Identify, prevent, control, and minimise adverse impacts associated with our operational activities
- Comply with all applicable Integrated Management System (IMS) requirements and compliance obligations
- The protection of the environment, including the prevention of pollution
- Develop and maintain a highly motivated, trained, competent, and aware workforce for effective management of Integrated Management System issues and requirements
- Communicate our IMS commitment to clients, employees, and other interested parties
- Strive to continually improve our Integrated Management System performance keeping in view regulatory requirements, environmental requirements, community concerns and technological advancements
- Establish and maintain a suitable, safe and healthy work environment
- Comply with all applicable legal requirements
- Adopt the best practice of operations to prevent adverse consequences.

IMS Policy Sign Off

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Name:	Nic Toikka
Signature:	NToikka

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