

Quality, Health, Safety and Environmental Policy Statement

OT Group Ltd (OTG) Quality, Health, Safety and Environmental (QHSE) Policy statement covers all our operations within the UK and the Republic of Ireland. OTG Directors are committed to ensuring, so far as it is reasonably practical, the health and safety of all our employees as well as those not directly employed by us but who may be affected by the Company's operations (e.g. Contractors, visitors and members of the public).

OTG a wholesaler and a distributor of office products aims to lead its chosen sector of industry through excellence in Customer service. A key platform in meeting this vision is to provide industry-leading levels of service and we will operate the current ISO9001 and ISO14001 standards for both Quality and Environmental management systems across all sites to achieve this.

QHSE is to be stressed in everything we do in the Company, from initial sales enquiries and orders, to delivery and invoicing. It is a mandatory requirement that all personnel involved comply with applicable legislation, policies, systems and procedures. QHSE is afforded the same degree of attention as all other areas of our operations. Our vision is one of 'Zero Accidents' and 'Environmental Protection' in all aspects of its operations, in order to achieve this vision I believe in the following principles and commitments:

- Senior Managers will have the resources to improve and uphold standards in order for us to progress towards our vision of 'Zero Accidents' and "A Responsible approach to the Environment" and are expected to lead by example and demonstrate their commitment to QHSE matters at all times.
- We will ensure that we meet the needs and requirements of our customers and engage with interested parties including suppliers to continually improve the quality of the products and services we provide.
- All levels of Management and Supervision have accepted their duty towards QHSE as a prime responsibility and will ensure the involvement of all our employees in the task using their ideas and experience to achieve safe working practices and to ensure the highest possible level of health and safety.
- We will ensure that arrangements exist for identifying, eliminating, minimising and controlling health, safety and environmental hazards, such as the conservation of energy and the prevention of pollution.
- We will provide such training and education as is necessary to establish healthy and safe working attitudes and practices. Along with conservation of natural resources used in our operations, particularly in the use of packaging. Where reasonably practicable we will consider sustainable alternatives for all business processes
- Compliance with the law and the requirements of our Management systems is a minimum. Our standards whether they relate to behaviour, processes or plant and equipment will meet these requirements first but will extend to a point where we meet our vision of 'Zero Accidents' and "A Responsible approach to the Environment"
- Strive to continually improve and enhance its performance by monitoring and measuring and setting objectives and targets, which are continually reviewed to ensure they are understood, acted upon and met. Objectives shall be established and reviewed by the Company Secretary at Management Review Meetings or at any stage with reference to the Group Quality and Environmental Systems Manager or Health and Safety Manager.
- Efficient management of fleet vehicles to reduce or control, wherever possible, vehicle emissions. Emissions from solvents, dust and noise produced by our processes will be reduced as low as is reasonably practicable.

It is a legal requirement for all our employees to be responsible for taking care of themselves and other persons who may be affected by their acts or omissions at work. We have a zero tolerance policy in relation to employees neglecting their QHSE obligation.

This Policy will be reviewed on a periodic basis and was endorsed by me, Pippa Maynard, the Company Secretary for OTG.

Pippa Maynard, Company Secretary
2nd March 2021