



Test Valley Limited
Protega Global Limited
CargoWise Solutions Limited
Nadder Holdings Ltd
Policies 2022

This document describes:

- 1) Policies for Nadder Holdings Ltd, Test Valley Ltd, Protega Global Ltd and CargoWise Solutions Ltd.

Next Review Due: Jan 2023

This document is version controlled.

These policies will be periodically reviewed and amended - please ensure that you are using the latest version (confirm with the Quality Team).

Version Control and Amendment History

Version Number	V1.0
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Amendment History	<p>V0.1 Draft versions of 2021 Policies for Test Valley Ltd, Protega Global Ltd and Cargowise Solutions Ltd (drafted 2020)</p> <p>V1.0 Live version from draft V0.1</p> <p>V1.1 Draft amendments to Quality Policies and Environmental Policies for Test Valley Ltd, Protega Global Ltd and Cargowise Solutions Ltd (2022)</p> <p>V1.2 Draft amendments to Quality policy and distribution list</p> <p>V1.5 Live version from amendments V1.2</p>

Approval History

This document has been electronically approved by:

Name	Role	Version and Approval Date
Jerry Steedman	Managing Director	V1.5 approved 17/03/2022

Distribution History

This document has been distributed electronically to:

Name	Role	Version and Distribution Date
Ian Steedman	Legal & Finance Director	V1.5 distributed 17/03/2022
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Greg Ball	Operations Manager	V1.5 distributed 17/03/2022
Ruth Lowe	Internal Sales Manager	V1.5 distributed 17/03/2022
Russell East	CargoWise Manager	V1.5 distributed 17/03/2022
Tara Sheridan	HSEQ Manager	V1.5 distributed 17/03/2022

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1. Quality Policy

Introduction

This Quality Policy is designed to support the company's mission: to provide our customers with a service that is unsurpassed and to foster a culture of continuous improvement.

The overall aim of the policy is to ensure consistent, high quality in every part of our business, including our products and services. Supporting this aim, the company operates a Quality Management in accordance with ISO9001.2015. It is the responsibility of all employees to identify and report incidents of Quality Policy non-conformance, and ideas for improvement.

Policy

We at Test Valley Ltd, Protega Global Ltd and Cargowise Solutions Ltd:

- Embed the company's Mission, Vision and Values within our organisation
- Set annual quality objectives and measure our performance against them.
- Ensure consistent, high quality in every part of our business, including our Quality Management System, and products and services
- Are committed to satisfying customer requirements, delivering on time, in full, with zero defects.
- Engage with our staff to ensure they have the relevant training and skills in order to fulfil their role.
- Continuously improve our supplier onboarding process
- Are committed to continually improving our Quality Management System

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Approved by: **Managing Director**

2. Environmental Policy

Introduction

The overall aim of our Environmental Policy is to minimise the impact of our business activities on the environment. Supporting this aim, the company operates an Environmental Management system in accordance with ISO14001:2015. It is the responsibility of all employees to identify and report incidents of Environmental Policy non-conformance, and ideas for improvement.

Policy

We at Test Valley Ltd, Protega Global Ltd and Cargowise Solutions Ltd:

- Are committed to the protection of the environment, including the prevention of pollution
- Set annual environmental objectives and measure our performance against them
- Minimise our consumption of natural resources
- Minimise polluting vehicle emissions arising from our business activities
- Prevent environmental contamination arising from our business activities
- Further improve the environmental sustainability of our product range
- Maintain the company's environmental management system to meet the requirements of ISO14001:2015
- Comply with all applicable environmental legislation and regulations
- Fulfil our environmental compliance obligations
- Ensure all staff receive role-appropriate environmental training
- Ensure our Environmental Policy is available to interested parties
- Are committed to continually improving our Environmental Management System
- Are committed to promoting the environmentally appropriate, socially beneficial and economically viable management of the world's forests
- Are committed, wherever possible and practicable, to transitioning all of our paper-based products to FSC-certified sources, and maintaining the company's FSC certification.

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Approved by: **Managing Director**



3. Ethical Policy

Introduction

The overall aim of our Ethical Policy is to ensure that our business operates in an ethical manner. Supporting this aim, the company subscribes to the SEDEX Code of Practice. It is the responsibility of all employees to identify and report incidents of Ethical Policy non-conformance, and ideas for improvement.

Policy

We at Test Valley Ltd, Protega Global Ltd and Cargowise Solutions Ltd:

- Ensure our business activities are ethical
- Endeavour to maintain an ethical supply chain
- Prohibit bribery, corruption and fraudulent business practice
- Subscribe to the SEDEX Code of Practice
- Comply with all applicable ethical legislation and regulations
- Ensure all staff receive role-appropriate ethical training
- Ensure our Ethical Policy is available to interested parties

Date Approved: 17/03/2022

Approved by: **Managing Director**



4. Privacy Policy

Introduction

The overall aim of our Privacy Policy is to ensure that our customers and sales prospects, suppliers, staff and agency workers, and members of the public can have confidence that Nadder Holdings Ltd, Test Valley Ltd, Protega Global Ltd and Cargowise Solutions Ltd respect individual's right to privacy. It is the responsibility of all employees to identify and report incidents of Privacy Policy non-conformance, and ideas for improvement.

Policy

We at Nadder Holdings Ltd, Test Valley Ltd, Protega Global Ltd and Cargowise Solutions Ltd:

- Publish a detailed Privacy Policy Notice that explains the types of personal data that we collect and process, the business processes that this personal data is used for, and provides individuals with information regarding their rights under GDPR.
- Comply with all applicable Privacy legislation and regulations, including GDPR
- Ensure all staff receive role-appropriate Privacy training
- Ensure our Privacy Policy is available to interested parties

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5. Health & Safety Policy

Introduction

The overall aim of our Health & Safety Policy is to ensure, as far as is reasonably practicable, the health and safety of all employees working for the company, and other persons who may be affected by our business activities. This policy is in accordance with Section 2 of the Health and Safety etc. Act 1974. It is the responsibility of all employees to identify and report incidents of Health & Safety Policy non-conformance, and ideas for improvement.

Policy

We at Test Valley Ltd, Protega Global Ltd and Cargowise Solutions Ltd:

- Measure, maintain and revise where necessary, an annual Health & Safety plan
- Systematically identify and address Health & Safety risks and hazards
- Comply with all applicable Health & Safety legislation and regulations
- Ensure all staff receive role-appropriate Health & Safety training
- Ensure our Health & Safety Policy is available to interested parties

Date Approved: 17/03/2022
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6. Social Responsibility Policy

Introduction

The overall aim of our Social Responsibility Policy is to ensure that we conduct our business in a manner that protects the welfare and interests of society. Supporting this aim, the company subscribes to the SEDEX Code of Practice. It is the responsibility of all employees to identify and report incidents of Social Responsibility Policy non-conformance, and ideas for improvement.

Policy

We at Test Valley Ltd, Protega Global Ltd and Cargowise Solutions Ltd:

- Ensure our business activities are socially responsible
- Endeavour to maintain a socially responsible supply chain
- Subscribe to the SEDEX Code of Practice
- Operate in accordance with the ethics of the Modern Slavery Act 2015
- Only supply products that are “DRC Conflict-Free” i.e. products that do not contain conflict minerals or require them for their production or functionality
- Do not employ child workers, although we do occasionally offer work experience to young people under sixteen years of age
- Ensure that we do not discriminate on any basis, or in any circumstance, including recruitment, pay and benefits, training, promotion, termination or retirement
- Prohibit all forms of abuse and harassment
- Comply with all applicable social responsibility legislation and regulations
- Ensure all staff receive role-appropriate social responsibility training
- Ensure our Social Responsibility Policy is available to interested parties

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