

inemmo
Maximizing Leadership Potential



2014

QUALITY & ENVIRONMENTAL POLICY

ABOUT INEMMO

inemmo helps client organisations build and expand their leadership capabilities by creating and implementing leadership development strategies and programmes, that are aligned with company goals, and contribute to the success of the organisation.

inemmo delivers excellence in our services and solutions that ensure customer value and contribute to their success. We strive to be recognised by our employees, associates and community as a responsible organisation that conducts our business in a manner that conserves the environment and minimises pollution. Our commitment to quality and the environment is reflected through programmes focused on continual improvement and reasonable compliance with: applicable regulations, industry standards and best practices, contractual requirements and corporate initiatives. Planned, integrated and consistent efforts involving every element of our organisation; create these results. We actively consider the environmental impacts and potential impacts when making decisions and work to minimise our footprint on the environment.

QUALITY POLICY

inemmo aims to achieve a high level of customer satisfaction at all times. Commitment to the implementation of supporting managerial and business operational systems is essential to realising that goal.

inemmo believes in the concept of client and supplier working together in pursuing this policy and in continually striving for improvements in service quality.

The quality policy is based on 3 fundamental principles

1. Ensuring that we fully identify and conform to the needs of our customers
2. Looking at our service provision processes, and identifying the potential for errors and taking the necessary action to eliminate them
3. Everyone understanding how to do their job and doing it right first time

To ensure that the policy is successfully implemented, staff will be responsible for identifying customer requirements, and ensuring that the correct procedures are followed to meet those requirements.

Objectives needed to ensure that the requirements of this policy are met and that continual improvement is maintained in line with the spirit of the policy, will be set, determined and monitored at Management Review.

The quality policy principles and objectives will be communicated and available to staff and associates at all times. Training will be an integral part of the strategy to achieve the objectives.

Within this Policy we are committed to operating our Company under the disciplines and control of a Quality Management System conforming to the International Standard ISO 9001:2000, planned and developed jointly with our other management functions.

We are all committed to operating continuously to this standard and we will maintain the necessary Quality Approvals consistent with our customer requirements.

Our Company will constantly review and improve on our services to ensure tasks are completed in the most cost effective and timely manner for the benefit of all our customers.

ENVIRONMENTAL POLICY

inemmo accepts responsibility for the harmful effects its operations have on both the local and global environment and is committed to reducing them thereby minimising the impact of its activities on the environment.

The key points of its strategy to achieve this are:

- Minimise waste by evaluating operations and ensuring they are as efficient as possible
- Actively promote recycling both internally and amongst its customers and suppliers
- Meet all environmental legislation that relates to the Company
- Operate a travel policy that takes account of environmental issues as far as reasonably practical and encourages where possible the use of feasible alternative means of transport
- Participate in local initiatives to improve the quality of the environment
- As far as possible purchase products and services that do the least damage to the environment and encourage others to do the same.
- Use raw materials in a manner that reduces waste
- Operate the Business in an environmentally sensitive manner

Promoting Awareness

We will inform and motivate all our staff and encourage them to play an active role in inemmo's commitment to its environmental and quality policies. Training programmes for staff will raise awareness of quality and environmental issues and enlist their support in improving the Company's performance.

Signed:



(for and on behalf of inemmo)

Name and position: Atiya Sheikh - Director

Date: 11th January 2014