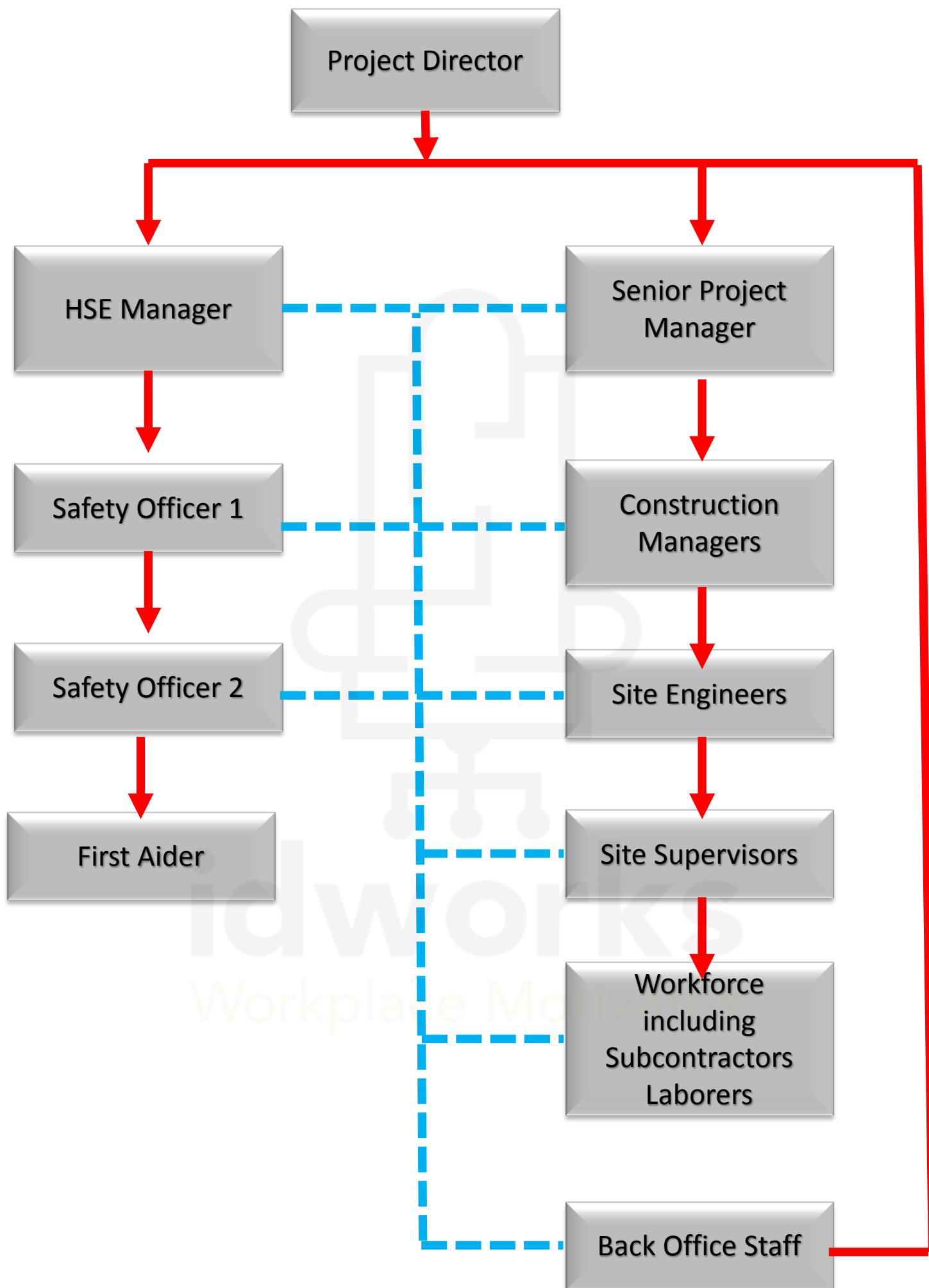
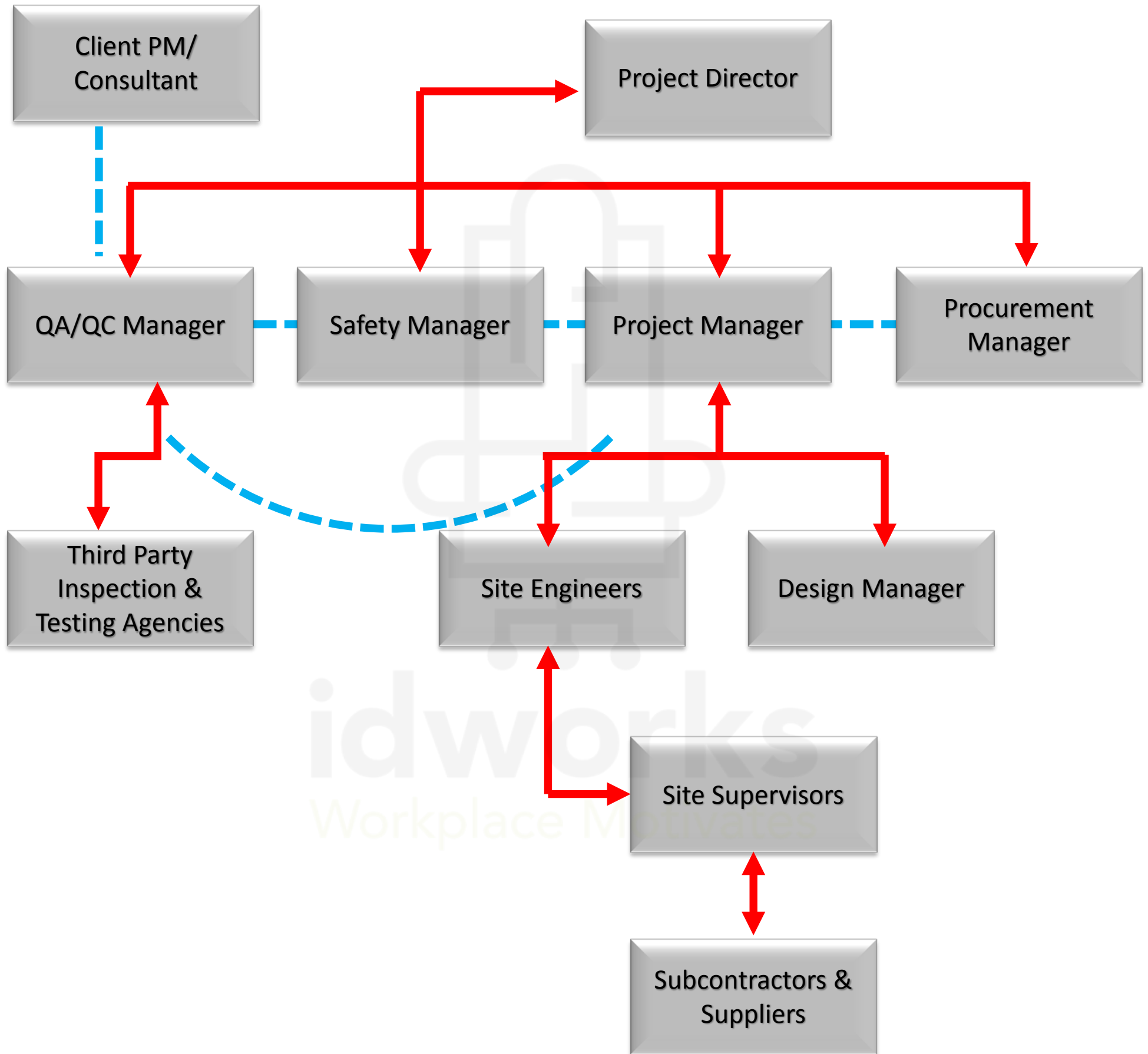


IDWORKS SAFETY ORGANIZATIONAL STRUCTURE



- Functional Reporting/Communication
- Operational Reporting

PROJECT QUALITY CONTROL ORGANIZATIONAL CHART



- Functional Reporting/Communication
- Operational Reporting

IDWORKS ENVIRONMENT MANAGEMENT POLICY

IDWORKS INTERIORS believes that it is in the best interests of its employees, sub-contractors, suppliers, service providers, visitors to sites, clients, and the general public that it exercises control over its environmental aspects and impacts. The Company is committed to:

(a) Understanding and meeting in full the standards imposed through environmental legislation by establishing an Environmental Management System accredited to BS EN ISO 14001: 2015 Environmental Management System.

(b) Reviewing, annually, the Environmental Management System including the policies, objectives and targets at Management Review Meetings to achieve measured continual improvement.

(c) Working within the framework of environmental procedures and the setting of policies, objectives and targets, which will be documented, implemented and available to all interested parties including the public.

(d) Preventing pollution by the identification of environmental risks and setting environmental performance standards commensurate with best practice.

(e) Advise and encourage clients, designers, sub-contractors and suppliers to ensure that sound environmental performance and criteria are taken into account in the design, selection and construction of new sites and the demolition of old.

(f) Communication of the Company's commitment to the reduction of its environmental impacts illustrated within its policies by provision of instruction and training at all levels within the company to encourage, motivate and implement Environmental Best Practice.

IDWORKS INTERIORS will take a proactive and responsible approach to all environmental issues. The company is committed to achieving high operational and environmental management standards on behalf of its clients. To achieve the necessary high standards of environmental awareness, the following steps will be taken:

- The company will encourage greater awareness and understanding and effective management of environmental issues by staff training and example.
- The company will work to enhance the quality of the environment by encouraging its employees to use current knowledge and experience to anticipate environmental problems that could arise from their professional activities.
- The company will promote training and continuing professional development of its employees in the environmental field to improve their knowledge and understanding of environmental matters and increase their awareness of their role in enhancing their environment.

The following steps will be taken with regard to specific environmental issues:

Waste Management and Minimization

- The company will review the way in which materials are designed, procured and supplied so that the amount of waste generated on construction sites can be minimized, where possible.
- Where practicable, consideration will be given to material re-use, recycling or recovery before disposal options are explored.

Facilities will be made available for waste sorting and recycling within company offices and on construction sites.

Sustainable use of Resources

The company will maximize the use of local and sustainable materials, where possible.

- Consideration will be given to the life span of all construction materials, used, new and recycled and the ease with which they could be disposed of or used again once the structure reaches the end of its life.
- The company will work towards improving material resource efficiency, by promoting the economic use of construction materials and methods so that waste is minimized.
- The company will encourage the sustainable use and management of water resources through incorporation of water efficiency measures and the use of sustainable urban drainage systems, where appropriate.

Energy Conservation

The company where possible encourage the use of sustainable energy resources and seek opportunities to improve energy efficiency.

Environmental Compliance

- The company will comply with their statutory and environmental obligations and in all instances will act in a professional and diligent manner.
- The company will ensure, where practicable, that business partners and sub-contractors have appropriate environmental policies and take steps to implement them.

The overall objective of the Environmental Policy is to promote a company culture which actively commits resources to the management of environmental issues at a corporate and individual level and demonstrate a high standard of commitment to the environment and environmental issues.

QUALITY PROCEDURES

IDWORKS Interiors Quality Management procedures follows QMS ISO 9001 requirement. Every ISO standard has got its own specific requirement to proof conformity to the international standard. Mentioned below are the Six Mandatory Procedures as required by QMS ISO 9001

- 1) Control of Documents
- 2) Control of Records
- 3) Internal Audit
- 4) Corrective Action
- 5) Preventive Action
- 6) Control of Non Conforming Products

Please refer Appendix 3.1.1 Project Quality Plan 7.0 Quality Management System for the procedures.

