



**EAST COAST POLY SERVICES PTY LTD**  
**ABN: 17 160 421 956**

## QUALITY POLICY

**East Coast Poly Services** is committed to providing client satisfaction by providing quality products and services to an assured level.

**East Coast Poly Services** will ensure:

- Ensure all workers understand their responsibilities in relation to the effects of alcohol, medication and other drugs in the workplace;
- Provide workers with access to employee assistance programs;
- Create a safe and healthy workplace that is free from the hazards associated with alcohol and other drugs including smoking.

**East Coast Poly Services Management** is committed to:

- Monitoring the compliance with this policy;
- Ensuring Quality procedures are in place and communicated to the workforce;
- Identifying and managing quality issues and take action to rectify the situation

**East Coast Poly Services Workers** are committed to:

- Presenting to work free from the influence of drugs and/ or alcohol;
- Adhering to East Coast Poly Services Drug and Alcohol policy and procedure;
- If required, comply with East Coast Poly Services clients site specific Drug and Alcohol policy;
- Declaring to the company when taking prescription medication prior to commencing work;
- Reporting suspected breaches of this policy to management;
- Smoking in designated smoking areas only.

**East Coast Poly Services** will actively monitor and review our organisation's performance to ensure that we succeed in meeting our Quality objectives.

**East Coast Poly Services** Quality Policy shall be reviewed periodically in accordance with Company consultation and communication processes.

APPROVED BY:

Jason Tarr  
Director  
Date: 24 September 2014

Adam Watts  
Director  
Date: 24 September 2014

All employees are responsible for the quality and reliability of our products and services. Adherence to ECP company procedures will ensure the quality goals are achieved.