

LAST MILE INFRASTRUCTURE GROUP LIMITED POLICY DOCUMENT: QUALITY POLICY

DOCUMENT STATUS

This is a controlled document. Whilst this document may be printed, the electronic version posted on the intranet is the controlled copy. Any printed copies of this document are not controlled.

As a controlled document, this document should not be saved onto local or network drives but should always be accessed from the intranet.

1. GENERAL

1.1. Last Mile Infrastructure Group Limited (“Company”) design and build electricity, gas and water utility infrastructure at residential and commercial property sites. The Company is fully licensed to own and operate the gas, electricity and water networks it installs.

2. POLICY STATEMENT

It is the Company's Policy to maintain and continually improve a documented and independently accredited Quality Management System complies with the requirements of BS EN ISO 9001:2015. In order to achieve this the Company is committed to:

- 2.1. Delivering safely, on time, to budget and demonstrating a high standard of skill and care in everything that we do whilst ensuring always that due and appropriate consideration is given to the needs and concerns of our various stakeholders.
- 2.2. Setting an example of leadership in quality management by promoting a culture of continuous improvement, reviewing business risks and opportunities, understanding the needs of our customers and suppliers, listening to and acting upon their feedback, reviewing and improving our systems and processes and encouraging open communication and knowledge sharing between stakeholders, so far as it is reasonably practicable to do so.
- 2.3. Compliance with all Legislation, approved Codes of Practice and industry recognised guidelines. Setting and reviewing at Board level in conjunction with the Company’s professional quality advisers, performance objectives and targets, customer complaints and audit programmes to facilitate continual improvement.
- 2.4. Consulting with staff and providing appropriate information, instruction and training to ensure all staff and contractors are aware of and perform their duties in a way that supports this Policy. Undertaking an ongoing programme of continuous assessment and ensuring that enough resource is allocated as required for the implementation of this Policy.
- 2.5. Communicating this Policy to staff, contractors, customers, the general public and other interested parties.

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3. SCOPE

3.1. The Company and all related subsidiary undertakings are within the scope of this document. We expect the same high standards from all our contractors, suppliers and other business partners.

4. DEFINITIONS

4.1. Unless a contrary intention is evident, or the context requires otherwise, words or expressions contained in this document shall have the same meaning as set out in the Articles of Association of the Company and the following defined terms shall have the specific meanings given to them below:

Board	means the Chairperson, Executive Directors and Non-executive Directors of the Company
Chairperson	means a Member of the Board who is appointed pursuant to article 11 of the Company’s Articles of Association.
Chief Executive Officer	means a Member of the Board who is appointed pursuant to article 20.1 of the Company’s Articles of Association and so designated.
Company	means Last Mile Infrastructure Group Limited.
Committee	means a committee appointed by the Board, which reports to the Board.
Company Secretary	means the person who is appointed pursuant to article 72 of the Company’s Articles of Association.
Employee	means a person paid via the payroll of the Company, or for whom the Company has responsibility for making payroll arrangements, but excluding Non-executive Directors.
Executive Director	means a Member of the Board who is appointed pursuant to article 20.1 of the Company’s Articles of Association.
Non-executive Director	means a Member of the Board who is appointed pursuant to article 20.2 of the Company’s Articles of Association.
Policy	means this policy document.

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5. ROLES AND RESPONSIBILITIES

- 5.1. The Board has overall responsibility for maintaining the corporate governance framework of the Company, including this document.
- 5.2. The Company Secretary has responsibility for:
 - 5.2.1. Publicising the existence of the corporate governance framework and all associated controlled documents;
 - 5.2.2. Ensuring all corporate governance framework documents, policy documents and Committee terms of reference are published on the intranet;
 - 5.2.3. Maintaining a register of all corporate governance framework documents, policy documents and Committee terms of reference;
 - 5.2.4. Ensuring all corporate governance framework documents, policy documents and Committee terms of reference are reviewed no later than their agreed review date.

6. DISTRIBUTION AND IMPLEMENTATION

6.1. Distribution Plan

- 6.1.1. This document will be made available on the Company intranet and internet site.
- 6.1.2. A global communication will be issued to all Employees notifying them of the release of this document.

6.2. Training Plan

- 6.2.1. A training needs analysis will be undertaken with Employees affected by this document.
- 6.2.2. Based on the findings of that analysis appropriate training will be provided as necessary.

7. MONITORING

7.1. Compliance

- 7.1.1. Compliance with this document will be monitored by the Risk and Compliance Committee.
- 7.1.2. This policy will be reviewed annually.

8. ASSOCIATED DOCUMENTATION

- 8.1. Not applicable.

9. REFERENCES

- 9.1. None.

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APPENDIX 1 VERSION CONTROL TRACKER

Version	Date	Author Job Title	Status	Comments
V00.01	28/11/2018	Chief Executive Officer	Draft	First draft for comment
V00.02	21/01/2019	Chief Executive Officer	Draft	Second draft for comment
V00.03	28/01/2019	Chief Executive Officer	Draft	Comments from SM/JR
V01.01	05/02/2019	Chief Executive Officer	Final	Final version agreed
V01.02	02/10/2019	Chief Operating Officer	Draft	Rebrand draft for comment
V02.02	11/10/2019	Chief Executive Officer	Final	Rebrand final version agreed
V03.01	09/09/2020	Risk and Compliance Advisor	Draft	Revised draft for comment
V03.01	01/10/2020	Chief Operating Officer	Final	Final Version Agreed

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