



Quality Control Procedure (QCP)

Company Policy

Approval and review date

The master copy of this document is controlled electronically within HTSL's quality management system together with the approval record and review date.

Scope

This document defines company policy for High Technology Sources Limited.

Note this policy is for information only and does not form part of the employment contract. The Company reserves the right to amend or withdraw this policy at any time to reflect changes in Company practice, or prevailing legislation.

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1. General

All HTSL staff are expected to understand and comply with the policies contained in sections 2 to 8 of this document.

James Fisher and Sons plc publish a large number of other policies that can be referred to as required via the James Fisher and Sons intranet system (Compass). All HTSL staff are given access to the Compass system. Policies relevant to HTSL include:

- Disciplinary
- Grievance
- Whistleblowing
- Group UK Employee Handbook
- Adverse Weather
- Annual Leave
- Performance Management
- Group homeworking
- Flexible Working
- Attendance Management
- Drugs and Alcohol
- Flexible Working
- Maternity
- Parental Leave
- Paternity Leave
- Sickness Absence
- Group Expenses Framework
- Business Travel
- Company Car
- Data Protection

2. Quality

HTSL is committed to promoting the safe use of radiation sources in industry, medicine and research by providing its customers with products and services that meet their requirements. HTSL seeks to continually improve the quality of these products and services through the application and development of its quality management system. Specifically HTSL strives to:

- To provide customers with expert advice to ensure they choose products appropriate for their application.
- To ensure customers are aware of how to use the products safely and in compliance with regulations.
- To ensure customers are aware of how to return sources in compliance with regulations.
- To provide information on products, prices and deliveries in a timely manner so customers never need to request the same thing twice.
- To ensure that customers are notified in advance of all deliveries and collections of radioactive materials and that delivery is made to the correct location or department on site in accordance with the customer's requirements.
- To ensure that all equipment serviced by HTSL is safe and fit for purpose.
- To ensure that all containers and projectors loaded by HTSL are safe and fit for purpose.

3. Health, Safety and Environmental Management

The objective of this policy is to ensure the health and safety of HTSL's employees, visitors, suppliers, customers and neighbours and to minimise the environmental impact of HTSL's operations.

All employees have a responsibility to look after the health and safety of themselves, other employees, visitors, suppliers, neighbours and customers. All employees also have a responsibility to look after the environment and to minimise the impact on the environment of anything they do.

HTSL is committed to:

- Complying with all relevant health, safety and environmental legislation.
- Continuously improving the health, safety and welfare of anyone affected by our activities.
- Minimising the number and consequences of accidents.
- Preventing pollution and minimising waste.
- Application to the ALARA principle regarding exposure to ionising radiation.
- Systematically identifying risks from our activities.
- Controlling risks by providing adequate resources, equipment, training, written procedures and supervision.
- Continually reducing the direct adverse environmental effects of our activities.

4. Diversity

See Group Diversity Policy approved by the James Fisher and Sons plc board. This policy can be accessed via the Compass system.

5. Anti-Bribery and Corruption

See Anti-Bribery and Corruption Policy approved by the James Fisher and Sons plc board. This policy can be accessed via the Compass system.

6. Code of Ethics

See Code of Ethics Policy approved by the James Fisher and Sons plc board. This policy can be accessed via the Compass system.

7. Slavery and Human Trafficking

See Slavery and Human Trafficking Policy approved by the James Fisher and Sons plc board. This policy can be accessed via the Compass system.

8. IT.

The objective of this policy is to ensure that HTSL is able to maintain an efficient, reliable and secure IT system that is suitable for its business needs.

It is the responsibility of all employees to ensure that they adhere to this policy. Failure to comply with the policy may result in formal disciplinary procedures being instigated.

It is the responsibility of the Directors to ensure that the IT system is up to date and properly maintained.

Access to the system must be protected by a password that is at least 8 digits and contains at least one letter, one number, one capital letter and one special character. Passwords must be changed at least every three months. Passwords may only be shared with the approval of a director. Passwords must not be recorded in complete form and all reasonable steps must be taken to keep them secret.

No data may be downloaded from the system onto a CD-ROM, USB memory stick or other storage device without the approval of a director.

No third party devices such as laptops or other equipment may be connected to the company network without approval from a director.

The use of e-mail is primarily for business purposes however employees are allowed limited personal use. E-mail must not be used for communications that could be potentially damaging to the company if those messages became public. These include any message with copyrighted or confidential material, defamatory, abusive, sexist or racist content even if written in jest. Personal e-mails must also adhere to this policy. The use of any web based e-mail such as Hotmail is prohibited. The Company employs antivirus software however employees must remain vigilant and not open any attachments to e-mails they are uncertain of.

Any attempt to bypass the Company antivirus and e-mail security system will be regarded as a serious disciplinary issue by the Company.

The internet is to be used primarily for work purposes although limited personal access to reliable web sites is allowed. Downloads of movies, video, music, audio clips and the streaming of audio/video is not permitted. The internet must not be used for personal business ventures or for accessing or hosting dubious, obscene, illegal, political, pornographic internet sites. Staff are advised to check with a director if they are in any doubt as accessing such sites will be regarded as a serious issue by the company. The use of social networking sites and chat rooms (Facebook, Twitter, MSN etc) is not permitted. Extreme caution should be taken when downloading files from the internet. No form of executable program should be downloaded to a work PC without the approval of a director.

Approved IT contractors may be given external access to the system. This access will be authorised by a director on each occasion it is required. Certain users may be allowed remote access via a secure VPN link. Access will be restricted to specified PC's only. Company data will not be stored on any mobile IT equipment such as laptops.

No software may be downloaded onto the company network without approval from a director. It is strictly prohibited to run any software not installed by the Company such as games/joke programs or utilities brought from home. No software on the company system can be copied without the approval of a director.

9. CCTV.

This policy covers the use of closed circuit television (CCTV) to comply with the data protection act 2018. CCTV is used within HTSL for the purposes of crime prevention. HTSL has registered its use of CCTV with the Information Commissioner's Office (ICO). There are CCTV cameras located in the warehouse and on the outside of the building covering the entrances. A monitor displaying images from these cameras is located in the upstairs office. Signs are posted on the outside of the facility and at the internal entrance to the warehouse warning people that CCTV images are being recorded. Images are retained for 40 days. Images may not be retrieved from the system without the permission of the Director or Compliance Manager. Anyone who believes the cameras may have recorded an image of them may apply in writing to the Director to view the images. Images will only be reviewed if there is evidence of criminal behaviour or if a request has been received by anyone who believes the cameras may have recorded an image of them.