



PRIDE Integrated Management System Policy

Pride Principles

The PRIDE system of governance has been developed in line with our 5 core principles:

- Progressive.** *Watching global political, economic, social, technological, legal & environmental developments and acting accordingly.*
- Responsible.** *Ensuring that our impact on society and the environment is as positive as possible.*
- Independent.** *Working within ethical boundaries to ensure that our reports are accurate, impartial and honest.*
- Dedicated.** *Committed to making things better for our clients and their stakeholders, responding quickly to their queries and needs.*
- Expert.** *Knowledgeable and experienced in each industry and discipline we work in, while identifying new technologies and potential threats.*

Risk Management Programme

The PRIDE system takes a risk-based approach to the governance of our company, and a risk management framework has been designed based on the international principles of ISO 31000; including a defined methodology and tolerable level of risk.

The risk assessment incorporates threats to quality, the environment, health & safety and information security; and applies relevant controls in proportion to the risk.

The risk management programme is reviewed on a regular basis by the board and the internal risk 'owners' to ensure that progress is made without delay.

Objectives

A programme of measurable objectives is maintained based on:

- the results of the risk management programme and
 - the current corporate strategy of the board
- to drive improvement and growth within the company.

Quality Management

Through our documented operating procedures and our annual Journey Client Feedback project, the PRIDE system includes objectives for continual improvement of our products and services.

The Environment

Our risk management programme includes an assessment of our aspects and impacts on the environment, from which we have identified actions that can minimize our impact and improve efficiency.

Health & Safety

Protecting our employees, customers and the public is our top priority, and through the risk management programme and other stakeholder engagement, our objectives ensure that we do not cause harm whilst operating our business.

Information Security

The PRIDE System aims to ensure the confidentiality, integrity and availability of all information that we store, handle or process and we try to continually improve the IT and physical controls we have in place.



Communication & Awareness

To facilitate the success of our PRIDE principles & objectives, we undertake to train, communicate and generally make people aware of our PRIDE system. We believe this should extend to employees, customers, suppliers and any other interested party.

All employees complete awareness training as part of their induction in to the company, as well as being issued the company handbook that contains policies and procedures to support the PRIDE system.

A monthly PRIDE email newsletter is sent to all employees, which provides an update of our governance activities.

For Customers we undertake an annual feedback survey called *the journey project* where we invite customers to participate and publically publish the results - <http://www.assent1.com/about-us/journey/>

Contractors who work on our behalf agree to the contents of our Consultant's and IT handbooks which contain policies for the effective operation of the PRIDE system.

Suppliers who have a significant impact in one of the four governance areas (*Quality, Environment, Health & Safety and Information Security*) are required to complete due diligence that includes a commitment to comply with this and other relevant policies.

Any interested party can access our PRIDE web page that contains this policy, and other information about our PRIDE System – <http://www.assent1.com/about-us/pride/>

Legal, Contractual & Other Requirements

As a responsible company we are committed to complying with all relevant legislation, contracts and any other requirements we have subscribed to; including trade bodies and codes of conduct.

We manage these requirements through our legal register, which is updated using our Risk Briefing service. On a monthly basis, all employees receive a Legal Update email – www.riskbriefing.co.uk.

Continual Improvement

We are committed to the continued review and improvement of the PRIDE System in order to manage risks, ensure continued compliance with contractual, legal and other requirements, and to grow the company in a sustainable, responsible way.

Fully Supported

This policy and the entire PRIDE system is fully endorsed by the company's board, and appears as a standing agenda item at every board meeting.

Signed:

Dated:

29/06/15

29/06/15

29/06/15

Peter Clements
Chairman

Robert Clements
CEO

Susan Clements
COO

Associate Enterprises Ltd
t/a Assent, Aspire, Able