

1.1 POLICIES AND OBJECTIVES

1.1.1 QUALITY POLICY

Easy Payroll Global is dedicated to the quality policy that will ensure that its products and services fully meet the requirements of its clients. The goal of the company is to achieve a high level of client satisfaction at all times.

The quality policy is based on 3 fundamental principles:

1. Ensuring that we fully identify and conform to the agreed requirements of our clients as per our contractual obligations;
2. Looking at our service provision processes, identifying the potential for errors and taking the necessary action to eliminate them;
3. Everyone understanding of how to do our job and doing it right first time.

We are also committed to the following:

- Complying with the requirements of ISO9001:2015, all statutory requirements, codes of practice and Easy Payroll Global Standard Operating Procedures (SOPs);
- Continuous improvement of the quality management system.

To ensure that the policy is successfully implemented:

- Staff will be responsible for identifying client requirements, and ensuring that the correct procedures are followed to meet those requirements
- Consultation will take place with employees and other stakeholders to improve the effectiveness of the quality, safety and environmental management system and reviewing the quality, safety and environmental management system at least annually.
 - The Quality Policy shall also be reviewed annually prior to our annual Internal Audit;
- Ensuring quality management principles are included in all organisational planning activities i.e. Group Management Meetings, Management Review Meetings, induction training and ongoing education and training to all of our employees;
- Ensuring that all staff are trained and competent in the tasks they perform;
- Clearly understand the current and future needs and expectations of our clients and stakeholders;
- Establishing objectives that are realistic, achievable and measurable then reviewing performance against objectives at least monthly in the quarterly Group Management Meeting. Objectives are to be varied at the discretion of the management team to ensure the desired results are being achieved;
- Making the Quality Policy available to our clients and all interested parties as required.

1.1.2 WHS POLICY

The aim of this Work, Health and Safety Policy is to ensure the health, safety and welfare of ALL persons either employed within the Easy Payroll Global organisation (internally or externally) or visiting the organisation and the elimination of work-related injury and illness.

The WHS Policy is based on the following principles:

- All staff should expect a healthy, safe and compliant working environment;
- Work methods should be safe and efficient;
- Our workforce should be competent and well trained;

To ensure that the policy is successfully implemented, every manager is committed to:

- Establishing objectives that are realistic, achievable and measurable then reviewing performance against objectives at least quarterly in the Group Management Meeting.
 - Objectives are to be varied at the discretion of the management team to ensure the desired results are being achieved;
- Continuous improvement of the safety management system.
- Understand and comply with the relevant WHS legislation and keep up to date with changes and developments by way of training;
- Identify and reduce the risk of all types of work related events that may produce injury or illness;
- Promote the good health and welfare of employees;
- Provide information, instruction and training of employees in safe work practices and increase awareness of work place hazards;
- The WHS Policy will be reviewed at least annually prior to our certification audit;
- The Directors of Easy Payroll Global are fully aware, supportive and involved with the WHS framework of the Easy Payroll Global organisation.

Easy Payroll Global is committed to the rehabilitation of all our employees who may be injured or contract diseases out of or in the course of their employment with us.

Easy Payroll Global is committed to encouraging consultation and cooperation between management and employees, and will formally involve staff in any workplace change or any matters that may affect the health and safety of Easy Payroll Global workers, contractors, clients and visitors.

1.1.3 ENVIRONMENTAL POLICY

Easy Payroll Global is committed to being an environmentally responsible company, through the management at all levels, to implement, maintain and continually improve environmental control systems to avoid, pollution of land, water and air.

The company is committed to maintaining certifications of its environmental management system to the requirements of ISO14001:2015, all relevant environmental legislation, Australian standards and contractual requirements of our clients.

To ensure successful implementation of the Environmental Policy our specific strategies will include:

- Establishing objectives that are realistic, achievable and measurable then reviewing performance against objectives at least quarterly in the Group Management Meeting.
 - Objectives are to be varied at the discretion of the management team to ensure the desired results are being achieved;
- Statistical reports will be created quarterly and reviewed in the Group Management Meeting to determine trends and identify where root causes of issues and preventative and/or further corrective actions will be determined, assigned to responsible officers and implemented;
- Assess our organisational activities and identify areas where we can minimise impacts
- Establish and maintain a basis for continual improvement in:
 - Pollution prevention
 - Minimisation of waste and residual products
 - Efficient use of resources, being mindful of the need to minimise energy consumption and to reduce greenhouse gases
 - Annually review objectives and targets for environmental compliance and improvements
- Develop and implement an effective training program, based on the environmental policy and goals identified
- Ensure that clients and suppliers to Easy Payroll Global are informed of this policy, and kept aware their responsibilities to Easy Payroll Global with respect to the environment
- Maintain and review and update (as required) this policy annually prior to our annual certification audit.