

## SAFETY, ENVIRONMENTAL AND QUALITY (SEQ) POLICY

February 2025

### 1. PURPOSE AND SCOPE

MIGAS Apprentices & Trainees is a not-for-profit organisation that is driven by a single purpose – to connect talented apprentices and trainees with the right jobs that will set them up for successful, rewarding, and long-lasting careers.

MIGAS specialises in the recruitment, placement, mentoring and management of apprentices and trainees to completion of their training. MIGAS is committed to working with stakeholders and industry to provide the best possible candidates for their business requirements.

We are also dedicated to assisting our apprentices and trainees to realise their full potential by working with partnered Registered Training Organisations (RTOs) in developing and coordinating effective training programs and managing personal and professional development.

### 2. MANAGEMENT SYSTEM FRAMEWORK

MIGAS is committed to its customers and delivering successful outcomes for all parties and therefore has adopted the principles of ISO 9001:2015 (Quality Management Systems). MIGAS is also committed to providing a safe place for employees and has implemented safety (ISO 45001:2018) and environment (ISO 14001:2015) management systems.

The company's Directors, top management and staff are responsible for the development and maintenance of the Integrated Management System covering these principles, seeking improvement by review and monitoring.

To capture the various risks and opportunities associated with service delivery and business operations, MIGAS has established various forums including board meetings, management meetings, annual strategic workshops, and consultation through service delivery operational meetings to establish organisational KPIs, objectives, and risk mitigation strategies.

Organisational context, strategic objectives, interested parties and requirements, and their ongoing review are outlined in the organisation's Integrated Management System Manual, which is maintained by top management as the Integrated Management System Committee.

### 3. COMMITMENT

MIGAS is committed to managing our responsibilities, vision and commitment by:

- Providing a work environment that is safe, environmentally friendly and promotes a quality culture
- Complying with statutory requirements, codes, standards and guidelines as well as our own integrated management system requirements
- Establishing and achieving objectives and targets so that we are actively ensuring ongoing improvement with the aim of eliminating products and processes of unacceptable safety, quality, and environmental impact

- Recording, reporting and analysing all incidents through our non-compliance process and ensuring any identified hazards, risks or improvements are addressed, resolved and outcomes communicated to ensure continuous business improvement
- Reducing the environmental impact of our operations by minimising our waste, discharges and emissions, using resources and energy more efficiently, and using products that are safe and do not pose any quality or environmental impact risk
- Consulting with our employees and clients to improve our procedures and exceed our expected outcomes of our Integrated Management System

MIGAS is committed to achieving the above objectives and will regularly assess their relevance which includes the review of this policy at least annually by top management.

## NOTES

<i>Document Owner:</i>	<i>IMS Chair</i>
<i>Approved By:</i>	<i>Chief Executive Officer</i>
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