COMPANY POLICY

Quality, Health, Safety and Environment Policy

Document no.	FH-QHSE-POL-001	Revision	00
Issue date		Approved by	Founder & Managing Director

1. Policy statement

Future Horizon is committed to providing facilities management services that are safe, reliable and environmentally responsible. Management takes responsibility for this policy, and every employee and subcontractor is expected to follow it. No task is so urgent that it cannot be done safely.

2. Scope

This policy applies to all Future Horizon activities, employees, subcontractors and visitors, at our offices and at every client site where we work.

3. Our commitments

1. Protect the health and safety of our employees, clients, building users and the public
2. Comply with applicable Kuwaiti laws and regulations, contract requirements and client site rules
3. Deliver services to defined, documented and measurable standards
4. Reduce our environmental impact through responsible use of energy, water, chemicals and materials
5. Give every employee the training, equipment and authority to work safely and stop unsafe work
6. Investigate incidents and complaints and act to prevent recurrence
7. Review our performance regularly and keep improving

4. Responsibilities

- **Management:** Provides resources, sets objectives, leads by example and reviews performance.
- **Supervisors:** Plan work safely, brief teams, carry out inspections and act on findings.
- **Employees and subcontractors:** Follow procedures, use PPE, report hazards and incidents, and stop any work that is unsafe.

5. Objectives

To put this policy into practice we set the following objectives, with measurable targets agreed for each contract:

- Zero harm to people, with every incident and near miss reported and investigated
- Services delivered to the scope, standards and KPIs agreed with each client
- Continual reduction of waste, energy and water use in our operations
- Every employee trained for their role before starting work

6. How we apply it

- Risk assessments and method statements before work starts
- Permit-to-work for hot work, electrical isolation, confined spaces and work at height
- Daily toolbox talks and suitable PPE for every task
- Supervisor inspections, internal audits and corrective actions
- Waste segregation and safe handling of chemicals

We are developing our integrated management system in line with the principles of ISO 9001 (quality), ISO 14001 (environment) and ISO 45001 (occupational health and safety).

7. Communication and review

This policy is communicated to all employees during induction, displayed at our offices and made available to clients and other interested parties on request. It is reviewed at least once a year, and whenever there is a significant change to our activities, to make sure it remains suitable and effective.

Founder & Managing Director
Name and signature

Date