



QUALITY STATEMENT

Quality management

Allen Archaeology Limited ("the Company") is committed to providing a high-quality service, effective project management and outstanding customer service.

The proposed archaeological works will be designed and built to meet and where appropriate exceed the tender specifications. This includes ensuring that we meet and exceed relevant Chartered Institute for Archaeology and Historic England standards.

The Company operates a quality management system (QMS) to ensure that we deliver consistent high quality. Details of our quality management processes and procedures are available on request. Mark Allen will take responsibility for ensuring effective quality management.

Health, safety and security

The Company recognises the importance of health, safety and security – both during the project and afterwards.

The company's health and safety policy sets out our commitment and outlines our approach to effective health and safety management. Our processes and procedures are designed not simply to meet legal requirements but to effectively deliver a healthy, safe and secure working environment for our employees and everyone else who might be affected by our work. Our archaeological services are designed to meet relevant safety and security standards.

A copy of our health and safety policy is available on request.

The Company has employer's liability of £10 million, public liability insurance of £5 million and professional indemnity insurance of £2 million; a copy of the insurance documentation is available on request.

Equality

We recognise the contribution our employees make to the success of what we do. We are committed to offering our employees fair terms and conditions, ensuring they have the skills and qualifications they need, and providing opportunities for training and development. The Company is working towards the Investors in People standard.

The Company is an equal opportunities employer. A copy of our equal opportunities policy is available on request.

Sustainability

The Company understands the importance of sustainability – in design, delivery and in continuing operation.

This is reflected in how we:

- Source sustainable materials and look for ethical suppliers (e.g. the Company only uses 100% recycled paper)
- Work with the local community where appropriate
- Provide energy-efficient services while minimising waste during our works

Details of our environmental management policy, processes and procedures are available on request. In particular, we ensure that the design of our services meets relevant environmental standards.

Mark Allen, Director

Date 01/04/2021