



ANNEX 12 TO REGULATION FOR MANAGEMENT

version 1

Name of Annex:
Policy of the Managing body on management of the quality, environment, health and safety at work and security of information

Page.

1 / 2

Date of issue: 10.03.2016 r.



Complied:

1.S. Evtimova (signature)
(Svetla Evtimova- Manager IMS)

Established:

1. (signature)
(Kaloyan Velichkov - General Manager)

2. ((signature)
(Torsten Herfert - General Manager)

СЪНОТЕХ ООД - sunotec OOD
BG 202385568
Ohrid Str. 1, 1233 Sofia - Bulgaria
Tel. +359 895 668 733
info@sunotec.bg, www.sunotec.bg
sunotec GmbH
Kurfürstenstr. 50, 12249 Berlin
Fon 030-762397500
Fax 030-762397500
info@sunotec.de

Sunotec LTD is an innovative, internationally expanding organization in the sphere of renewable energy sources and energy efficiency.

Sunotec LTD company has got for its main subject-matter of business activities: Design, assembly and mounting of pre-fabricated facilities for renewable energy sources – photovoltaic projects, wind farms and other welding and mounting works on building structures. Construction of industrial and residential buildings.

The organization has been working in joint cooperation with Sunotec GmbH – Berlin, Germany.

The basis of our activity and our success is the protection of the interests of our customers. The quality of work is a common duty in the entire organization, determining as well the responsibility of each one of our employees.

The managing body hereby represents its commitment to the implementation, development and continuous improvement of the Integrated management system through:

- Compliance with and application of the principles of the International standards **EN ISO 9001:2015, EN ISO 14001:2015, BS OHSAS 18001:2007 and EN ISO 27001:2013;**
- execution of customer’s orders professionally, професионално, of high quality and on time;
- creating and maintaining of good working atmosphere for the employees, in terms of mutual trust and respect, joint work and continuous improving of the qualification;
- communicating and explaining at the organization of the importance of achieving satisfaction as to the customer’s requirements;
- ascertaining and removal of faults and sources thereof during the process of work, in order for the same to be avoided in the future;
- abidance by all statutory, legislative and other requirements which has been adopted by the organization in a documentary manner and which refer to its aspects of the environment, to the hazards relating to health and safety at work and the security at using of personal data and contractual obligations undertaken;

Sunotec OOD, Ohrid Street 1, 1233 Sofia Bulgaria, www.sunotec.bg
Sunotec GmbH, Kurfürstenstraße 50, 12249 Berlin Germany, www.sunotec.de



-
- building up and continuous improvement of relationships of mutual benefit with the suppliers of products and services;
 - securing of efficient communication at all levels at the organization;
 - securing of healthy and safe working environment, preventing injuries and diseases at work;
 - reduction or removal of the professional risks concomitant to the activities of the organization;
 - fulfillment of the already documented particular goals and objectives regarding quality, environment, health and safety at work and security of the information;
 - communicating and explaining of the guidelines for development and continuous improvement of the organization;
 - coordinating of the activities having got impact on the environment at the entire organization;
 - implementation of continuous and on-going monitoring of the elements of the environment and reduction of each significant impact over them by using of new appropriate methods and technologies.
 - tracking and analyzing of the information for the environmental effect and results achieved and conditions of work;
 - conducting of periodic audits as regards functioning and efficiency of the Integrated management system;
 - checking up whether it is updated of the Policy of the Managing body on management of the quality, environment, health and safety at work and security of information once in a year upon conducting of an audit on the part of the Managing body;
 - Continuous improvement of business processes;

in pursuance of the Policy of the managing body on management the Managers shall require from all employees to show in their day-to-day work high professionalism, technological discipline and responsibility, to know well the goals and objectives as regards the quality, environment, health and safety at work and security of information, to strictly observe the requirements as provided for under the documents of the Integrated management system /IMS/ and to actively assist in its continuous improvement, we hereby

DECLARE:

our personal participation and responsibility for the implementation of the Policy as announced by the Managing body on management of the quality, environment, health and safety at work and security of information, guaranteeing the rights and expectations of the customers, employees, stakeholders and the society for continuous improvement of the quality of the activities offered and the related lasting prosperity of Sunotec LTD and Sunotec GmbH.



2