



# COMPANY MANUAL

#### Page:47 of 50

## <u>Appendix VI</u> <u>Company Vision, Mission & Policy</u>

### Vision

To be renowned one-stop engineering and construction partner offering the potential for sustainable and profitable growth through reliable services, a committed team, as well as innovative system and technologies.

Mission

- 1. To execute project guided by the Total Quality Management approach, strengthen quality control in every stage of the process and adopt a system with client's active involvement, thereby delivering impeccable, personalized services that exceed client's expectations.
- 2. To build a conducive and rewarding work environment that promotes commitment and dedication, strong team-work, harmonious relationship and a winning spirit among employees, so as to strive for excellence, professionalism and market leadership.

### Policy

## **Quality Policy**

The Management and the Employees of Asman Kadir Engineering & Fabrication Sdn. Bhd. are committed to ensure the Company Objectives are met and providing our Clients with the comfort and satisfaction of achieving and exceeding their requirements and expectations.

This will be achieved by adopting a continual improvement of our Quality Management System through:

- Ensure we understand our Client requirements; legal and other requirements are satisfied and comply to the best of our ability.
- To strengthen relationships and encourage repeat business with existing Clients.
- To win work not solely on price but through innovation and added value.
- Continually strive to improve our performance through analysis and to reduce the occurrence of nonconformity at all levels of business and stages of a project.
- Effective and efficient management of company human resources that helps the realization of projects in advance of set deadlines, conforming to every quality standard prescribed.
- To prioritize and value the most valuable asset of AKEF, company employees, and to contribute to their technical and self-development through company's structured training programs leading to motivation & empowerment, and to provide social securities.
- To engender a positive commitment to quality and create an environment of teamwork and cooperation that enables employees to work effectively.
- To take action plan to address company risks and opportunities by identifying internal and external issues, QMS process and interested parties.

**AKEF** acknowledges that it is incumbent on employees at all levels to ensure that the provisions of the Quality Management System are attained. This is achieved by effective communication and employee's acceptance of their responsibilities with respect to fulfilling the Company's quality objectives.

Approved by:

Lai Kok Fai

1/10/2019





### **Occupational Health & Safety Policy**

It is the responsibility and commitment of Asman Kadir Engineering & Fabrication Sdn. Bhd. to provide safe and healthy working environment for our employees through:

- Provide safe and healthy working conditions for the prevention of work-related injury and ill health for its employees, contractors and visitors,
- Eliminate hazards and reduce OH&S risks by considering the purpose, size and context of the organization,
- > Comply with all applicable safety and health laws and regulations,
- > Continual improvement of the OSH management system,
- > Develop and enforce the use of safe working practices,
- Provide consultation and participation of workers and training to employees to conduct their work in safe & health manner.

In conducting our business activities, employees of AKEF and contractors shall strive to:

- >Prevent all occupational illness
- > Prevent all accidents and injuries

➢Prevent property damage

It shall be the duty of every employee to:

≻Commit the above objectives

- ≻Report hazards
- Cooperate with management, participate in safe and health programs and comply with all applicable safety and health laws and regulations.

The application of sound safety and health practices for the protection of our people is an essential factor in the overall success of our business.

Approved by:

Lai Kok Fai

1/10/2019