

# Environment



## Commitment

Alchemy is committed to the integration of environmental considerations into all areas of corporate activity and to implement a process of continual improvement in this regard to encourage sustainable opportunities on all our projects. This encompasses not only Alchemy's internal practices and procedures, but also the services, which it provides to clients. In each country in which it works, Alchemy shall comply with all legal requirements, including relevant codes and standards and any specific client requirements.



## Responsibility

An Alchemy Board Director is responsible for Alchemy's Environmental Policy and for the effective implementation, maintenance and review of environmental management. The Director, Operations is responsible for its effective and economic operation and development on a day-to-day basis.

Project directors are responsible for incorporating environmental mitigation measures into projects, as agreed with clients.



## Approach

Alchemy aims to build all relevant environmental practices into its activities, and, as far as is reasonably practicable, energy and raw materials are drawn from sustainable and non-polluting sources and used effectively. Alchemy also aims to prevent pollution of any kind when conducting its activities. Environmental considerations are taken into account when procuring equipment, goods, materials and services for Alchemy. Alchemy is committed to recycling and reuse, as opposed to disposal, where feasible.

Alchemy expects its employees and individuals working on its behalf to conduct their activities in an environmentally responsible manner. In all its activities, Alchemy will endeavor to bring relevant environmental issues to its clients' attention. The aim is to seek environmental protection and improvement through the services provided by Alchemy.

To achieve this it is the policy of Alchemy's Board to operate an Integrated Management System (IMS). The requirements of the system that address environmental management and based on, and conform to, the International Standard ISO 14001: 2015; and are applicable to internal practices and all project work undertaken by Alchemy.

Ben Price  
Dated: 1st January 2021

# Equality and diversity



## Commitment

Alchemy is committed to a 'neutral' working environment in which there are equal opportunities for all staff and no current or prospective employee feels disadvantaged because of:

- Age
- Colour
- Disability
- Gender
- Marital Status
- National/Ethnic Origin
- Race
- Religious Belief
- Sexual Orientation

It is a fundamental belief of Alchemy that talent, qualifications, capacity for hard work and merit are the only determinants for selection and personal progress within the organisation.

Alchemy will comply with all employment and equal opportunity legislation/regulation wherever it works in the world. It will implement fair employment policies in accordance with Alchemy standards but always within the framework of local culture and sensibilities.



## Responsibility

An Alchemy Board Director, the Director, Operations is responsible for human resources and has overall responsibility for ensuring that the policy is understood and implemented at all levels within Alchemy. The Director will report to the Alchemy Board on compliance.

Directors and senior managers are responsible for the day-to-day implementation of the policy. All employees responsible for recruitment, selection,

training, development and promotion are to fully understand their responsibilities under this policy in addition to their responsibilities under local legislation.

All employees have an individual responsibility for their actions at work, in that they do not behave in a discriminatory manner against any colleagues, employees of a client or supplier, or members of the public. Discriminatory behavior in breach of this policy will lead to the appropriate disciplinary action.

Suppliers who are providing services to Alchemy are responsible for setting out and maintaining their own equality and diversity policy. This will be taken into account when selecting and managing the supply chain.



## Approach

Alchemy operates across the world and seeks to employ a workforce that reflects the diversity of the communities in which it works. However, because of client requirements or non-availability of appropriately qualified or experienced local people, it is often driven to source staff from beyond local or even national markets. The nature of the staff that we need, the supply of that staff from the labour market and our determination to recruit the best staff available will therefore ultimately determine the composition of our workforce.

This Alchemy policy statement will be displayed in appropriate locations throughout our offices and drawn to the attention of employees. Adequate financial and training resources will be made available and information and training on diversity will be provided to all staff, as necessary, to enable them to comply with this policy.

Ben Price  
Dated: 1st January 2021

# Health and safety



## Commitment

It is the intention of Alchemy that its activities will, as a minimum, comply with all relevant statutory and other provisions, and that all reasonably practicable measures will be taken to minimise risk to its employees or others who may be affected by its operations. In every case, a high practicable standard of health and safety shall be pursued. Alchemy is committed to the integration of health and safety into all areas of corporate activity, to achieving zero harm and to implementing a process of continual improvement in this regard.

Alchemy is also committed to providing appropriate security measures to employees working in fragile states or other potentially hostile environments.



## Responsibility

An Alchemy Board Director is responsible for the Health and Safety Policy and for the effective implementation, maintenance and review of health, safety and security management. Alchemy's Safety Manager is responsible for its effective and economic operation and development on a day-to-day basis.



## Approach

Management and supervisory staff have the responsibility for implementing this policy throughout Alchemy, so that health, safety and security considerations are always given priority in the planning and execution of all work.

All employees and contractors are expected to co-operate with Alchemy in carrying out this policy, so that their own work, as far as is reasonably practicable, is carried out with the minimum risk to themselves or others.

Ben Price  
Dated: 1st January 2021

# Information security



## Commitment

Information is a key asset to our clients and its correct handling is vital to the delivery of our services and to the integrity of Alchemy.

The Alchemy Board is committed to complying with our legal and regulatory obligations in respect of information security, and to achieving the right balance between the need to share information and the risks associated with security breaches.

Information Security means preserving:

- Confidentiality, by ensuring that information is accessible only to authorized users, and that information is not disclosed to those who are not entitled to it.
- Integrity, by safeguarding the accuracy and completeness of information and processing methods.
- Availability, by ensuring that authorised users have access to information and associated assets when required.



## Responsibility

An Alchemy Board Director is responsible for Alchemy's Information Security Policy and for the implementation, maintenance and review of our Information Security management system.

Monitoring and review of the Information Security management system for IT systems is the responsibility of the Director, Operations.

Monitoring and review of the Information Security management system as applied to projects is the responsibility of the Director, Project Delivery.

Application of the system on specific projects is the responsibility of the Project Director.



## Approach

It is the policy of the Alchemy Board to operate a Information Security management system whose requirements are based on the International Standard ISO 27001:2005.

Ben Price  
Dated: 1st January 2021

# Quality



## Commitment

Alchemy is committed to the management of the quality of services provided to clients and to implement a process of continual improvement to benefit the company and our clients. By conforming to the specific requirements stipulated in the agreements made with each client, we provide services of quality based on skill, care and diligence.



## Responsibility

An Alchemy Board Director is responsible for Alchemy's Quality Policy and for the effective implementation, maintenance and review of quality management.

Monitoring and review of the quality management system is the responsibility of the Director, Operations.

Application of the quality system on specific projects is the responsibility of the Project Director.



## Approach

It is the policy of the Alchemy Board to operate an Integrated Management System (IMS). The requirements of the system that address quality are based on, and conform to, the International Standard ISO 9001:2015; and are applicable all project work undertaken by Alchemy.

Ben Price  
Dated: 1st January 2021

# Risk management



## Commitment

Alchemy uses best practice risk management processes to:

- Safeguard the interests of shareholders.
- Safeguard its employees and assets.
- Safeguard the interests of its clients.
- Manage risks and opportunities so as to improve the performance of the business.



## Responsibility

An Alchemy Board defines and audits Alchemy's Risk Management Policy.

Alchemy's Director, Operations ensures that all elements of the business address the Risk Management Policy and reviews and reports on its effectiveness.

Management and supervisory staff are responsible for complying with the procedures and generally for identifying and managing risk arising from their activities.



## Approach

Business risks are identified and assessed at Alchemy Board and project levels. Risk and opportunity management strategies are planned and implemented commensurate with the level of risk. These strategies are regularly evaluated.

Alchemy issues guidance and promotes best practice through intra company communications.

Ben Price  
Dated: 1st January 2021

# Social responsibility



## Commitment

Alchemy is committed to promoting a strong culture of social responsibility throughout the company. The term 'social responsibility' encompasses ethical values, community responsibilities, sustainability, protection of the environment, prudent use of natural resources, economic advancement and employment.

We support the increasing emphasis placed by clients on corporate social responsibility – an organisation's responsibility to behave, through its business practices, in a way that has a positive impact on all its internal and external stakeholders/audiences.



## Responsibility

An Alchemy Board Director is responsible for promoting and monitoring Alchemy's Social Responsibility Policy.

It is required that every individual within Alchemy is aware of, and shares in, Alchemy's commitment to promoting a structured approach to social responsibility. Employees need to be mindful of how our actions impact on each other, our clients and society more widely.



## Approach

It is Alchemy's objective to ensure that we make a positive contribution, in an appropriate manner, to the well being of the environment, communities and professions in which Alchemy operates.

We carry out our operations on a clear ethical basis recognising the economic, social and environmental impacts of our activities on society.

We believe that social responsibility should be an integral part of our operations to ensure we contribute positively to the community and society.

We aim to build partnerships both within the company and externally with other groups and organisations that promote social responsibility.

We seek to procure products and services from suppliers whose policies and strategies in relation to social responsibility are aligned with our own.

Appropriate objectives and actions in respect of social responsibility should be included in annual business plans.

Staff should be encouraged to play active roles in the local community and within their profession.

Ben Price  
Dated: 1st January 2021

# Sustainability



## Commitment

Alchemy is committed to implementing sustainability principles in all of our activities and to continually improve our performance in this area.

We aim to integrate the three key aspects (economic, environmental and social) of sustainable development in our operational practices and culture.

We seek to be proactive, aiming to take sustainability into account in all of our projects and business activities, and being a source of knowledge for our customers on sustainability issues.

We seek to procure products and services from suppliers whose policies and strategies in relation to sustainability are aligned with our own.



## Responsibility

An Alchemy Board Director is responsible for promoting and monitoring Alchemy's Sustainability Policy.

Alchemy's Director, Operations is responsible for developing our sustainability strategy and driving its effective implementation.

Project Directors are responsible for incorporating sustainability principles into projects, as agreed with clients.



## Approach

To cultivate a broad understanding among our staff of the issues related to sustainability.

To change the perception of sustainability to a value enhancing and risk management practice.

To understand our client's sustainability drivers, to advise them on the issues and to grow our sustainability services.

To embed sustainability in our culture through our governance, operations and delivery.

To gain recognition for our sustainability practices.

Ben Price  
Dated: 1st January 2021