

POLICY MANUAL



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1. Introduction

Asr Alamdad (AAA) is committed to provide a safe and healthy work environment for all employees, contractors, visitors and third-party personnel.

The Managing Director provides the necessary leadership and direction of the Company, including the values and principles by which it operates.

The Policy Statements contained within this manual are available to the general public, demonstrating our commitment to the occupational health and safety of our employees; the protection of our environment and the quality objectives and principles by which we deliver our services to our customers.

We promote a strong culture of health and safety in our day-to-day operations and take a positive initiative in conserving our resources and protecting the environment.

The Company Policies are reviewed periodically by our Management Team to ensure their effectiveness and consistency with the evolving changes of legislation within our scope of work and consistency in the quality of services we deliver to our client.

2. Purpose

The Policy Statements issued by the Risk Manager communicate and supports the Company's commitment in providing services to internationally recognized standards in compliance with applicable industry statutory rules and regulations.

The Policy Statements outline AAA's values and expectations in upholding these standards and the company's commitment to continually improve the effectiveness of our Quality, Health, Safety and Environmental systems and processes.

3. Responsibilities

3.1 Managing Director

The Managing Director shall establish policies on key aspects of the Company's principles, values, objectives and standards by issuing policy statements.

Conduct a periodic review of each policy (no greater than two years) to ensure that it is appropriate and reflects the true nature of the business.

3.2 Risk Manager

Facilitate the distribution of Company Policies to all personnel and both internal and external customers. Promote and uphold Company Policies.

4. Company Policies

Company Policies are signed by the Managing Director.

Each Policy is controlled by the Issue Date.

These Policies are reviewed periodically but for no longer than two years at scheduled Management Review Meetings to ensure that they remain appropriate to the business.

Signed copies of these Policies are displayed at the AAA office / facilities reception area, posted in website and accessible to employees through the Documents Library.

Polices are re-enforced during Company Induction presentations and In-House Training Programs.

The Company Policies shown in Appendix 'A' have been issued by the Risk Manager.

5. References

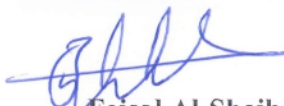
Location – AAA Reference Library Document	Title
International Standards	ISO 9001:2015
	ISO 3100- 2009
	ISO 14500-2018
	ISO 14001:2015

6. Appendices

Appendix 'A' – Company Polices :

The following are company policies manual:

<i>Appendix #</i>	<i>Policy Number</i>	<i>Issue Date</i>	<i>Title</i>
1	AAA-RMP-23-001	02/02/2023	Risk Management Policy
2	AAA-EP-22-002	14/10/2022	Environmental Policy
3	AAA-CSR-22-003	22/03/2022	Corporate Social Responsibility Policy
4	AAA-IMP-22-004	24/04/2022	Injury Management Policy
5	AAA-QMP-22-005	12/02/2022	Quality Management Policy
6	AAA-DP-23-006	03/01/2023	Discipline Policy
7	AAA-WBPP-23-007	17/02/2023	Workplace Bullying Prevention Policy
8	AAA-ECSMP-24-008	13/03/2024	Electronic Communications & Social Media Policy
9	AAA-EOP-24-009	15/03/2024	Equal Opportunity Policy
10	AAA-ACP-22-010	22/04/2022	Anti-Bribery and Corruption Policy
11	AAA-OHSP-22-011	10/02/2022	Occupational Health & Safety Policy


Faisal Al-Shaiban
Managing Director