



## QUALITY AND OCCUPATIONAL HEALTH AND SAFETY POLICY

We at ELIAS NEOCLEOUS & CO LLC, advocates, legal consultants, accountants, department heads and all other staff members, are dedicated to meeting the needs of our distinguished clientele through professional excellence and personal commitment. This Quality and Occupational Health and Safety Policy has been developed according to the ISO 9001:2015 and ISO 45001:2018, standards and is based on the following principles and intentions:

### Principles

ELIAS NEOCLEOUS & CO LLC and its staff are committed:

- To provide a high standard of service quickly and efficiently, by combining personal contact with integrated experience and expertise. Clients' queries or problems will be solved or attended to promptly with economic, positive, legal and practical courses of action.
- To define quality and health and safety objectives through the Management Review process and engage an effective continuous improvement system
- To provide a safe work environment which complies with the appropriate health and safety standards always aiming for the prevention of accidents and incidents.
- To comply with the relevant legislation and other applicable requirements
- To assess and eliminate risk as a result of our activities
- To effectively engage with our employees especially on health and safety matters.
- To provide all the necessary resources for the effective implementation of our Integrated Management system (IMS-01)
- To implement this policy on a continuous basis.

### Intentions

- To employ a people focus approach, specialization and teamwork which form the basis of the organizational structure, designed to facilitate quality assurance, ensure the efficient use of personnel and provide assured accountability to clients.
- To apply the latest technology to ensure that the clients' needs and demands are served efficiently and effectively.
- To maintain and upgrade consistently the provision of a continuing educational programme for lawyers and personnel in the form of seminars.
- To continually develop and adapt the range of skills and services offered especially to meet the needs and expectations of clients competing in the international arena. In addition to being closely linked with other leading law firms and associated offices worldwide, we have established our own offices overseas
- To contribute actively towards jurisprudence and the development of the legal profession by conducting extensive research, arranging and participating in seminars and writing books, reports and articles for numerous national and international publishers.
- To understand the external and internal aspects that may affect the performance of our operations and as a result to assess the relevant risks and opportunities that arise.
- To implement a performance management system, which is, based on our quality and health and safety objectives, which is part of our continuous improvement system.
- To make sure that all staff is aware of the responsibilities relating to the effective implementation of the Integrated Management System,
- To keep an open communication with our staff, clients and other interested parties

This effort commits the management and staff members of ELIAS NEOCLEOUS & CO LLC, for all its activities. This Policy is reviewed annually during the Management Review process making sure that is relevant with our current activities and is made available to all interested parties.

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Managing Partner

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