



Integrated Management System Policy

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Integrated Management System Policy

REVIEW INDEX - PL-RDX-000-004

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1. Goal

Disseminate this document that establishes the organization's general vision and commitments in relation to the general principles and guidelines of quality, environment and health and safety at work, as well as specifies the measurable goals that the organization proposes to achieve, aligned with the policy and that guide the implementation of the management system.

2. Reference Documents

- NBR ISO 9001:2015
- NBR ISO 14001:2015
- NBR ISO 45001:2018
- Integrated Management System Manual

3. Application

3.1 Responsible Areas

- Senior Management (CEO and Directors of the BUs);
- Quality team and processes;
- HSE team;
- People and Management Team;
- Purchasing Team;
- Managers

3.2 Areas Involved

The IMS Policy applies to all areas, units, employees, suppliers and stakeholders of Radix, who are co-responsible for its implementation.

4. Responsibilities

4.1 Senior Management

Senior management is responsible for:

- Develop the IMS policy, which should reflect the organization's commitment to the effective integration of quality, environment, occupational health and safety management. The IMS policy must be compatible with Radix's mission, vision, and values, demonstrating a

commitment to continuous improvement and compliance with applicable legal and regulatory requirements.

- Establish measurable objectives and targets that are aligned with IMS policy. These objectives should be challenging, realistic, and contribute to the continuous improvement of the organization's performance. The definition of objectives should take into account the areas integrated in the IMS.
- Allocate adequate resources, including personnel, technology, training, and funding, to ensure effective implementation of the IMS. Ensure that resources are available to achieve the objectives set and improve performance in the areas covered by the IMS.
- Participate in critical analysis and evaluations to ensure that the IMS is achieving the desired results and identify opportunities for improvement.
- Demonstrate your personal commitment to the IMS by leading by example and integrating the principles of the IMS into their decisions and actions.

4.2 Quality & Process Team

The quality and process team is responsible for:

- Ensure the effective implementation of the IMS policy in all areas of the organization.
- Ensure that all team members understand the IMS policy and are aware of how it applies to their daily activities.
- Collaborate with Senior Management in setting objectives and goals.
- Contribute technical insights to ensure objectives are achievable and measurable.
- Collect, analyze and disseminate the results of the IMS objectives, always ensuring the truth and transparency of the information.
- Regularly monitor performance against IMS objectives and review the effectiveness of the system.
- Actively participate in the critical analysis of the IMS's performance, providing important information about the activities of all areas.

4.3 HSE Team

The HSE team is responsible for:

- Ensure the effective implementation of IMS policy in the areas of health, safety, environment and sustainability.
- Develop and implement practices, procedures, and protocols that promote health, safety at work, and environmental sustainability.

- Facilitate training programs to ensure employees are aware of health, safety, environmental, and sustainability practices.
- Promote awareness of the importance of these topics and encourage the active participation of employees in promoting a safe, healthy and sustainable work environment.
- Collaborate with Senior Management in defining specific objectives and targets for the health, safety and environment area.
- Contribute technical expertise to ensure that these objectives are achievable and contribute to continuous improvement.

4.4 People & Management Team

The people and management team is responsible for:

- Incorporate information about the IMS Policy into the onboarding process for new employees.

4.5 Purchasing Team

The purchasing team is responsible for:

- Ensure that the selected suppliers are aligned with the principles and values expressed in the IMS policy.
- Clearly communicate the organization's expectations regarding quality standards, sustainable practices, occupational health and safety requirements, and other relevant aspects of the IMS.
- Use metrics to assess supplier compliance and identify opportunities for improvement.
- Ensure that all members of the organization are aware of the importance of the IMS and understand how the policies apply to their work.

4.6 Managers

- Ensure that all team members are aware of the importance of IMS policy and how practices apply to their work.

5. Definitions / Nomenclature

The definitions/nomenclature listed below can be found in document GL-RDX-000-001-Glossary:

- CEO (Chief Executive Officer);
- NBR ISO 9001:2015;
- NBR ISO 14001:2015;
- NBR ISO 45001:2018;
- IMS (Integrated Management System);

- HSE (Health, Environment, and Safety);
- UNs (Business Units);

6. Detailing

6.1 IMS Policy

Radix Engineering and Software Development strengthens the continuous improvement of the performance of the company's Integrated Management System (IMS), promoting the fulfillment of customer requirements aiming at increasing customer satisfaction, the technical excellence of the team, ethics and organizational conduct, quality of life at work, consultation and participation of employees, the environmental sustainability and ensuring compliance with applicable legislation and requirements.

6.2 IMS objectives and planning to achieve them

	Goal	Actions What will be done	Goal	Indicator	Target Deadline When it will be completed	Responsible	Required resources
			How the results will be evaluated				
1	Seek continuous improvement of the management and performance of the IMS.		IMS (macro) guiding objective - Not applicable: establishment of specific targets				
2	To meet the client's requirements in order to increase their satisfaction, through the development of appropriate work, seeking long-term commitment through their loyalty.	Disclosure of Indicators (related to customers) so that the results achieved are known to all employees, as well as the proposed actions.	≥85% satisfied customers	% Satisfied Customers	Quarterly	Performance	Human(internal)
3	Raise awareness and train our team, aiming to maintain a high level of technical excellence in the projects executed, in addition to involving stakeholders in matters related to the IMS.	Develop strategies that involve the development of the employee, following the Company's Training Planning by Radix University.	70%	Average hours in environmental training	Quarterly	RU	Human(internal)
			70%	Average hours in OH&S trainings	Quarterly		
			70%	Average hours in Labor and Human Rights training	Quarterly		
			70%	Average hours in IS and LGPD training	Quarterly		
			50%	Average hours in Skills Development trainings	Quarterly		
			85%	% Performance Appraisal Completion	Quarterly		

			70%	% of employees trained in business ethics	Quarterly		
			75%	% of employees who participated in onboarding	Quarterly		
			≥ 1.7 hours/employee per year	Average Hours in Training per Person	Quarterly		
4	Adopt and disseminate practices and measures to prevent and combat corruption within the company and in dealing with third parties.	Develop communication strategies and awareness of stakeholders to Radix's Compliance program, following the Compliance Activities worksheet.	85%	Compliance Training	Biannual	Compliance	Human(internal)
			95% Compliance Practices Carried Out In-House	% Compliance Practices Performed In-House	Biannual		
			95% Compliance practices carried out externally with third parties	% Compliance Practices Performed with Third Parties	Biannual		
			95% Fulfillment of supplier review requests	% Fulfillment of suppliers' analysis requests	Biannual		
			100%	Compliance with legislation and other pertinent requirements	Quarterly		
			0	Σ Receipt of Term of Prohibition of Activity, Contractual Notification, Notice of Infraction and SMS Fine (Issued by HSE Body)	Biannual	SMS	Human and/or financial
5	Compliance with legislation and other requirements pertinent to the IMS and applicable to the Business.	Ensure the organization's compliance with legal requirements and other applicable requirements.					Human(internal)

6	Develop activities aimed at meeting environmental objectives through controlling aspects and impacts, protecting the environment through the rational use of natural and material resources, conscious consumption actions, preventing pollution and mitigating climate change through monitoring and reduction of its greenhouse gas emissions - GHG.	Establish practices to promote the improvement of environmental performance and minimize or mitigate negative environmental impacts as a result of its activities through pollution prevention and sustainable actions.	8.800 KW h (BH,RJ and SP)	Power Consumption	Biannual	SMS/Infraestrutura / Edifício Passeio Corporate/ Work	Human(internal)
			2500 sheets(RJ)	Paper Consumption	Biannual	All employees / SMS / IT / External supplier	Human(internal)
			20 m ³ (RJ)	Water consumption	Biannual	All employees / SMS / Edifício Passeio Corporate	Human(internal)
			70Kg(RJ)	Waste generated	Biannual	All Employees / HSE / External Supplier	Human(internal)
			1.8 tons	Carbon Emission	Annual	All Employees / HSE / External Supplier	Human(internal)
			75 adhesions	Adhesion to the project	Annual		Human(internal)
7	Promote a healthy, pleasant and safe working environment, acting preventively to avoid the occurrence of work-related injuries and illnesses in all processes and activities performed, identifying, eliminating and/or mitigating occupational health and safety hazards and risks.	Promote strategic actions that seek to reduce the rates of occupational accidents, as well as ensure high safety standards, encouraging the health and well-being of employees.	0	CAF Fee	Biannual		
			0	Occupational Disease	Biannual		
			40 campaigns/actions carried out	Campaigns/actions in safety, health and environment	Annual	All Employees	Human(internal)
8	Ensure means for consultation and participation of employees in matters related to the IMS.	Enable worker participation in matters related to the Integrated Management System, contributing to improving the System.	05 improvements	Number of open SMS improvements	Annual	All Employees	Human(internal)
			200 participations per semester	Participations in SMS actions	Biannual	All Employees	Human(internal)

7. Generated Records

- N/A

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