# Quality Guide for Customer Enquiries





QMS Customer Questionnaire Response Document Number 01 Revision 21

As an ISO 9001 registered company Tom Parker Ltd (TPL), recognises and understands your need to maintain accurate and up to date information on all of your suppliers.

In our opinion, there is sometimes confusion regarding what supplier information is required by the ISO 9001 standard. Compliance with ISO 9001 does not require the completion of individual survey forms by those organisations that are ISO 9001 registered by an accredited 3rd party registrar.

Completion of specific individual qualification surveys are for use when evaluating suppliers who are not ISO 9001 registered.

TPL has been Quality Management System (QMS) registered by BSI since 1981, with twice yearly audits to maintain our certification: ISO 9001:2015

We currently receive annual requests for almost identical quality related information from many of our customers.

Completing individual forms and responding to these requests consumes a significant amount of time and resources which we could use elsewhere to better serve you, our customer.

We ask for your understanding in this matter and request that you accept and use the information in this text to address your individual survey requirements.

In this you will find the following items:

(Also available on our website under the Customer Support Tab/Quality Professionals)

- A copy of our ISO 9001 certificate for our facility located in Preston, Lancashire.
- A Quality related standard response section
- Insurance certificates
- Information on regulatory and compliance (often received) requests

We pride ourselves on having the most robust and effective QMS.

We believe that the information we have provided will address your needs.

If for any reason, you require information beyond what we have provided here, please visit our website at www.tom-parker.co.uk

or e-mail: quality@tom-parker.co.uk for more information.

Commencing at page 6 of 25, please consider this form, along with our attached certifications, as the completion of your survey request.

We have found this document covers the requirements that have been set forth by a majority of our customers. If there is additional information that this document or our website does not address, which is critical to your quality system, please contact us and we will do our best to accommodate your request.

TPL is a Limited Company established in 1972.

TPL maintains a rigorous quality management system to ensure our products are of the highest quality.

Our QMS is designed to meet or exceed the requirements of ISO 9001.

TPL is committed to customer satisfaction by continually improving customer service and our Quality Policy is enclosed within this document.

We are proud to partner with leading suppliers: CDC Pneumatics, CEJN, Colder Products Company, E.MC, Master Pneumatic, and Sicomat.

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#### TOM PARKER LTD POLICY

TPL are committed to satisfy customer and regulatory requirements in all aspects of their business. Utilising the requirements of ISO 9001:2015, the implemented Business Management System is documented to ensure the Standard is adhered to by:

- Ensuring all applicable processes are delivered as to their intended outputs
- Evaluating the BMS at regular intervals against working practices
- Opportunities for continual improvement are maintained by setting achievable objectives throughout the business areas
- Taking in customer focus for application of improvement throughout the TPL organisation
- Ensuring by methods such as audit, customer comments and business dialogue that the BMS is maintained appropriately by planning and strategic review.

igned Sales Director

Signed: Financial Director

Location: Company S Drive (Quality Documentation)

Authorised and Approved: 20/05/2022

Issue 4.

bsi.





### Certificate of Registration

QUALITY MANAGEMENT SYSTEM - ISO 9001:2015

This is to certify that: Tom Parker Limited

> P.O.Box 36 Marsh Lane Preston PR1 8RT United Kingdom

Holds Certificate Number: FM 13579

and operates a Quality Management System which complies with the requirements of ISO 9001:2015 for the following scope:

> The manufacture of hydraulic and pneumatic assemblies and resale of quick connect couplings, silent oil and oil-less compressors, hoses from rubber, metallic and plastic materials for use in automotive, general industrial, laboratories and medical applications from quality assured sources without lot traceability.

For and on behalf of BSI:

Matt Page, Managing Director Assurance - UK & Ireland

Original Registration Date: 1991-10-23 Latest Revision Date: 2024-05-29

Effective Date: 2024-06-22 Expiry Date: 2027-06-21

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...making excellence a habit."

This certificate was issued electronically and remains the property of BSI and is bound by the conditions of contract. An electronic certificate can be authenticated <u>online.</u>
Printed copies can be validated at www.bsigroup.com/ClientDirectory

Information and Contact: BSI, Kitemark Court, Davy Avenue, Knowlhill, Milton Keynes MK5 8PP. Tel: + 44 345 080 9000 BSI Assurance UK Limited, registered in England under number 7805321 at 389 Chiswick High Road, London W4 4AL, UK. A Member of the BSI Group of Companies.

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## The following survey is based on the TPL ISO 9001:2015 approved Business and QMS

Co	ontext	Υ	N	N/A
1	Has the QMS identified all external and internal issues relevant to its purpose and direction?	✓		
2	Is there a process for the monitoring and review of the external and internal issues?	<b>√</b>		
3	Has the organisation identified all relevant interested party requirements that are relevant to the QMS?	<b>\</b>		
4	Is the scope of the QMS maintained as documented information?	<b>✓</b>		
5	Is there assurance that all requirements of the standard can be applied?	✓		
6	Have the processes of the organisation been identified to ensure good business practice?	<b>\</b>		
7	Has the organisation defined documented information to support the operation of its processes?	<b>√</b>		

Le	adership	Υ	N	N/A
1	Has top management demonstrated good business practice?	✓		
2	Is there evidence of commitment to the development, implementation and improvement of the effectiveness of the QMS?	✓		
3	Has top management demonstrated leadership?	✓		
4	Has top management established an acceptable quality policy that addresses the company's aims and objectives	✓		
5	Are the quality objectives measurable and consistent?	✓		
6	Is the quality policy suitable and available?	✓		
7	Are risks and opportunities considered to achieve its intended results?	✓		

PI	Planning		N	N/A
1	Does the organisation plan so as to address risks and opportunities?			
2	Has the organisation established quality objectives that are evaluated?	✓		
3	Are changes to the QMS in a planned and systemic manner?	✓		

Sι	ipport	Υ	N	N/A
1	Has the organisation determined the needed resources?	✓		
2	Are adequate human resources in place?	✓		
3	Is the infrastructure effective for the operation of the QMS?	✓		
4	Is the work environment satisfactory?	✓		
5	Are there monitoring and measurement resources to provide evidence of conformity to determined requirements?	✓		
6	Are suitable monitoring and measuring resources available to ensure valid and reliable results?	✓		
7	Have all monitoring and measuring activities been determined?	✓		
8	Is measuring equipment calibrated or verified, or both, at specified intervals or prior to use against traceable international or national measurement standards?	✓		
9	Is the knowledge evident for effective operation of the business?	✓		
10	Is the competence for personnel performing work suitable?	✓		
11	Are staff aware of the quality policy and quality objectives?	✓		
12	Are appropriate communication processes established within the TPL Business regarding the effectiveness of the QMS?	✓		
13	Is the QMS suitably documented and available?	<b>✓</b>		
14	Is documented information controlled adequately?	✓		

Op	peration	Υ	N	N/A
1	Is there effective planning, implementation and control of the processes?	<b>√</b>		
2	Is communication with customers adequate?	✓		
3	Are applicable statutory and regulatory requirements addressed adequately?	✓		
4	Are all delivery options covered, stated or otherwise, and options reviewed prior to the commitment to supply a product to the customer?	✓		
5	Does the review activity ensure that product requirements are defined? And contract or order requirements are correct?	✓		
6	Are design requirements assessed?			✓
7	Do processes exist to ensure that externally provided products and services conform to specified purchase requirements?	<b>√</b>		
8	Are providers evaluated, selected, and monitored for performance?	✓		
9	Is information on suppliers maintained?	✓		

Pe	erformance Evaluation	Υ	Ν	N/A
1	Is documented information maintained to ensure that the monitoring and measurement activities are adequate?	<b>√</b>		
2	Is customer perception monitored and analysed?	✓		
3	Is data, including Internal Audit, used for opportunities for improvement throughout the business, its suppliers and the QMS?	<b>√</b>		
4	Are the results of the above analysis provided as input to management review?	<b>√</b>		
5	Does management review evaluate the need for changes to the QMS, including the quality policy and quality objectives?	<b>√</b>		
6	Do the outputs from management review include decisions and actions related to make changes throughout the business?	<b>√</b>		

lm	Improvement		N	N/A
1	Is the organisation selecting opportunities for improvement in all areas of the business and implementing necessary actions to meet customer requirements?	<b>√</b>		
2	Are nonconformities root cause investigated and resolved with the QMS amended accordingly?	<b>√</b>		

#### **COMPANY DETAILS**

Company Name Tom Parker Ltd

Head Office/Administration Centre Marsh Lane Mill

**Marsh Lane** 

Preston PR1 8RT

Telephone Number 01772 251405

Fax Number 01772 827088

Company Registration Number 1068402 (England)

VAT Number: GB 154 6770 48

Size of Company 5,574 m<sup>2</sup>

Type of Company Limited

Date Established 1972

Work Force 66

#### **KEY CONTACTS:**

Managing Director Tom Parker

Financial Director Tim Parker

Sales Director Richard Parker

Internal Sales Manager Ian Howarth

IT Manager Phil Brown

Marketing Manager Alex Hoyle

Purchasing Manager Mark Nicholls

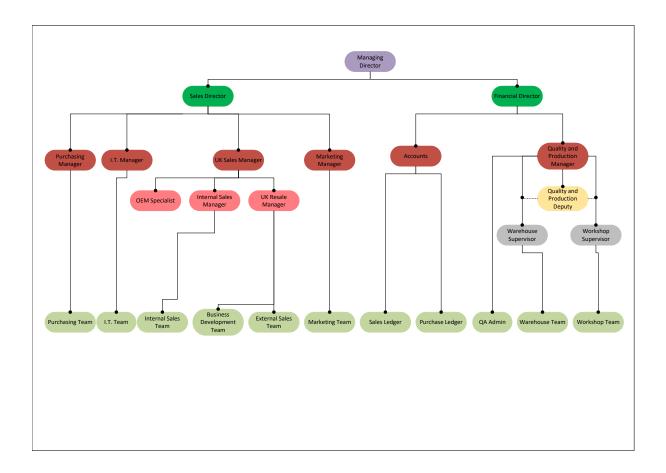
Quality & Production Manager Andrew Christian

Resale Manager Andy Back

UK Sales Manager Sebastian Cole

NB. Our e-mail format is typically: andrew.christian@tom-parker.co.uk

#### **ORGANISATION CHART**



#### **HEALTH & SAFETY**

TPL has a formal Health and Safety Policy under the control of the Production and Quality Manager. In liaison with the Croner organisation, procedures are in place to conduct risk assessments and ensure compliance with current legislation.



Health & Safety Policy

Marsh Lane Mill Marsh Lane Preston PR1 8RT T: 01772 251405 F: 01772 563475

www.tom-parker.co.uk

Tom Parker Ltd is committed to ensuring its employees' health, safety, and welfare so far as is reasonably practicable. We also fully accept our responsibility for others who may be affected by our activities, such as contractors, visitors, and members of the public. We will take steps to ensure that our statutory duties are always met.

Each employee will be given information, instructions, and training as necessary to ensure they can carry out their work tasks safely.

It is the duty of management to ensure that all processes and systems of work are designed to account for health and safety and are properly always supervised.

Adequate facilities and arrangements will be maintained to enable employees and their representatives to raise issues of health and safety.

Competent people will be appointed to assist us in meeting our statutory duties, including, where appropriate, specialists from outside the organisation.

Every employee must cooperate with us to comply with all statutory duties. The successful implementation of this policy requires total commitment from all employees throughout the organisation. Everyone has a legal obligation to take reasonable care for their own health and safety and for the safety of other people who may be affected by their acts or omissions. Full details of the organisation and arrangements for health and safety will be set out in separate documents.

The policy will be regularly monitored to ensure that the objectives are achieved. It will be reviewed and, if necessary, revised in the light of any legislative or organisational changes.

Signed Director

Date. 11-7-2024

Version number 2 H&S Management System Issue Date: July 2024

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#### **ENVIRONMENTAL POLICY**

TPL conducts its operations in an environmentally responsible manner, which is protective of the communities in which we operate. Our environmental policy assures compliance with applicable environmental laws and regulations.

TPL is based in Preston, Lancashire, and Basingstoke, Hampshire; supplying Hydraulic and Pneumatic Components to a wide range of industries.

We recognise that our activities have an impact on the environment. We are committed to managing those impacts and continually improving our environmental performance. We aim to comply with all relevant environmental legislation, including the prevention of pollution.

#### Specifically, we will:

- Ensure all employees are aware of the company's Environmental Policy and of their individual responsibilities within it.
- Inform suppliers and customers about the company's environmental commitment by distributing the Environmental Policy.
- Investigate the environmental performance of our suppliers with a view to favouring those with a formal environmental commitment.
- Minimise our use of energy and water by using efficient processes.
- Promote the reduction, reuse and recycling of waste products, both internally and in conjunction with other organisations.
- Minimise the amount of waste we produce by using efficient processes.

This Policy is available upon request to all and any interested parties.

#### **EQUALITY POLICY**

TPL is committed to eliminating discrimination amongst our workforce. Our aim is that all staff, clients and visitors feel respected and enjoy being in a comfortable environment.

Therefore, the purpose of this policy is to ensure fairness and not to discriminate on grounds of gender, race, age, religion or belief, disability or sexual orientation. We oppose all forms of illegal and unfair discrimination. Recruitment, training and promotion will be based on aptitude and ability and all employees will be encouraged to develop their full potential to maximise the efficiency of the organisation. Efforts are made to ensure the workforce reflects the background of the local population.

#### **Our commitment**

- · To create an environment in which individual differences and contributions of all staff are recognised and valued
- · To advise all staff on their responsibilities with regard to equality
- · Every stakeholder in the enterprise is entitled to respect and dignity
- · No form of intimidation, bullying or harassment will be tolerated
- · Training, development and progression opportunities are available to all staff
- · We will ensure fairness and act on the results of equality monitoring
- · Breaches of the policy will be regarded as misconduct and could lead to disciplinary proceedings
- · This policy is fully supported by senior management, and forms an integral part of the business strategy

#### **Equality Statement**

TPL is committed to providing equality for all and encouraging mutual respect. No worker, colleague or customer will be discriminated against on grounds of their gender, disability, race, age, sexual orientation, religion or belief.

We aim to provide a working environment which is free from discrimination, harassment and bullying, so that everyone involved (staff, customers and visitors) can operate in a consistently fair and correct atmosphere.

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#### **SLAVERY POLICY**

TPL are committed to conducting business ethically and to ensuring there is no slavery or human trafficking in our business or supply chain. We expect our suppliers to meet the same high standards.

This statement is made pursuant to the Modern Slavery Act 2015 and sets out the steps that TPL has taken and is continuing to take to ensure that modern slavery or human trafficking is not taking place within our business or supply chain.

TPL has a zero tolerance approach to any form of modern slavery. We are committed to acting ethically and with integrity and transparency in all business dealings and to putting effective systems and controls in place to safeguard against any form of modern slavery taking place within the business or our supply chain.

Our business in hydraulics and pneumatics has seen us become a leading distributor of fluid power products in the UK. Our integrity is based on an established supplier base with us having over forty years of trading experience.

We operate internal policies to ensure that we are conducting business in an ethical and transparent manner. These include:

- An anti-slavery policy.
- Recruitment policy, conducting eligibility to work in the UK checks for all employees to safeguard against human trafficking or individuals being forced to work against their will.
- We operate a whistleblowing policy so that all employees know that they can raise concerns within our business or supply chain, without fear of reprisals.
- The manner in which we behave as an organisation and how we expect our employees and suppliers to act.

We expect and require that each of our suppliers conduct business in a lawful and ethical manner.

We regularly conduct training for our procurement/buying teams so that they understand the signs of modern slavery and what to do if they suspect that it is taking place within our supply chain.

#### FINANCIAL/ACCOUNTS

Financial Year	2021/22	2022/23	2023/24
Turnover £'s	£12.8 M	£14.8 M	£15.0 M

Accounts e-mail: credit.control@tom-parker.co.uk

Tom Parker Ltd Dunns Number 21-319-1265



#### CERTIFICATE OF EMPLOYERS' LIABILITY INSURANCE (a)

(Where required by regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 1998 (the Regulations), one or more copies of this certificate must be displayed at each place of business at which the policy holder employs persons covered by this policy)

Policy No: P0064694CC2024AX0

ELTO Ref: 065/PRP475

NAME OF POLICY HOLDER: Tom Parker Ltd

2. DATE OF COMMENCEMENT OF 04 July 2024

INSURANCE:

DATE OF EXPIRY OF 03 July 2025

INSURANCE:

We hereby certify that subject to paragraph 2:-

- the policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Jersey, the Island of Guernsey and the Island of Alderney, or to offshore installations in any waters outside the United Kingdom to which the Employers' Liability (Compulsory Insurance) Act 1969 or any amending primary legislation applies(b): and
- (a) the minimum amount of cover provided by this policy is no less than £5,000,000(c) or

Stiphelalle

Signed on behalf of Arch Insurance (UK) Ltd. (Authorised Insurers)

Steve Bashford Arch Insurance (UK) Ltd

- (a) Where the employer is a company to which regulation 3(2) of the Regulation applies, the certificate shall state in a prominent place, either that the policy covers the holding company and all its subsidiaries, or that the policy covers the holding company and all its subsidiaries except any specifically excluded by name, or that the policy covers the holding company and only the named subsidiaries.
- (b) Specify applicable law as provided for in regulation 4(6) of the Regulations.
- (c) See regulation 3(i) of the Regulations and delete whichever of paragraphs 2(a) or 2(b) does not apply. Where 2(b) is applicable, specify the amount of cover provided by the relevant policy.

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Unit 6A Edward VII Quay Navigation Way Ashton-On-Ribble Preston PR2 2YF T: 01772 204 707 info@andersonashcroft.co.uk

To Whom It May Concern,

4th July 2024

Our Client: Tom Parker Ltd

Business Description: SALES, SUPPLY, ASSEMBLY, MAINTENANCE, REPAIR OF HYDRAULIC & PNEUMATIC HOSES, COUPLINGS & RELATED DEVICES, PROPERTY OWNERS & LANDOWNERS

As the insurance broker acting on behalf of Tom Parker Ltd, please accept this letter as confirmation that the insurance covers detailed below are in force.

#### Employers Liability (Primary Layer)

Insurer:	Arch Insurance (UK) Limited
Policy number:	P0064694CC2024AX0
Cover period:	4th July 2024 to 3rd July 2025
Indemnity limit:	£10,000,000

#### Employers Liability (Excess Layer)

Insurer:	Chubb European Group SE
Policy number:	TUCB/2023/1362
Cover period:	4th July 2024 to 3rd July 2025
Excess layer:	£10,000,000

#### **Public Liability**

Insurer:	Arch Insurance (UK) Limited
Policy number:	P0064694CC2024AX0
Cover period:	4 <sup>th</sup> July 2024 to 3 <sup>rd</sup> July 2025
Indemnity limit:	£5,000,000

#### **Products Liability**

Insurer:	Arch Insurance (UK) Limited
Policy number:	P0064694CC2024AX0
Cover period:	4th July 2024 to 3rd July 2025
Indemnity limit:	£5,000,000



Anderson Ashcroft is a trading name of Brown & Brown Insurance Brokers (UK) Limited which is authorised and regulated by the Financial Conduct Authority (Reference Number 745618). Registered in England and Wales with number 09850559. Registered office: 7th Floor, Corn Exchange, 55 Mark Lane, London, EC3R 7NE.

#### Public and Products Liability (Excess Layer)

Insurer:	Chubb European Group SE
Policy number:	TUCB/2023/1362
Cover period:	4 <sup>th</sup> July 2024 to 3 <sup>rd</sup> July 2025
Excess layer:	£5,000,000

The information provided in this document provides a brief overview of cover in place on the date of issue. The full details of the above policy, including terms and conditions, are provided in the respective policy documentation. The expiry date given is the expected expiry date of the policy. The cover stated above may change or be cancelled at any time, and we are under no obligation to advise you as such. This document does not in any way change cover provided to the insured.

Please contact us if you require any further information

Yours sincerely,

Steve Walsh

Telephone: 01772 268347

Email: stevewalsh@andersonashcroft.co.uk

#### Rohs Reach

#### **REACH and RoHS (3) Declaration**

To all Customers,

TPL is dedicated to supplying high quality goods that meet environmental regulations. This includes:

RoHS (Restriction of Hazardous Substances) Directive 2011/65/EU and Directive 2015/863/EU

and the requirements of:

• REACH SVHC EU Regulation (EC) 1907/2006 Last updated 07/11/2024.

#### **RoHS Compliance**

It is the policy of TPL to supply RoHS compliant products whilst maintaining product performance, reliability and availability. Products supplied by TPL which are under the scope of the directive comply with the defined requirements and do not contain the substances subjected to restriction or any substances contained are included in the exemptions of Annex III (Exemptions 6 (a), 6 (b), 6 (c)) and therefore meet the requirements of the RoHS Directive 3 (2015/863/EU).

This declaration is based on analyses and statements provided by our suppliers. We conduct a due diligence exercise with all our suppliers to ensure that the latest directives are adhered to and require immediate notification of any changes be informed to us. The relevance of these regulations shall be dependent upon the customers' systems and/or end use. Such definition of end use will be the responsibility of the customer.

#### **REACH Compliance**

It is the policy of TPL to be fully compliant with the current REACH SVHC regulations, under the definition of REACH. TPL is not a prime manufacturer of chemicals and therefore does not have any direct registration obligations under REACH SVHC. Products assembled and sold by TPL are regarded as articles and not substances and we are currently in communications with all our suppliers to ensure they have committed to ensuring all their materials and substances have been pre-registered where practicable. According to information provided from our suppliers, none contain any of the substances or chemicals listed on the EU Candidate List of SVHC's at levels greater than 0.1%, last updated 07/11/2024.

Please note TPL has not specifically tested these items for all these substances within the product(s), and we are relying on information presented to us from our suppliers to make this determination. We do maintain due diligence in communication with our suppliers on this matter.

TPL bases its compliance on material information provided by third parties and as such will endeavour to notify of any material pre-registration issues, if and when they arise.

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#### **CONFLICT MINERALS**

In August 2012, the United States enacted the Dodd-Frank Wall Street Reform and Consumer Protection Act (the "Act") which contained a section that regulated "Conflict Minerals" for the first time.

The Act includes provisions that require manufacturers to perform due diligence in their supply chains to identify and disclose the use of any Conflict Minerals and whether those Conflict Minerals originated in the "DRC Countries" <sup>2</sup>.

TPL, will be compliant with the Act and other regulations concerning the sourcing of our raw materials and the requirements for supply chain due diligence as a retailer of goods.

We require that our suppliers also comply with the request to provide and perform due diligence about the source of any Conflict Minerals in their products which are provided to us.

We are communicating our requirements to our suppliers and are putting controls in place.

We are requiring our suppliers to understand the source countries of metals contained in their products that they supply to us.

We do not knowingly source any product containing Conflict Minerals from the DRC Countries.

1 "Conflict Minerals" include Columbite-Tantalite (Tantalum), Cassiterite (Tin), Gold, Wolframite (Tungsten) and any derivatives from these minerals.

2 "DRC Countries" include the Democratic Republic of the Congo, Angola, Burundi, the Central African Republic, The Republic of Congo, Uganda, Rwanda, Sudan (South Sudan), Tanzania and Zambia.

#### **BRIBERY**

TPL values its longstanding reputation for ethical behaviour and integrity.

Conducting business with a zero-tolerance approach to all forms of corruption is central to these values, the company's image and reputation.

All employees must adhere strictly to The Bribery Act 2010.

TPL has a zero-tolerance policy towards corruption of all kinds.

Employees should note that it is a criminal offence to offer, promise, pay, request or accept a bribe.

A bribe does not need to be a monetary sum. It can be any form of advantage, offered or received. A contract does not need to have been won for a corruption offence to have been committed. Similarly, a recipient does not need to benefit personally from a bribe. Bribery can occur in the private and public sector.

Policy consists of two straightforward rules that all employees must adhere strictly to:

- Do not offer, promise or pay bribes.
- Do not request, agree to or accept bribes.

The risks of corruption are not always obvious. Accordingly, employees should follow these principles:

- Do not make payments to someone (or favour them in any other way) if you know that this will involve someone in misuse of their position (or them performing their functions improperly).
- Do not misuse your position (or perform your functions improperly) in connection with payments (or other favours) for yourself or others.
- If in doubt of a perceived personal benefit ensure that you enter a record in the companies' 'gift' register Inevitably, decisions as to what is acceptable may not always be easy.

If any employee is in doubt as to whether a potential act could give rise to corruption concerns, the matter should be referred immediately to a TPL Director.

#### ETHICAL BEHAVIOUR

Our policy is to seek the purchase of goods and services from suppliers that enhance positive impacts on the environment and society whilst meeting our business requirements. By incorporating **social**, **environmental and ethical considerations** into procurement decisions, we endeavour to make a positive contribution to the environment and society.

#### Commitment

TPL require suppliers to respect applicable environmental, social and ethical standards. To seek improvements that can be made in environmental, social or ethical performance, and ensure that all staff are afforded the same levels of respect and safety as our own staff.

TPL does not use or accept any forced, bonded, involuntary or child labour. We respect the right of everybody to equal opportunities and insist that all business partners meet our own standards. We expect our suppliers and business partners to adopt and demonstrate the following minimum standards:

**Child Labour**: Organisations should ensure the effective long-term elimination of child labour. No young person under 18 should be employed at night or in hazardous conditions.

**Forced Labour**: There should be no use of forced, bonded or involuntary labour.

**Health & Safety**: All employees should expect to work in an environment that is both safe and healthy.

**Abuse**: Physical abuse (actual or threatened), all forms of harassment, verbal abuse and any other form of intimidation are never acceptable.

**Working hours**: Working hours should not be excessive and shall comply with relevant national laws. Overtime should only be voluntary.

**Equal Treatment**: Organisations will seek to eliminate all forms of discrimination in access to employment, training and working conditions.

TPL is committed to respecting the dignity, liberty and equality of everyone that we work with.

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#### **PRIVACY POLICY**

Tom Parker Ltd Privacy Policy please see main website:

https://www.tom-parker.co.uk/privacy-policy/

Contact the Quality Department: <a href="mailto:quality@tom-parker.co.uk">quality@tom-parker.co.uk</a> for information on:

- Long Term Supplier
- Commodity Codes
- Country of Origin
- Prop 65 California Drinking Water

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Marsh Lane Mill, Marsh Lane, Preston PR1 8RT **Telephone: 01772 251405** Fax: 01772 827088

#### Ref: Counterfeit Materials Policy Statement

Tom Parker Ltd understands there is a worldwide problem concerning counterfeit components entering the supply chain and is committed to sourcing components and materials from manufacturers that share our values.

Tom Parker Ltd is committed to provide quality products and will procure its components from the following sources:

Component OEM Direct.

Component OEM authorised distributor.

Component OEM authorised agent/representative.

Where components are obsolete/EOL or allocated/hard to find, Tom Parker will purchase only from known and reputable sources within the industry. In the event that a situation demands the need to obtain product through alternate sources such as independent distributors we would then look at purchasing through members of reputable industry organisations.

Our sources are continually monitored on quality and performance; we operate a company approved supplier list in accordance with our current BSI approved ISO9001 certified Quality Management Systems.

T. J. Parker Director



ESTABLISHED 1972

www.tom-parker.co.uk