



# Quality Policy

At **Lighthouse Building Permits**, Quality is an integral part of our Corporate Business Principles. Our company strives to achieve sustainable growth through consistently satisfying the diverse needs and expectations of our clients. **Lighthouse Building Permits** is committed to the effective implementation of the Quality Management System (QMS) in compliance with ISO 9001 Standard.

**To achieve this objective, we will:**

- Provide services that meet or exceed the standards prescribed in relevant agreements, contracts, codes and statutory and regulatory obligations.
- Deliver added value to our clients by identifying, monitoring and responding to their needs, expectations and levels of satisfaction.
- Set measurable targets and seek to continually improve the delivery of our services.
- Continually review and improve the effectiveness of the Management System.
- In providing quality services, we shall embrace new ideas, technology, and innovation. We shall strive for continuous improvement, setting new benchmarks to maintain our strong reputation within the industry.
- Communicate and consult with stakeholders regarding the management system
- Ensure our suppliers, contractors and visitors operate in accordance with this policy.

Signature:  Date: 18 March 2025  
Managing Director: Jahan Trevena



# Environmental Policy

At **Lighthouse Building Permits** we recognise our responsibility to meet community expectations, and we are committed to the continuous improvement of our environmental performance. **Lighthouse Building Permits** recognises the importance of sustainability and reducing its environmental footprint.

We believe that being environmentally responsible is both the obligation of management and every individual.

## To achieve this, we will:

- Comply with relevant Environment legislation, ISO 14001 Standard and systems across the business.
- Proactively identify environmental aspects, assess their impact and eliminate or, if not possible, manage the impact to as low as reasonably practicable.
- Establish annual environmental objectives and targets and review annually
- Positively influence the environmental performance of any future partners.
- Manage our diverse activities to prevent or minimise pollution and impacts on visual amenity, air, water, land, flora, fauna and cultural and heritage values
- Strive to improve resource consumption efficiency and minimise waste generation in our Services
- Investigate and implement mutually beneficial programs of environmental management with interested parties
- Ensure understanding of environmental requirements and implementation of standards among our employees, suppliers and contractors
- Monitor and report our environmental progress

Signature:  Date: 18 March 2025

Managing Director: Jahan Trevena



# Occupational Health and Safety Policy

**Lighthouse Building Permits** is committed to support the health, safety, and welfare of all people we employ and to the people affected by our undertakings.

**Lighthouse Building Permits** continuously supports improvements of workplace health and safety by adopting a planned systematic approach to Occupational Health and Safety. This approach includes risk management and consultation and participation of workers.

As part of our overall commitment **Lighthouse Building Permits** is committed to:

- Complying with ISO 45001 and all relevant OH&S legislation, regulations, codes of practice, and guidelines.
- Establishing measurable objectives and targets aimed at eliminating hazards, reducing OH&S risks and work-related injury and illnesses.
- Documenting, implementing and communicating OH&S policy to all employees.
- Regularly monitoring and revising our policy in accordance with legislative and organisational changes or as appropriate.
- Provide adequate training, information, instruction and supervision to all employees and visitors to ensure work is carried out safely.
- Ensure all accidents, hazards and near misses are recorded and reported and an investigation is carried out to determine possible causes.
- Maintain a safe working environment by reporting hazards or unsafe work practices in a prompt manner to their manager or supervisor.
- Report all workplace injuries, near misses and illnesses caused by work immediately to your manager.
- Continual improvement of OH&S system.
- Ongoing consultation and participation of workers at all applicable levels and functions in the development, planning, implementation, performance evaluation and actions for improvement of OH&S Management system.

Signature:



Date: 18 March 2025

**Jahan Trevena**  
**Managing Director**