



QMS handbook

Soil & Building A/S

September 2022



ifalt og OB



Broer og fræsning



Fabrikker



Produktteknik



Vejmarkering

Soil & Building A/S Company Description

Soil & Building a/s was established in Nyborg in the early and the company grew steadily.

In the autumn of 2017, its own production of Soil & Building A/S was started in Langeskov on Fyn and in 2002 the company was environmentally certified.

In 2017, the activities were taken over by the publicly owned company Soil & Building, which had existed for 8 years. Soil & Building A/S laying and asphalt production, and the company continued under the common name Soil & Building A/S.

In this way, in less than 8 years, it was possible to create a company with 25 years of industry experience. In this context, the company was both quality certified and working environment certified. In addition, CE marking of asphalt, surface treatment and binders with associated certified FPC systems has been introduced continuously in line with the publication of the harmonized product standards, and oil & Gas industries.

LKF Road Marking was established in January 2016 and during the year the activities of LKF Road Marking were implemented in our overall management system for quality, environment and working environment. LKF Road Marking is thus certified under the same conditions as the other specialist areas.

Today, Soil & Building a/s is a nationwide company that includes five stationary asphalt plants. In addition to the production and laying of asphalt, the company also has its own plant for the production of emulsion and bitumen products and specialized departments within milling, surface treatment, bridge pavements and road marking (LKF).

The organization and management structure at Soil & Building a/s is relatively flat, with department heads reporting directly to the CEO. It is important to have effective management so that strategies, actions and information do not have to go through so many levels, but are communicated quickly and simply.

Only through systematic work with the management system, where we are inspired by positive interaction with our employees, authorities, suppliers and other stakeholders, can we achieve being a company with high quality, environmental and working environment standards.


Michael Holmlund Bech
Group Operations Manager

The overall management system for Soil & Building a/s is certified according to:

- ISO 9001 which includes quality management.
- ISO 14001, which includes environmental management.
- ISO 45001 as well as the Danish Working Environment Authority's Executive Order 1409 of September 26, 2020, which covers occupational health and safety management.
- EN 13108 the series, which includes CE marking of asphalt.
- EN 12271 which includes CE marking of surface treatment (OB).
- EN 13808, EN 15322 og EN 14023; som which includes CE marking of Bitumen emulsions, Polymer-modified bitumen as well as cutback and fluxed bituminous.

Values and strategic direction

We base our business on the Soil & Building a/s Group's three values:

Simplicity - Respect - Due Diligence:

Our overall management system for quality, environment and working environment as well as CE marking of asphalt, surface treatment and binders is built on these values.

- We maintain a simple and agile organization, and we cultivate the ability to make things simple in order to work flexibly and keep costs down.
- We show respect for each employee, our colleagues, customers and surroundings.
- With due care, we take time to plan and intervene when necessary. We prevent accidents, we train our employees, and we demonstrate responsibility towards people, projects, machines, the environment and the surrounding community.

It is important for us, while respecting the framework and conditions under which we work, to be able to meet customer requirements and relevant stakeholders' needs, expectations and other binding obligations. In order to improve our performance and at the same time gain the greatest possible insight into the business risks, we have conducted a mapping of our stakeholders.



We have also conducted an analysis of internal strengths and weaknesses as well as external opportunities and threats (SWOT analysis) to map the factors that affect our ability to achieve the desired results of the overall management system.



By looking at these internal and external patterns and the interaction between them, the company's strategic direction is determined and prioritized, taking into account the identified risks.

The stakeholder mapping, together with the SWOT analysis, forms a tool for navigating with overview and insight, where the purpose is to steer towards a continuous improvement of the management system's efficiency and future goals.

Management continuously follows up on the implemented processes and action plans.

The company's strategic efforts are grouped into the following four main areas:

ZERO ACCIDENTS: Management has launched a comprehensive effort under the theme ZERO ACCIDENTS – because we want to look after each other. The aim is to reduce the number of occupational accidents through increased awareness of dangerous situations and by sharing knowledge.

Sales: The foundation of sales is customer trust in employees and products. It is not only the product that is important – it is also the desire to establish good relationships with satisfied customers.

Recruitment and retention: Skilled and experienced employees are an important part of the foundation for our success. We therefore work purposefully to recruit suitable employees and to retain experienced ones.

Optimization: Through the development of existing business areas and the initiation of new activities, we work towards continued growth and renewal. Planning and knowledge sharing are essential elements for optimization.

Soil & Building a/s has established a number of policies and goals within quality, climate, environment and safety:

Quality policy:

- Soil & Building a/s will be a company with a high quality standard within products, contracts and customer advice. We must constantly do better and cheaper, but of course not at the expense of quality and service.
- The company's activities must, with due regard for the economy, be developed in line with current technical capabilities and new technology.
- Employees must be provided with the necessary expertise, commitment and quality awareness through training so that flexible solutions can be offered to meet customer needs.
- The quality system is evaluated to continuously improve the system's quality level and efficiency, and to ensure that the company complies with applicable legal requirements and meets relevant customer requirements..
- The quality policy is updated continuously to ensure that the company meets the requirements set by technology, social developments and our customers in the future..
- Soil & Building a/s quality management system is certified according to ISO 9001:2015 and also includes FPC certifications according to EN 13108 series, EN 12271, EN13808, EN 15322 and EN 14023.

Occupational health and safety policy

- Soil & Building a/s is a company with a high standard of working environment in accordance with the Soil & Building Group's vision: ZERO ACCIDENTS – because we want to look after each other.
 - Soil & Building a/s is a spacious workplace that offers its employees a safe and healthy working environment with good mental and physical conditions, which ensures the employees' well-being and counteracts the risk of unnecessary stress and dangers.
 - We are committed to preventing occupational injuries and work-related illness, as well as to continuously improving the occupational health and safety management and occupational health and safety performance as an integrated part of the company's occupational health and safety work.
 - Occupational health and safety work is carried out in close collaboration with the company's occupational health and safety representatives in the occupational health and safety organization.
 - Soil & Building a/s occupational health and safety conditions must be openly informed, including through the annual environmental report and in internal employee information.
- The occupational health and safety policy is continuously evaluated to ensure that the company meets the requirements set by technology, social development and our customers in the future. We are committed to complying with applicable occupational health and safety legislation in all respects.
- Soil & Building a/s occupational health and safety management system is certified according to DS/EN ISO 45001 and the Danish Working Environment Authority's Executive Order No. 1409 of September 26, 2020.

Environmental and climate policy

- Soil & Building a/s is a company with great attention to environmental and climate considerations and we will operate in a positive interaction with our surroundings and relevant authorities.
- Based on a life cycle perspective and by using the best available technology, we will constantly work to ensure that the company's operations have the least possible impact on the environment per unit produced. The consumption of resources such as raw materials and energy is reduced where possible, and pollution from the company's activities must be minimized.
- In accordance with the principles of the GHG Protocol, Soil & Building a/s calculates the emission of greenhouse gases from its activities and works in ongoing operations and through investments to reduce the climate impact.
- By preparing environmental product declarations (EPDs), we make relevant climate and environmental data available to our customers.

We support our customers in choosing sustainable asphalt solutions.

- Soil & Building a/s will be the industry leader in the use of recycled material in asphalt and ensure that only materials that ensure 100% recyclability of asphalt are used in asphalt production.
- These goals are sought to be achieved through systematic environmental management in close cooperation between employees, authorities, customers and suppliers.
- The company's environmental conditions must be openly informed, including through the annual environmental report and in internal employee information. The company's activities must be developed in line with current technical capabilities and with due regard for the economy.
- The environmental and climate policy is continuously evaluated to ensure that the company meets the requirements set by technology, social development and our customers in the future. We are committed to complying with applicable legislation within both the environment and climate in every respect.
- Soil & Building a/s environmental management system is certified according to DS/EN ISO 14001:2015.

Description of the management system

Soil & Building a/s activities can be divided into core and support processes. Our core processes are the execution of road contracts (milling, surface treatment, road construction and maintenance of bridges and road marking) and the production of road materials (asphalt, stone materials, bitumen emulsions and other bitumen products). The support functions include sales/marketing, development and control, workshops and administrative functions, including finance and IT. The management system at Soil & Building a/s is a comprehensive system that covers both the quality of services to the customer, consideration for the external environment and climate and the working environment for our employees.

The system is divided into 3 levels:

Level 1 is this handbook, which generally describes the management system and the company. The policies described apply to all employees associated with the certifications. The management of Soil & Building a/s determines the policies and at the same time provides the necessary resources for continuous improvement of the system. A Q/M group has been established, consisting of the CEO, the product and environmental manager and the QMS coordinator. Other members of the management group are invited to the group's meetings, *depending on the agenda. At annual meetings, the entire management team evaluates whether the system meets expectations and how the system can be improved. At the same time, it is assessed whether policies and goals remain relevant and realistic.*

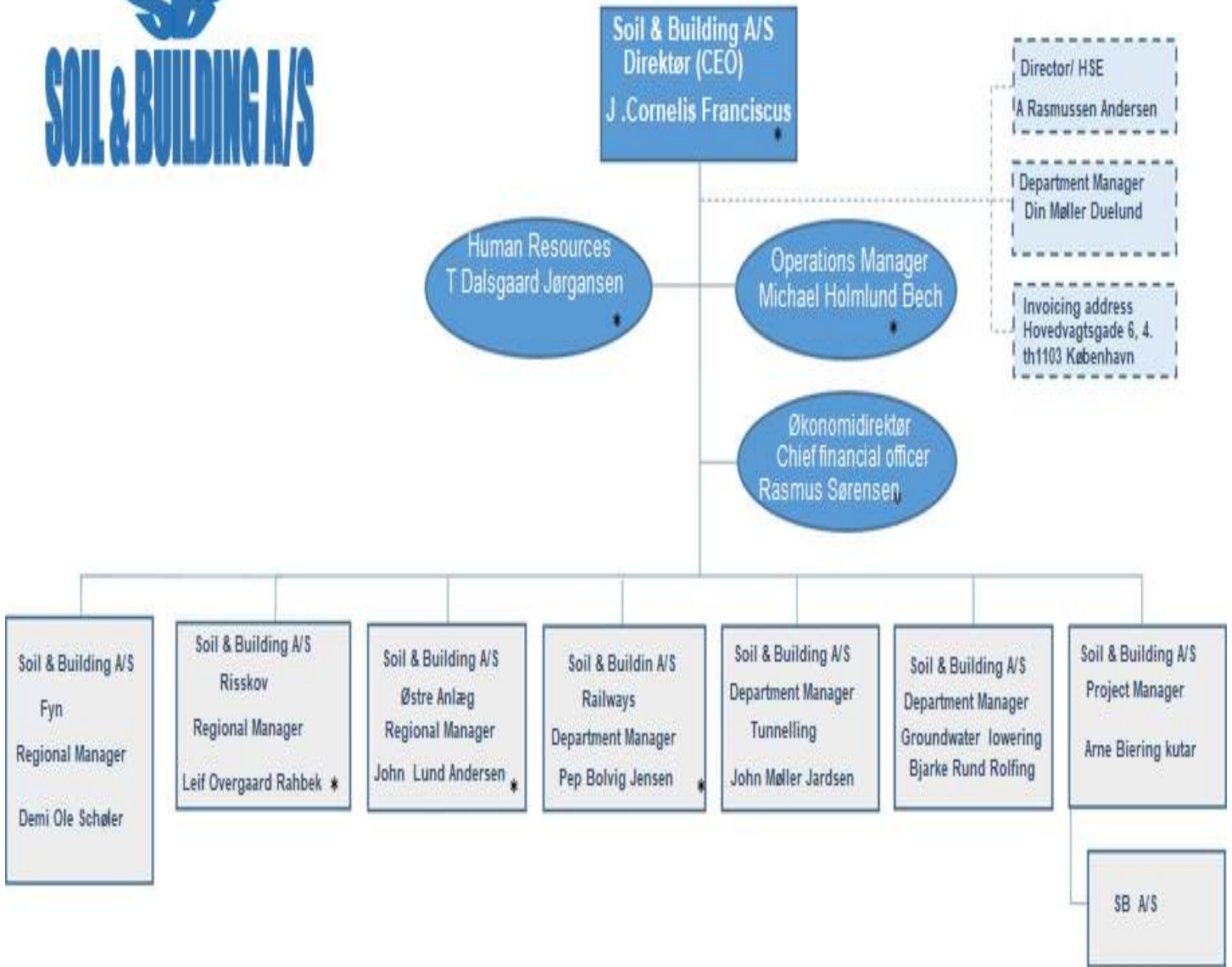
Level 2 is a detailed description of the individual core and support processes, and the interaction between these (procedures). Level 2 also contains the goals and action plans that management has set as necessary for the company's continued development. Level 2 also describes procedures for registrations for monitoring and internal audit to ensure continuous improvements.

Level 3 is specific instructions for the processes, both in terms of describing tasks, responsibilities and powers. The level of detail of the instructions is adapted so that all important aspects of the work are included - both in terms of ensuring uniform quality and consideration for the environment and working environment. There are instructions for all functions and work areas that are necessary to ensure effective planning and management of the processes. Training ensures that employees understand and follow the system, and that the system is constantly improved.

Soil & Building a/s overall management system includes the following locations:

Soil & Building a/s Hovedvagtsgade 6, sal 4th C/O MG Projekter ApS 1103, København K, Hovedstaden Denmark. Head office, sales and installation of road pavements and related activities. Sales and installation of road markings and related activities.





In addition to the United Nations Global Compact, SOIL & BUILDING A/S Adhere to the following international standards:

- : The Universal Declaration of Human Rights (UDHR);
- : The United Nations Guiding Principles on Business and Human Rights;
- : The Fundamental Conventions of the International Labour Organization (ILO);
- : The OECD Guidelines for Multinational Enterprises;
- : The International Covenant on Civil and Political Rights (ICCPR);
- : The International Covenant on Economic, Social and Cultural Rights (ICESCR).