



INTEGRATED MANAGEMENT POLICY QUALITY, ENVIRONMENT, OSH AND DOCUMENT MANAGEMENT SYSTEM (DMS)

ARA VINC GESTIÓ DOCUMENTAL S.L. (hereinafter, **aradoc**) is a company dedicated to providing document management services, transport, and courier services at local and national levels, in urgent and conventional modes, for confidential documentation. Logistics, warehousing, handling, custody, and document destruction.

The organization recognizes the importance of service quality, environmental preservation, workers' health and safety, and the document management system (DMS). Therefore, **aradoc** is committed to integrating these principles into its Integrated Management System (IMS), based on ISO 9001, ISO 14001, ISO 30301 and ISO 45001 standards.

Management at **aradoc** is committed to working towards the following objectives:

- Ensure compliance with legal requirements and other applicable requirements related to quality, environment, occupational health and safety, and information security.
- Ensure customer satisfaction by offering quality services that meet their expectations.
- Minimize environmental impacts by controlling significant aspects, efficiently using natural resources, and reducing generated waste.
- Ensure a safe and healthy work environment by identifying and eliminating hazards, controlling occupational risks, and preventing accidents and professional illnesses.
- Implement an Information Security System that ensures confidentiality, integrity, and availability of information.
- Promote worker participation and consultation regarding occupational health and safety.
- Develop training, information, and awareness programs for all staff.

- Integrate technological advancements that contribute to improved service quality and safety.
- Promote continuous improvement of the Integrated Management System.

To ensure the effective implementation of the Integrated Management Policy, Management will allocate the necessary resources for its development, including:

- Appointment of an IMS Manager, responsible for maintaining and applying the policy.
- Annual review and update of the policy.
- Execution of periodic audits and incident management.
- Staff training and awareness on applicable risks and security controls.

aradoc commits to ongoing compliance and continuous improvement by:

- Complying with current legislation and other applicable requirements on quality, environment, occupational health and safety, and information security.
- Periodically reviewing this policy to adapt it to regulatory evolution and organizational needs.
- Promoting actions that ensure continuous improvement of the Integrated Management

This Integrated Management Policy is mandatory for all **aradoc** personnel and serves as the framework for establishing and reviewing organizational goals and targets.

Management commits to:

- Disseminating the policy throughout all levels of the organization.
- Making it accessible to the public and interested parties upon request.
- Reviewing it periodically to ensure adequacy and effectiveness.

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Josep Ribera Serra