



INTEGRATED MANAGEMENT SYSTEM SCOPE & POLICY



SCOPE OF INTEGRATED MANAGEMENT SYSTEM (SIG)

The Scope of Integrated Management System of BTOConcept, Unipessoal, Lda. (BTOC) is the offer of Accounting, Administrative Management of Human Resources, Financial Consulting and Tax Consulting services. Also, security of internal BTOC information and information resulting from the provision of services.

INTEGRATED MANAGEMENT SYSTEM (SIG) POLICY

BTOC is committed to provide services focused on sustainable growth and meeting customer requirements while following the criteria of professional ethics and improvement. BTOC Top Management assumes the leadership in the pursuit of the objectives for Quality and Information Security and the commitment to support the Integrated Management System Policy.



INTEGRATED MANAGEMENT SYSTEM SCOPE & POLICY

PRINCIPLES:

- Provide customers with comprehensive, timely, complete and comparable information;
- Communicate, create awareness and continuously train all BTOC employees in order to guarantee an internal culture in compliance with the legal norms of organizational conduct and ethics and all those related to Quality and Information Security;
- Comply, without incident, the legal and / or fiscal obligations of the clients;
- Implement adequate procedures to monitor security incidents and implement accountability processes for violations of internal Integrated Management System policies and procedures;
- Preserve, all the time, the confidentiality, integrity and availability of supporting information related to BTOC's activity and covered by the certification of all relevant stakeholders;
- Manage information according to the assumptions and objectives of the Integrated Management System Policy, tracking and reducing all vulnerabilities in BTOC's activity through proper analysis and management of the risks and its potential impacts, providing all the necessary resources to guarantee the good implementation of all the processes of the organization.



INTEGRATED MANAGEMENT SYSTEM SCOPE & POLICY