


Rekan Limited

Quality Policy Statement and Objectives

Issue date: 01/05/14, Revision: P02

OVERALL AND FINAL RESPONSIBILITY FOR THIS POLICY	Nicholas Riley (Managing Director)
DAY-TO-DAY RESPONSIBILITY FOR IMPLEMENTATION	Bridgette Stocks (Practice Manager)

STATEMENT OF GENERAL POLICY	
<p>Rekan's objective is to develop, produce and deliver a high-quality service that consistently meets the customer's needs and requirements. This will be achieved via the following principles:</p> <ul style="list-style-type: none"> • Compliance with legislation through working with professional advisors in HR, Health & Safety and Finance • Membership of professional bodies such as CHAS and ISO 9001 • Satisfying the Client's expectations by adopting procedures relevant to their business policies and requirements. • Support our staff in their day-to-day activities by ensuring robust and simplified systems are in place • In accordance with the Company's commitment to staff development, ensure all staff be offered training appropriate to their role and to enhance their expertise • Consistency in our documents and presentation to ensure Rekan branding is achieved and recognized • Quality will be built into all our services from design through to completion of project • Process will be developed and controlled to prevent errors before they occur • Continuous improvement will be achieved by having an effective corrective and preventative action programme that will address and eliminate causes and potential causes of non-conforming product. 	
Nicholas Riley (Managing Director)	
	01.03.2020