

## Rekan Limited

### Quality Policy Statement and Objectives

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

<b>OVERALL AND FINAL RESPONSIBILITY FOR THIS POLICY</b>	Nicholas Riley (Managing Director)
<b>DAY-TO-DAY RESPONSIBILITY FOR IMPLEMENTATION</b>	Nerissa Riley (Finance Manager)

<p><b>STATEMENT OF GENERAL POLICY</b></p> <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"> <li>• Compliance with legislation through working with professional advisors in HR, Health &amp; Safety and Finance</li> <li>• Membership of professional bodies such as CHAS and ISO 9001</li> <li>• Satisfying the Client's expectations by adopting procedures relevant to their business policies and requirements.</li> <li>• Support our staff in their day-to-day activities by ensuring robust and simplified systems are in place</li> <li>• 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</li> <li>• Consistency in our documents and presentation to ensure Rekan branding is achieved and recognized</li> <li>• Quality will be built into all our services from design through to completion of project</li> <li>• Process will be developed and controlled to prevent errors before they occur</li> <li>• 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.</li> </ul>
<p>Nicholas Riley (Managing Director)  01.05.2021</p>