

**SCOPE**

This document describes our company policy on quality. It applies to all staff and contractors, both in internal operations and client work.

**RESPONSIBILITIES**

- Directors
- All staff

**DESCRIPTION:**

We are committed to delivering the best possible work for our partners - quality is a must for us. We always provide the highest quality of work within the timeline and resources for any project. Our company philosophy is based on two pillars, EXCELLENCE and RELIABILITY, these lead to quality work and they are the foundations for quality.

**EXCELLENCE**

- Hiring highly qualified individuals and ensuring their continuous development and learning so that they continue to improve and constantly deliver quality
- Carrying out systematic quality review of our work, during execution and before final delivery
- Continuously improving our processes and approach to work based on our company improvement scheme

**RELIABILITY**

- Taking confidentiality, privacy and information security very seriously and we have strict policies and processes to govern these
- Enforcing our array of company policies and our code of conduct to ensure that we consistently provide high quality, innovative and professional services
- Continuously improving our reliability and quality through our partner feedback system

We are committed to all the above and to continuing to improve our ways of working and as a result, the quality of our work.

Christian Hauschildt  
Managing Director