QUALITY POLICY
STATEMENT OF INTENT

Options Resourcing specialises in the following activities:

- The Recruitment and Supply of Temporary, Contract and Permanent Personnel, including the Provision of Managed Services.

The Company endeavours to satisfy or exceed customer expectations and is committed to a policy of Quality throughout its activities, ensuring that the service quality satisfies the specific contractual obligations of our customers together with the standards of quality specified in BS EN ISO 9001: 2015 and any other relevant documents which augment this standard including the adherence to Statutory and Regulatory requirements.

It is the policy of the Company to supply personnel/services of a quality that will merit and earn Customer satisfaction, thus enabling the Company to retain our existing customers and to generate new through a policy of continual improvement of our systems and working practices.

Systems are in place to assess the effectiveness of the integrated management system (IMS) with management review meetings being held to review performance and quality objectives with any additional quality objectives/measures being introduced as appropriate. These reviews will also consider the continuing suitability of the Quality Policy.

All personnel share responsibility for the quality of the personnel/services supplied to our customers and the Company will provide reasonable access for our customer's representatives to discharge their quality responsibilities.

New and existing personnel are made aware of the Company's quality policy either during ongoing training sessions or Company induction.

The Directors have given the Management Representative (Business Support Manager) full authority to carry out the quality policy of the Company and all Company personnel are required to cooperate with the Management Representative in carrying out this task.

This Integrated Management System Manual and the associated Procedures & Operational Manuals are approved by the undersigned as the authoritative documents relating to Quality within the Company.

AUTHORISED BY:

Mr. P. Ingram - CEO