

# **QUALITY POLICY**

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We remain committed to maintaining a reputation for excellence in the recruitment and personnel outsourcing industry by ensuring our staff uphold our high standards throughout the recruitment and talent management process.

# The key principles underpinning our quality policy are:

- Individual acceptance of personal accountability and responsibility for consistently delivering agreed service.
- Making every effort to follow all agreed customer requirements and all related to the service being offered.
- Recognition of individuals who demonstrate excellence or innovation in service delivery.
- Maintaining and continuously improving a management system that complies with the requirements of ISO 9001:2015.

# Our quality objectives are to:

- Consistently provide qualified persons capable of meeting our client's specifications and requirements.
- Efficiently deliver services to our customers compliant with all prevailing statutory and regulatory requirements and within agreed service levels.
- Resolve customer, employee and external providers queries promptly and in a friendly manner.
- Give our customers the utmost confidence in our services and ability to meet their needs.

#### To achieve these objectives, we commit to:

- Ensure high levels of management and competent staff involvement in all operational aspects.
- Continuously engage all stakeholders in meaningful consultation and communication.
- Improvement of customer satisfaction.
- Establish and communicate effective quality processes and procedures which provide a framework for measuring and continual improvement of our services and Management System.
- Continual monitoring and reporting of all agreed service quality and performance indicators.

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Managing Director Quality Policy Version: 1

Authorization Date: 12/10/2020