



Secure IT Services - Quality Policy

1. It is the declared aim of Secure IT Services to ensure that all tasks involved with the Removal, Salvage, Disposal and Data Cleansing of IT Equipment are performed to the highest standards. The company will develop mutually beneficial relationships with customers and suppliers. I am the person who has ultimate responsibility for the Quality Management System (QMS) and I have every confidence in the Company's ability to produce 'First Class' results every time. To this end I will endorse the objectives of the company in all respects.
2. Secure IT Services has a policy of continuous development, improvement, risk planning & management of its manufacturing and services with the following objectives:
 - To enhance customer satisfaction.
 - To monitor and improve where appropriate the efficiency of the manufacturing process.
 - To develop the skills and abilities of its employees through appropriate education and training.
 - To ensure compliance with regulatory and approval bodies where appropriate to accreditations and approvals.
 - To ensure that all activities comply with relevant current legislation, EU directives and ISO9001:2015
 - To ensure risk is assessed throughout the business in a manner which ensures compliance with the above and customer requirements.
 - Suitable and adequate resources shall be agreed and maintained to make the QMS effective within the organisation.
 - Ensuring the involvement of all employees in embedding the QMS within the whole organisation.
 - Secure IT Services have identified its internal and external influences which in turn determine the context of the business.
3. The organisation and structures laid down in the QMS are designed to meet these objectives. All team members, from me through the board and all other employees are expected to support them and to assist with their implementation.
4. The company QMS and this Quality Policy will be reviewed at least annually so as to ensure the expectations of the company and its customers are being achieved. The data produced from the QMS and other sources will be used to analyse and measure the effectiveness of the QMS. The information shall be used to plan and coordinate continual improvement throughout the company.
5. The company places great emphasis on the fact that each employee has a responsibility to play his or her part in ensuring that quality standards are maintained throughout. The company will ensure that each employee is competent in their work and has where required necessary training carried out.
6. The company shall agree and publish its Quality Objectives on an annual basis. These objectives shall reflect the business needs and requirements and contribute towards continual improvement. They shall be published accordingly to all team members.
7. The company will operate a formal QMS in accordance with the requirements of ISO 9001:2015.
8. This policy shall be published internally within the company on notice boards, and where required externally via whatever means is deemed appropriate.

A handwritten signature in black ink, appearing to read 'Garry Costen', written in a cursive style.

Garry Costen
Managing Director
January 2018