Statement of Quality Policy

INTRODUCTION

Simple Recruitment Services Ltd provides a recruitment service to a variety of disciplines, and is dedicated to the Quality Policy which is intended to ensure that its services meet the requirements of its clients, applicants and relevant legislation and regulations at all times.

The goal of the company is to achieve a high level of client satisfaction. Commitment to the implementation of supporting managerial and operational systems is essential to realising that goal. It is the intention of the Simple Recruitment Services Ltd to maintain its position as a market leader with respect to the quality of its services.

It is our intention to continually improve the quality management system and its performance, in line with the principles of this policy and objectives set against the said principles.

The Quality Policy is based on three fundamental principles:

1. The definition of quality as conforming to requirements, having identified very carefully the needs of our clients, our applicants and our own systems.

2. The quality management system concentrates on prevention, looking at our service provision processes, identifying the potential for errors and taking the necessary action to eliminate them.

3. The quality of service provision is based on the principle of everyone understanding how to do his or her job to the standard required, and doing it right first time

To ensure that the policy is successfully implemented, staff will be responsible for identifying client and applicant requirements and for ensuring that correct procedures are adhered to in order to meet the requirements.

Objectives needed to ensure that the requirements of this policy are met and that continual improvement is maintained in line with the spirit of the policy, will be set, determined and monitored at Management Review.

The quality policy principles and related objectives will be communicated and available to staff at all times. Training will be an integral part of the strategy to achieve objectives.

Disclaimer: This policy is meant to provide general guidelines and should be used as a reference. It may not take into account all laws and is therefore not a legal document. The Company will not assume any legal liability that may arise from the use of this policy.

Signed: Gary Phillips – Operations Director

Date: September 2025