

Document Name Quality Policy			Chapter: 5.2	Document Nr: D-01-01
Prepared by QAQC	Approved by MD	Date 2024-03-25	Revision 1	Pages 2

The purpose of this document is to document the quality policy of the company providing external stakeholders insight as well as guidance to the employees.

By adhering to these rules, we uphold our commitment to quality service, efficient operations, and effective teamwork at Q Workforce.

- **Customer centricity**

The company operates according to a demand driven supply chain with the customer at the focal point of all our services.

- **Timely Communication**

It is essential to respond promptly to our clients' messages (24h rule) and provide robust support to our collaborators and suppliers.

- **Service-Oriented Mindset**

Our company's ethos is service oriented which means we maintain our commitment to delivering exceptional service, even as we grow and expand.

- **Compliancy**

We pro-actively educate ourselves on constantly evolving regulations and standards, ensuring our processes remain aligned and compliant with all applicable requirements

- **Commitment to Quality**

Q in Q Workforce stands for Quality and our commitment to quality is reflected in our workforce. Our team members are carefully selected for their expertise and commitment to excellence so we can consistently deliver the highest quality service to our clients, suppliers, and collaborators.

- **Quality Assurance and Continuous Improvement**

We embrace a culture of continuous improvement encouraging employees to identify and address inefficiencies, or areas for enhancement.

- **Teamwork and Communication**

At Q Workforce we function as a cohesive team with effective communication as our primary tool. We actively support and assist each other, fostering a collaborative work environment.

- **Pre-Project Preparation**

We collaborate closely with our clients collecting extensive project details which allows us to select the perfect team for the job.

- **Document and Certification Control**

To ensure top-notch service to our clients, we maintain meticulous control over all documentation and certifications from our collaborators and suppliers.