

# Quality Policy

Alignz Recruitment is committed to maintaining a safe and healthy workplace to ensure that all precautions possible are taken to protect employees, offsite locations, the public, and Alignz Recruitment as a company.

## 1. Our Commitment

Our principal objectives are to:

- Ensure that client and customer requirements are met or exceeded.
- Produce works of the highest quality in an efficient, effective and safe manner.
- Ensure that specification are met, and exceeded.
- Manage all client correspondence, documentation and communications ensuring they are appropriately transmitted and records are maintained.
- Ensure that all statutory requirements are met.
- Continually improve the effectiveness of the Quality Management System through a continual improvement process utilising non-conformance and corrective action process.

In implementing this policy, we will engage with and support our employees, contractors, suppliers and our clients in sharing accountability for meeting our requirements.

<b>Officer Name:</b>	<b>Meta Tyrell</b>	<b>Officer Signature:</b>	
<b>Officer Name:</b>	<b>Lesa Tyrell</b>	<b>Officer Signature:</b>	
<b>Date:</b>		<b>Review Date:</b>	

**Sign off**

Please sign below to indicate that you have read and understood the above.

Date	Name	Signature