

IN-FORM SOLUTIONS LIMITED

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Quality Policy Statement

Fully established in 2012 In-Form Solutions is a provider of effective management solutions to both community and business organisations. We are proud to provide a personal service to an impressive portfolio of clients at home and abroad including the NHS, local and central government, overseas governments, not for profit organisations and commercial clients.

The company recognises the contribution staff play in the success of the business. It also recognises the importance of setting and communicating business goals and quality objectives, one of which is to provide excellent customer service via policies and procedures throughout the business. Staff are supported through training and regular review of the effectiveness of activities to achieve its aim for continual improvement.

The company is therefore committed:

1. To develop, maintain and continually improve a Quality and Environmental Management System which meets the requirements of ISO9001:2015 and ISO:14001:2015
2. The system is based on continuous improvement and prevention of, rather than correction of problems
3. The aims are to supply a service which not only meets but exceeds the requirements of its clients
4. To establish strong relationships with clients, associates, and suppliers, which will contribute to the continued success and growth of the business
5. To communicate the Quality Policy and objectives to all staff.
6. To comply with statutory regulatory and all other applicable requirements including those of ISO 9001:2015 and ISO14001:2015 within the scope of our Quality and Environmental Management System. To continue to comply with all NHS Information Governance criteria and with Cyber Essentials Plus.

The Quality Policy reflects the company's commitment to achieving its objectives and the policy will be reviewed at Management Review meetings to ascertain its continuing suitability.

SIGNED

A handwritten signature in black ink, appearing to read 'John Griffiths', written over a horizontal line.

John Griffiths
Managing Director
Issue 6 September 2022
Agreed by Board

26th September 2022
Approved by Board 27th September 2022