



QUALITY POLICY

VERSION NUMBER: 1.1

ISSUE DATE: 16/02/2022

DATE OF LAST REVIEW: 15/06/2022

Policy Commitments

Northern Edge Studio recognises its duty to meet all client expectations within reason. This commitment extends to ensuring that the organisation's operations do not place any stakeholder at risk from the activities undertaken. All building and relevant legislation will be adhered to and reviewed for updates.

Objectives & Goals

Northern Edge Studio will:

1. Ensure compliance with legislative requirements and current industry standards
2. Provide information, instruction, training and supervision to office staff, workers, supervisors, and subcontractors to ensure they are able to suitably perform their duties
3. Provide and maintain resources to meet quality commitments
4. Promote continual improvement at all levels

Staff will:

1. Follow all policies and procedures
2. Ensure client satisfaction
3. Provide feedback to management on non-conformances and opportunities for improvement

Responsibilities

Managers and principals are accountable for enforcing this Code of Conduct; however, all employees have a responsibility to adhere to the policy at all times. All breaches of the policy will be dealt with in accordance with the Northern Edge Studio's Working Practices Policy.

Breaches may result in disciplinary action, which in serious circumstances may include termination or prosecution.

Application

This policy applies to Northern Edge Studio and New Northern.

Northern Edge Studio provides this policy to all staff, contractors, sub-contractors, and interested parties upon request.

Scope

The version of this policy applies from the sign-off date.

It replaces all previous versions and should be read in conjunction with all current policies and procedures and relevant legislation. Queries in regard to content of this policy are to be referred to the principals.

This policy will be reviewed regularly, and modified as required, to reflect changes in company policy, best practice, and compliance with the relevant legislation.