

QUALITY POLICY

INTEGRATED MANAGEMENT SYSTEM

Easy Payroll Global is dedicated to the quality policy that will ensure that its products and services fully meet the requirements of its clients. The goal of the company is to achieve a high level of client satisfaction at all times.

The quality policy is based on 3 fundamental principles:

1. Ensuring that we fully identify and conform to the agreed requirements of our clients as per our contractual obligations;
2. Looking at our service provision processes, identifying the potential for errors and taking the necessary action to eliminate them;
3. Everyone understanding of how to do our job and doing it right first time

We are also committed to the following:

- Complying with the requirements of ISO9001:2015, all statutory requirements, codes of practice and Easy Payroll Global Standard Operating Procedures (SOPs);
- Continuous improvement of the quality management system.

To ensure that the policy is successfully implemented:

- Staff will be responsible for identifying client requirements, and ensuring that the correct procedures are followed to meet those requirements
- Consultation will take place with employees and other stakeholders to improve the effectiveness of the quality, safety and environmental management system and reviewing the quality, safety and environmental management system at least annually.
 - The Quality Policy shall also be reviewed annually prior to our annual Internal Audit;
- Ensuring quality management principles are included in all organisational planning activities i.e. Group Management Meetings, Management Review Meetings, induction training and ongoing education and training to all of our employees;
- Ensuring that all staff are trained and competent in the tasks they perform;
- Clearly understand the current and future needs and expectations of our clients and stakeholders;
- Establishing objectives that are realistic, achievable and measurable then reviewing performance against objectives at least monthly in the quarterly Group Management Meeting. Objectives are to be varied at the discretion of the management team to ensure the desired results are being achieved;
- Making the Quality Policy available to our clients and all interested parties as required.

