



Data Day Shredding

Confidential Data Destruction

QUALITY POLICY

Data Day Shredding Ltd is committed to communicating and explaining the Quality Policy to all its employees. It is the framework to establish and review the Quality objectives of the Company.

This strategic Policy, which will be reviewed for its continuous adjustment, is a pledge understood and accepted by all employees. It is established and implemented in agreement with the following

QUALITY PRICIPLES OF DATA DAY SHREDDING LTD:

1. To satisfy internal, external clients and interested parties, adapting ourselves readily to their needs, requirements and expectations.
2. To comply with the legal and prescribes requirements, as well as with our ethical commitments.
3. To make products and to rend service safe for consumers and users.
4. To give priority to prevention. To identify and evaluate the impacts and risks relative to Quality in order to define a control strategy that allows the establishment of guidelines towards the decrease of them.
5. The use of best available technologies in order to plan and improve the processes, products and services, encouraging investigation, development and innovation.
6. To train our employees and to involve them in the goals and objectives on the Company, taking in to consideration their suggestions and creating a climate of participation, communication and teamwork.
7. To select Quality conscious suppliers and to cooperate with them and the rest of the interested parties in adding value throughout the entire paper recycling cycle.
8. To advise our customers so that they can obtain the maximum benefit from our products and service.
9. To continuously improve the Quality Management System with the confidence that it will allow us to maintain the leadership and competitiveness of the Company.

Kirsty Yeomans

Managing Director
Data Day Shredding Ltd
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