

At Kerry Collins Recruitment Ltd Limited we aim to provide a thorough, professional and quality service to both our clients and our temporaries. In order to achieve this we must adopt and follow a series of working practices that are continually worked to, measured and updated. These practices are as follows:

1. Document our policies
2. Ensure our technical infrastructure is capable of implementing our policies
3. Ensure that we have the resources necessary to implement our policies
4. Implement systematic checking procedures to ensure our policies are being implemented
5. Keep audit trails
6. Learn from others
7. Share our experiences
8. Seek 'Fitness For Purpose' – Not Perfection
9. Remember that QA is for us to implement
10. Seek to deploy QA procedures more extensively

Kerry Collins Recruitment Ltd have documented procedures in place for the following:

- All in house job descriptions
- Timetables for staff to follow
- Formatted appraisal processes
- Recruitment & selection procedures
- Vetting procedures
- Timesheet and invoicing procedures

All our procedures and practices are implemented on our bespoke IT systems.

All of the above are subject to regular audit and we regularly review to see where improvements can be made.

Signed:

Position:

Date: