



Quality and Environmental Policy

This Policy Statement outlines Cititec's approach to quality and environmental management and intends to communicate to all personnel and other interested parties, the overall aim of our Quality and Environmental Management System.

The QEMS is applied to the Provision of Recruitment Services in the Technology Industry, run from our office, in London.

Our vision is "to thrive as the recruitment partner of choice with global services that achieve unrivalled customer satisfaction. We will continue to share our success with each other and the wide community".

Cititec Associates Limited is committed to:

- Meeting, and exceeding whenever possible, Client and Candidates needs and expectations;
- To ensure the Company's objectives for continual improvement and commitment to Quality and the Environment is maintained at all times, we do this by setting SMART objectives to maximise our strengths and minimise risk.
- Providing a safe and enjoyable place of work for its staff with consistent communication, training and development;
- Continuing improvement of our performance and of the QEMS performance, to ensure we remain profitable and the preferred supplier of our clients;
- Ensure awareness of our staff, contractor and suppliers to environmental protection, namely through the reduction of use of resources (water, energy and materials) and limiting pollution (waste and carbon emissions);
- Minimise the production of waste and give the best use to the produced waste, through a correct segregation and recycling;
- Considering the environmental impacts from a life cycle perspective and exert a positive influence on our suppliers and contractors;
- Complying with all applicable requirements, including the ones from ISO 9001, ISO 14001, legislation, contracts and others to which Cititec subscribes.

This Policy is communicated to all Cititec staff members to ensure its effectiveness and is made publicly available to interested parties. It will be reviewed on an annual basis to ensure continued relevance and to reflect the changing nature of Cititec and the services it provides.

The management team review this policy and the QEMS on a regular basis to ensure they remain suitable and lead to improvement of our processes.

Managing Director

QEMS Manager

Stephen Grant

Stephen Grant (Jul 15, 2019)

Ben Iddon

Ben Iddon (Jul 15, 2019)

Date: 24th June 2019