



ZYCON CONSULTING LIMITED

*Quality
Management Policy*

QUALITY MANAGEMENT POLICY

At Zycon, quality is a core value, and we are always committed to providing quality and excellent solutions and services to our clients. Our philosophy aims to deliver our services to high-quality standards at all times. We believe this is vital in enabling us to be globally competitive whilst positively contributing to our company's growth and stability.

To achieve this, we continuously develop new tools and techniques to improve our overall Quality Management System (QMS) and quality services to our clients.

Therefore, the management of Zycon Consulting Limited is committed towards quality by ensuring that:

- We obtain feedback for every project we complete to measure clients' satisfaction
- All staffs understand and follow the procedures, guidelines and references set out in our established QMS in place while working on any clients' projects
- All documents and calculations we issue out to clients are adequately reviewed and signed off to ensure that they are released to the highest possible standards
- Projects executions are well-planned in a manner that assures the quality of deliverables
- We allocate adequate resources for the execution of any projects
- We perform and document all project activities following established quality requirements
- We document the quality of every project activity so that the quality of the project achievement can be demonstrated (Quality Assurance)
- We evaluate our performance by measuring our deliverables against set targets and plans
- We identify improvement opportunities and develop strategies and set targets for improvement
- We monitor the progress of our improvement plans and ensure they are adequately and effectively implemented

Signed: The Management
Zycon Consulting Limited