

uCheck Quality Policy Statement

uCheck Limited (“uCheck”) offers online systems to facilitate the processing of vetting and screening checks. The following services are offered; Disclosure and Barring Service, Disclosure Scotland, Identity, Adverse Credit and Right to Work Checks.

uCheck is fully committed to delivering its mission statement “to always care about getting it right”. uCheck strive to provide clients with quality products and services that meet client and applicable statutory and regulatory requirements, and the needs and expectations of relevant interested parties.

uCheck has established, implemented, maintains and continually improves an integrated management system, including the processes needed and their interactions, in accordance with the requirements of BS EN ISO/IEC 9001:2015. This is independently audited and certificated by a UKAS accredited certification body.

All employees are committed to achieving and applying the company values:

- **Make it happen** - We own it, we find a way. Empowerment and accountability are key to engagement and success. We care less about job titles and more about delivery. We play to each others' strengths and act as one. We care less about whose idea it was and more about achieving our objectives with pace. We step up, make things happen, and get stuff done with pace, pride and energy. We are focused and determined. We leap over barriers and find a way.
- **Never Settle** - We're ever evolving. We love change - it's the norm. In fact, we'd be bored without it. We are leaders not followers and will not become a 'done unto' company because we failed to stay one step ahead. We are failing each other and our clients if we don't think one step ahead, then three steps ahead of that.
- **Choose Right** - We do the right thing. We'll never knowingly do wrong. Our head and heart is in the right place. We use our judgement, professional and moral compass 24/7. We share and collaborate, we enable others. We go about our day with integrity, respect, expertise and a little class, we do this without even thinking about it - it is in our DNA.
- **Smart with Heart** - We're people not paperwork. Bring your best self to work and be the person you want to work with. Know that you don't need to have all the answers, you may just need to listen and show your empathy. Don't presume or judge - first seek to understand. Support others to enable them to be at their best and show that you care. Don't stand for or contribute to office politics - nip it in the bud.

uCheck has defined a framework for setting our quality objectives, which are developed in accordance with our mission statement, company values and strategy. These are recorded on a targets and objectives register which includes; measures, target dates and objective owners. These are reviewed and updated as part of the management review process. A copy of this policy and updates related to our strategy and objectives are provided to all uCheck employees.

Management will:

- Ensure the integration of the quality management system requirements into the organisation's business processes;
- Ensure that all employees are aware of this quality policy and the requirements of our quality management system;
- Promote the use of the process approach and risk-based thinking;
- Ensure that the resources needed for the quality management system are available;
- Monitor customers' perceptions of the degree to which their needs and expectations have been fulfilled;
- Ensure internal audits of the quality management systems are conducted at planned intervals to ensure that it achieves its intended results;
- Engage, direct and support employees and subcontractors to contribute to the effectiveness of the quality management system
- Support other relevant managers in demonstrating their leadership as it applies to their areas of responsibility

uCheck will make this policy available to interested parties on its website. This policy will be reviewed annually, or sooner following operational or organisational changes.