

# Quality Policy

<b>Description</b>	Policy covering the Quality Management System of Reveal Media Ltd.
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## Document History

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1.0	-	New	GAP/IMC

## Approval History

<b>Version:</b>	1.0									
<b>Author:</b>	GAP									
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## Contents

1	Purpose.....	2
2	Scope.....	2
3	Quality Policy Statement.....	2
4	Policy Awareness .....	3
5.	Document Owner and Approval .....	3

## 1 Purpose

This policy specifies the principles and requirements which Reveal Media Ltd. has established to promote a consistently compliant product and service.

## 2 Scope

This policy applies to all staff, contractors, temporary employees and any parties who interact with the products manufactured by Reveal Media Ltd.

## 3 Quality Policy

The Board of Directors of Reveal Media Ltd. approves and directs the following policy. All employees of Reveal Media Ltd are required to comply with this policy and take individual responsibility for achievement of the policy aims by complying with the policies, procedures and instructions, which extend from it.

The Board of Directors of Reveal Media Ltd. shall:

- Maintain awareness throughout our organisation and supplier base of the importance of Quality Management and consistently achieving conformance to requirements. We will achieve this in part via regular quality training and awareness programmes promoting the importance of delivering a quality product and service on time every time.
- Stay at the forefront of developments in Body Worn Cameras and Digital Evidence Management. We will do this by promoting and supporting a culture of Continual Improvement (C.I.) and remaining fully engaged with the latest trends and practices within the industry.
- Thoroughly address any nonconformities in relation to the Quality Management System. We will ensure this is achieved by maintaining a robust audit and nonconformance reporting system (Weakness, Event, Reportable Incidents and Non-conformities) which is communicated across all areas of the organisation.
- Provide appropriate resources in order to deliver a consistently conforming product and service. We will achieve this by conducting regular measurement and monitoring of our Quality Management System (Q.M.S.).

- Adopt a risk-based approach to Quality Management. We will implement this by maintaining a current Risk Assessment with appropriate Treatment Plan which will be reviewed by top management not less than annually.
- Set and deliver S.M.A.R.T. Quality objectives annually. We will implement these objectives through appropriate communication and regular monitoring of progress within our Management Review meetings.
- Review this policy annually.

## 4 Policy Awareness

A copy of this Policy will be made available to all staff currently employed, or when they join the company. The Policy will be updated as required and will be available on the company's SharePoint site. All members of Reveal Media Ltd. are expected to be familiar with, and to comply with, the Quality Policy at all times. The Information Security and Quality Manager will, in the first instance, be responsible for interpretation and clarification of the Quality Policy. Staff requiring further information on any aspects of this Policy should discuss their needs with their departmental manager.

## 5. Document Owner and Approval

The owner of this document is the Information Security and Quality Manager.

This Policy has been approved and authorised by:

Name: Isabel Magan-Campbell

Position: Chief Operating Officer

Date: 30 May 2023