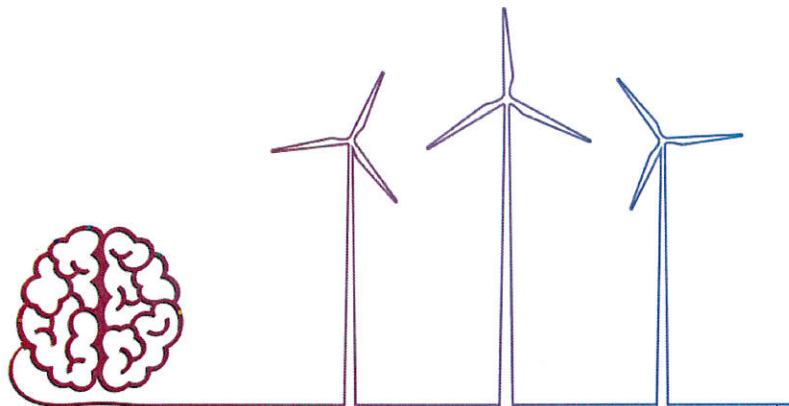


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Quality Policy

Vadid from 02/05/2018



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Quality Policy

Octue is committed to providing high-quality software and services, which meet the requirements of our Customers and exceed expectations. Continuous improvement of software quality and associated services is the basic strategy for our business development and success.

In order to reach the goals of our Quality Policy, we are working:

- To introduce an effective Quality Management System, which meets the requirements of ISO 9001 International Standard.
- To control and improve continuously our business processes and services, especially accounting for interaction with the Customers.
- To introduce new equipment/technology enabling us to better meet customer requirements.
- To involve all staff and directors in the process of Quality Management.
- To raise the level of personnel and management proficiency continuously.

Quality Management is not a short-term campaign, but a steady commitment of Octue Ltd. The Technical Director assumes the responsibility for the Quality Policy realization and arrangement of necessary conditions for that, including but not limited to:

- Identifying resources required.
- Establishing best practice in software development such as version control, performance monitoring, error logging, continuous integration and using management techniques such as kanban.
- Ensuring an issue management system is in place, with assigned responsibilities and priorities.
- Ensuring Octue's practices vis. cybersecurity conform to current best practices.
- Using engineering / automated processes wherever possible to reduce human error.
- Reviewing staff performance
 - continuously via semi-formal mechanisms such as code review, pair programming, and informal mentorship
 - periodically in formal reviews, spaced not more than three months apart.

Above all, at the centre of Octue's Quality Policy is the ability of staff members to feed back concerns in a non-hostile environment. Constructive criticism is not only encouraged, but required, between staff of all levels without fear of retribution.

Thomas H. Clark, Director



02. MAY . 2018