

Version History

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Quality Policy

Policy for Advantek Group AB

Purpose:

Advantek Group AB Consultancy aims to offer high-quality consulting services by maintaining a culture of professionalism, integrity, and continuous development. This policy is intended to guide all employees in upholding these values and ensuring that we meet our clients' expectations and needs. Advantek is ISO 9001 certified.

Scope:

This policy applies to all employees and consultants within Advantek Group AB, regardless of their role or employment status.

General Guidelines:

Professional Conduct: Employees should always conduct themselves professionally, both internally and externally. This includes being punctual, adhering to dress codes, and maintaining a high standard of work.

Client Focus: Our business is built on providing high-quality services to our clients. All employees should strive to understand and meet the clients' needs and expectations.

Integrity and Responsibility: Employees are expected to act with integrity and responsibility in all situations. This includes keeping promises, being honest, and transparent in all dealings.

Collaboration and Communication: Open and clear communication and collaboration are key to success. Employees are encouraged to share information and work together to achieve common goals.

Confidentiality and Data Protection: Information handled within the company and for our clients must be treated with strict confidentiality. Sharing of confidential information is prohibited without explicit permission.

Continuous Development: The company supports and encourages continuous education and professional development to ensure that employees stay updated with the latest industry trends and technologies.

Quality Assurance: All projects and assignments should undergo careful planning and quality control to ensure they meet both internal and client-specific standards.

Ethics and Fairness: All employees should treat each other and our clients with respect and fairness, without discrimination or harassment.

Environmental Responsibility: We strive to minimize our environmental impact and encourage sustainable practices in all aspects of our business.

Compliance with Laws and Regulations: Advantek Group AB and its employees must always comply with applicable laws and regulations. Illegal activities or behaviors are not tolerated.

Ten Follow-Up Points Related to the Policy:

Project Agreements: All assignments must have clear written agreements defining project scope, timelines, deliverables, and responsibilities.

Client Feedback: Regularly collect and analyze client feedback to continuously improve our services and client relationships.

Ethical Code of Conduct: Implement and adhere to the company's ethical code of conduct, which details expectations for employee behavior and professional conduct.

Training Initiatives: Offer regular training initiatives on new technologies, project management, and other relevant skills to ensure employees are up-to-date.

Quality Audits: Conduct regular quality audits of projects to ensure they meet both internal and client-specific requirements.

Data Protection Training: Provide regular training on data protection and confidentiality to ensure all confidential information is handled correctly.

Environmental Programs: Implement environmental programs that include recycling, reducing energy consumption, and other sustainable practices.

Communication Tools: Utilize effective communication tools and platforms to facilitate collaboration and information sharing within the company.

Health Programs: Implement health and wellness programs for employees, including wellness allowances and access to ergonomic workplace solutions.

Action Plans: Immediate action will be taken in case of policy violations, which may include disciplinary measures up to and including termination.

By adhering to this policy, every employee contributes to strengthening Advantek Group AB's reputation as a leading consultancy that values quality, integrity, and client satisfaction.

Advantek Group AB is committed to providing exceptional services to our clients by consistently delivering high-quality solutions that meet or exceed their expectations. We are dedicated to continuous improvement, professionalism and excellence in all aspects of our operation.

Nino Glad

Chief Executive Officer (CEO)

Advantek Group AB (559119-1274)

2024-05-29