

## Quality Policy

**SYHR Consulting Pvt. Ltd. (ShareYourHR), engaged in the provision of H.R consultancy and advisory services to business enterprises, commits itself to satisfying the needs and expectations of its customers and clients by continually improving the quality of customer experience during all phases of the service delivery process. The company envisions itself to be counted amongst the top five players in this business. This is intended to be achieved by ensuring:**

- ✓ Swift responsiveness to client needs
- ✓ Precision and effectiveness of deliverables
- ✓ Use of IT to improve upon the service provision processes
- ✓ Real-time monitoring of the quality of services being delivered and prompt resolution of complaints, grievances and issues
- ✓ Promotion of ethical conduct, adherence to legal requirements and good business practices
- ✓ Implementation of a sustained Risk Management programme

*This policy will be reviewed annually for relevance and suitability.*

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**(KEVIN DIAS)**  
CEO  
01.03.2021

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Reviewed By:

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