

Ruttle is committed to delivering consistently high standards of service to its customers, to agreed requirements and timescales. When designing, planning, constructing or maintaining built infrastructure, the standards of service for managing quality will be integrated with those for managing health, safety and the environment in a manner aimed at ensuring that:

- Designs fully consider construction and maintenance aspects
- Work is planned in a systematic, safe and coordinated manner
- Processes, materials and workmanship deliver a quality finished product
- Testing, inspections and examinations support a right first time culture, reducing defects and re-work.

To implement the Quality Policy we operate a Quality Management System that ensures that throughout the business customer lifecycle requirements are identified, sound systems of work are adopted and best practice is shared.

We are committed to continual improvement through the adoption of innovative techniques and best practices that exceed customer expectations and achieve better performance outcomes. We will actively involve our employees and ensure through training that they are aware of the quality critical aspects of their activities and accept clearly defined responsibilities for the quality of their work.

We will work closely with our customers, partners, designers to:

- Listen and talk to better understand and hence meet their needs
- Communicate clearly the expected standards of service and specification requirements
- Promote opportunities that improve performance
- Establish clear performance objectives and measure outcomes.

We are committed to ensuring that the delivery of these services is not an option, but a business necessity which will be achieved by:

- Getting our work “right first time” by operating an integrated management system with trained, competent and motivated teams
- Creating a work environment in which all our people have the opportunity to fulfil their potential
- Ensuring that the established culture of continual improvement at every level of the organisation is effective
- Setting clear performance objectives and actively involving all our people in reaching that goal
- Ensuring that decisions are based upon analysis of data and information
- Working as teams both within our business and with its customers, designers, and suppliers
- Responding promptly to any complaints or incidents and sharing any lessons learned
- Subjecting our systems and processes to rigorous assessments.

It is the responsibility of every manager and employee in our business to:

- Perform his or her job so as to comply with all business requirements
- Stop if he or she believes what they are doing is not in accordance with requirements
- Look out for improvement opportunities.

The effectiveness of our management arrangements in delivering this policy together with its performance against the clients stated quality objectives is routinely monitored and reported to the Board on a regular basis.

The Quality Policy will be brought to the attention of all employees and persons working on behalf of the client. The Policy does not form part of an individual's contract of employment and may be amended by the client from time to time. It will be reviewed annually.

Managing Director

Ruttle

August 2013