

		QCS Global Private Limited			
		Confidentiality Policy			
Document no:	SOP-004-D001	Issue no:	01	Prepared by:	Sadia Aziz
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Purpose:

This policy outlines the commitment of all personnel, both internal and external, to maintain confidentiality and uphold the integrity of the laboratory activities in accordance with QCS Global Private Limited's management system.

Scope:

This policy applies to all employees, contractors, and any other individuals who may influence laboratory activities at QCS Global Private Limited.

Policy Statement:

The Management of QCS Global and all Laboratory personnel express their commitment and legal responsibility with the management and execution of their activities, always safeguarding the confidentiality of any judgment issued. It undertakes to ensure the protection of the confidential information provided by the client and information generated during the Tests, to guarantee the competence of the personnel and the consistent application of the Laboratory's activities.

To make this commitment effective and achieve credibility and customer satisfaction, compliance with the requirements of Standard 17025 and of the Accreditation Bodies, the following guidelines are established and applied:

1. Safeguard and protect the confidential information and proprietary rights of clients.
2. Do not reveal, advertise or disclose confidential information to third parties. To this end, in addition to this Management commitment, all Laboratory personnel, contractor personnel or Organization acting on behalf of the Laboratory agree to an individual confidentiality commitment regarding all information obtained or created during the performance of the activities carried out.
3. The declaration of information provided by law is exempt from this commitment, in which case, the client will be notified, unless it is prohibited by law itself.
4. Establish adequate controls for the safe filing or storage of client information while it is in the custody of the Laboratory.
5. What is expressed in this document is considered as acceptance criteria of the terms and conditions established for the relationship and treatment of data and information between the Laboratory and the client, which is formalized with the signing of the contracts and the acceptance of the quotes.

Responsibility:

It is the responsibility of all personnel to report any situation regarding breach of the confidentiality. Management is responsible for ensuring that confidentiality is maintained and that no undue pressure or influence affects laboratory activities.

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Non-Compliance:

Failure to comply with this policy will result in appropriate disciplinary action, up to and including termination of employment or contract, depending on the severity of the violation.

Acknowledgment and Signatures

By signing Impartiality and Confidentiality Agreement (SOP-004-D001), I acknowledge that I have read, understood, and agree to abide by the Impartiality and Competence Policy of QCS Global.