

## METRO OFFICE & COMPUTER SUPPLIES

### Quality Policy Statement

Metro Office and Computer Supplies was established in 1996 to provide office stationery, school supplies, and document reproduction services to the retail stationery and document reproduction industry. We are located in Georgetown and New Amsterdam and are committed to operating our business to the applicable requirements of ISO 9001.

Quality is important to our business because we value our customers. We strive to provide our customers with products and services which meet and even exceed their expectations.

We are committed to continuous improvement and have established a Quality Management System which provides a framework for measuring and improving our performance.

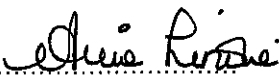
We have the following procedures in place to support us in our aim of total customer satisfaction and continuous improvement:

- Compliance with the regulatory and statutory requirements;
- Regular gathering and monitoring of customer feedback;
- A customer complaints procedure;
- Training and development for our employees.

Our internal procedures are reviewed regularly and are held in a Quality Manual, which is made available to all interested parties.

This policy is posted on the Company Notice Board and can also be found in the staff handbook.

The Chief Executive Officer and the employees have a responsibility for quality within their own areas of work to help ensure that Quality is embedded within the whole company.

Signed:   
Avia Lindie, MBA 2020/12/18  
Chief Executive Officer

Date: 2020/12/18