
	Title	CODE SPA_L_P_002_EN	VERSION 1.0
	QUALITY POLICE	Author (Name): Quality Department	Date of issue: 23/March/2018
		Authorized by (Name): Carlos Simón , David Jiménez	Date of next review: 23/March/2019
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QUALITY POLICE


Igenomix Spain is a multinational private company, medical testing laboratory (Company No.10800) specialising in reproductive genetic services. The laboratory currently performs four tests in-house: Preimplantation Genetic Testing for monogenic Diseases (PGT-M), Preimplantation Genetic Testing for Aneuploidy (PGT-A), Preimplantation Genetic Testing for Structural Rearrangements (PGT-SR), Products of Conception (POC), Endometrial Receptivity Analysis (ERA), a Carrier Genetic Test (CGT), Sperm Aneuploidy Testing (SAT) and a non-invasive prenatal test (NACE/NACE extended 24), Whole Exome Sequencing (WES) and Oncodona.

In order to ensure that the needs and requirements of users are met, Igenomix Spain undertakes to develop continual quality improvement by:

- Establishing the following policy that will act as a framework for establishing and reviewing the quality objectives. This policy will be periodically reviewed to ensure its continued suitability.
- Operating a Quality Management System to integrate the organisation, procedures, processes and resources.
- Setting and reviewing quality objectives and plans in order to implement this Quality Policy.
- Ensuring that all personnel are familiar with the Quality Policy and understand the objectives and participate in quality improvement activities, and are familiar with the contents of the Quality Manual and all procedures relevant to their work.
- Fostering an open 'no blame' culture to encourage personnel to discuss nonconformity issues in order to improve the service provided.
- Seeking continuous improvement in the lines of communication both internally within our affiliates and with users of the services and other interested parties.
- Committing to the health, safety and welfare of all staff. Visitors to the department will be treated with respect and due consideration will be given to their safety.
- Ensuring that all laboratory documentation is available at the point of use and that all obsolete documentation is removed from circulation.
- Giving primary consideration to the well-being of patients and confidentiality of patient information and ensuring that improper internal or external commercial, financial or other pressure does not affect the work performed by the laboratory.
- Upholding the very highest professional values and committing to good professional practice and conduct.
- Staff recruitment, training, development and retention at all levels to provide a full and effective service to its users.

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- The proper procurement and maintenance of such equipment and other resources as are needed for the provision of the service.
- Providing sufficient conveniently located space for the various activities of the laboratory.
- The collection, transport and handling of all specimens in such a way as to preserve the quality and integrity of the specimen and to ensure the correct performance of laboratory examinations.
- Examination procedures that are fit for intended use and ensure the highest achievable quality of all tests performed.
- Reporting results of examinations in ways which are timely, confidential, accurate and clinically useful.
- The systematic audit and assessment of all aspects of its operations in order to determine its compliance with stated quality objectives and to utilise the information thereby gathered to produce continual quality improvement that will be mainly focussed on improving laboratory services.
- Compliance with environmental legislation, both local and national.
- Compliance with statutory and regulatory requirements.
- Continuing compliance with CLIA program standards.



Igenomix, SL

Carlos Simón, M.D., Ph. D.

Date: 23 March 2018



Igenomix, SL

David Jimenez, CEO

Date: 23 March 2018