

Procurement Policy

Alun Griffiths (Contractors) Ltd (the Company) recognises that the overall goal of Purchasing is to procure quality products and services in the most cost-effective manner and satisfy the Company's requirements on a timely basis, consistent with Company objectives whilst adhering to our Ethical (Procurement) Policy.

Purchasing shall aim to acquire these quality products and services for the best value. Factors considered in determination of the "best value" will be identified and documented for significant purchasing decisions.

The Policy applies to any Employee who undertakes to Procure Goods or Services for and on behalf of the Company. Whilst undertaking any procurement functions on behalf of the Company.

Employees will:

- Comply, in all respects, with all applicable laws and regulations without qualification or evasion.
- Ensure the supply and delivery of acceptable quality goods and services, at the right time and price, ensuring to meet programme requirements and compliance with the relevant specification.
- Develop reliable alternate sources of supply to meet Company requirements.
- Resolve complaints on all purchased goods and services.
- Give prime consideration to the Company's interests while seeking to maintain and further long-term, mutually profitable, ethical supplier relationships.
- Ensure relevant information on market conditions, trends, prices, government regulations, etc. is properly disseminated to relevant personnel within the Company.

- Notify management of any Conflict of interest where the Employee has a relationship with the intended supplier of Goods or Services, the relationship may be family or may be a financial stake/holding within the intended supplier.

Methods of Procurement to be followed:

Selection of Vendors

The Company has a Vendor approval system in place and consideration should be given to using approved suppliers in the first instance, non-approved suppliers may be approached but would require submitting a Vendor approval form for verification before acceptance of any quotations. At contract stage first consideration should be given to companies who have submitted quotations during the tender process

Procurement of Goods or Services up to the Value of £1,000.00

For goods/services up to a maximum value of £1,000.00 a local purchase order book will be issued to sites and can be used, stating Contract number and Contract Delivery details. Employees can use discretion for purchases, whilst maintaining the assurance of best value is achieved,

Procurement of Goods and Services Valued at £1,000.01 and upwards

For Goods and services over £1,000.00 Employees where ever practically possible must obtain a minimum of three competitive quotes and show via a comparison that best value is being achieved. It is acknowledged that lowest price is not always best value and that detail would need to be provided as to why lowest price is not best value in any particular instance.

Where it is not possible to achieve three competitive quotes details of why this is not possible needs to be submitted along with details of any/all measures taken to shown

that costs have been mitigated and best value is being achieved.

Comparisons and Draft orders are to be issued to the Company Executive Director for approval, within an acceptable timescale before delivery due date.

Sustainability

The Company aims to consider whole life costs and environmental impact for all goods/services procured.

Due regard will be given to conserving energy, water and other resources, whilst minimising waste, promoting environmental awareness and sustainable development among suppliers and sub-contractors and complying with environmental legislative and regulatory requirements.

The Company aims to achieve this by:

- Promoting an environmental energy policy, through procurement of green energy units and energy efficient products.
- Promoting environmental working practices within the office, through minimising waste production, promotion of paperless systems, recycling and the use of recycled products.
- Encouraging suppliers and sub-contractors, through specifications, to develop environmentally/sustainable preferable goods and services at competitive prices and support packaging reduction initiatives.
- Working with the Supply Chain to agree fair commercial and payment terms that support national initiatives and fair payment charters.
- Encouraging the use of suppliers who adopt recognised environmental management systems such as ISO 14001, EMAS or equivalent.

Timber Procurement

Timber will be procured in accordance with the European Union (EU) Timber Regulation (EUTR) and as a minimum, all timber procured from Suppliers and Subcontractors will be FSC accredited and have full "Chain of Custody". The only exception to Forest Stewardship Council (FSC) sourced timber is Programme for the Endorsement of Forest Certification (PEFC) with suitable chain of custody evidence and prior agreement with the HSEQ Manager. PEFC can only be considered when the timber has been felled within the European Union.



Signed: Anthony Morgan
Managing Director

Date: 4th January 2018