

# Procurement Policy



## Purpose and scope

This policy outlines the way we work with our suppliers – our business partners and third parties (including subcontractors). The policy applies to all employees who procure from suppliers.

## Objectives

Solo Service Group is respected for providing a quality, competitive service. The way we manage our procurement and supply chain makes a huge difference to our success and our reputation. It also allows us to meet our sustainability objectives. Using business partners and third parties gives us flexibility and is integral to the sustainable delivery of client commitments.

The objectives of this policy are to:

- Ensure that suppliers comply with our supplier procedures, our policies and other legal requirements (including finance, environmental, health and safety, human rights and labour standards, and employment laws);
- Identify the risks associated with using suppliers and manage these risks to an acceptable level;
- Ensure that the roles and responsibilities of suppliers are clearly defined and adhered to; and
- Ensure that the way we supply and develop our products and services reflects our sustainability objectives and those of our clients.

Our approach to procurement is as follows:

- We uphold ethical and sustainable business practices and comply with legislation;
- We understand the risks and complexities of the services we procure and are able to respond to performance issues appropriately;
- We influence the priorities of our key suppliers so that they align with ours and those of our clients, to ensure a sustainable service to our clients; and
- We ensure diversity is embedded within our supply chain.

## Requirements

**Supplier selection:** Appointment of suppliers must be based on their ability to perform as defined as well as taking into consideration social values, ethical practices and environmental impacts. This will be managed through our due diligence procedure. Suppliers will be encouraged to monitor the sustainable credentials of their own suppliers and assist those who require support. All terms must be agreed prior to engagement.

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**Manage contracts:** Contracts must address the key issues. These include defining expectations, performance, scope of work, and deliverables. In particular, confirmation should be sought regarding understanding of and adherence to all Solo policies, Particularly the below:=

*Ethical and Diversity Policy*

*Sustainability Policy*

*Environmental Policy*

*Slavery and Human Trafficking Policy*

*Corporate Social Responsibility Policy*

*Health and Safety Policy*

*Quality Policy.*

All contracts must protect our physical and intellectual property and data and, in the interests of transparency, include a right of audit.

**Extend opportunities:** Equal opportunities for local small and medium sized businesses, social enterprises and the voluntary and community sector will be provided;

**Manage subcontracting:** Ensure that any right to subcontract included in the contract is bound by the same terms and conditions and is expressly agreed and approved by the Operations Director prior to commencement. Before subcontractors are appointed, a risk assessment must be carried out and mitigation measures put in place;

**Monitor suppliers:** Suppliers must be monitored against agreed KPIs/Standard Terms and Conditions set out when appointed.

## Responsibilities

**The MD** is responsible for:

- Reviewing, endorsing and achieving this policy's aims.

**The Finance Director** is responsible for:

- Administering this policy on behalf of the MD; and
- Developing and rolling out the supporting strategies to drive continual performance improvement.

**The Procurement Team is responsible for:**

- Driving, adopting and sharing best practice purchasing and supply standards and initiatives;

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- Developing mutually beneficial collaborative trading relationships with suppliers which increase the overall accountability (including Sustainability performance) of our supply chain; and
- Monitoring the evaluation and assessment of suppliers' supply practices (including ethical, & sustainable measures),  
taking appropriate commercial action as necessary.

**Operations Directors** are responsible for:

- Ensuring that this policy, supporting procedures and corrective actions are implemented and complied with; and
- Leading by example in ensuring that the policy is shared across all areas of the business.

**Managers** are responsible for:

- Implementing and enforcing the processes and procedures;
- Undertaking effective sustainability evaluation and applying corrective actions;
- Ensuring that their people are aware of their responsibilities and receive appropriate training; and
- Addressing any inappropriate behaviour.

**Employees** are responsible for:

- Conducting their work in line with this policy and associated procedures;
- Challenging any behaviour that falls short of the expectations of this policy; and
- Identifying any breaches of this policy and reporting them to their line manager.

**Suppliers** are responsible for:

- Acting in accordance with this policy and associated procedures, conditions and guidance.

**What will successful implementation of this policy achieve?**

- Governance and adherence to our policy, procedures and controls is evident; and
- Commercial and contract audits confirm compliance with the policy.

**Caroline Cooper**  
**Managing Director**  
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