

Supplier Selection Policy

Statement of Intent

The Company and its Directors are committed to working with suppliers, and ensure they are aligned to our business through complimentary values and behaviours.

We require all our supply partners to comply with current legislation and regulation, demonstrating sound business ethics.

We expect our suppliers to act and behave as an extension of The Company.

Core Policy

When considering the engagement of a new supplier, due diligence shall be exercised to ensure as far as reasonably practicable, the supplier is fully insured, skilled and competent to perform the tasks.

The review shall also ensure that the legal and commercial requirements are in place prior to commencement of trading.

Pre-Qualification

All suppliers of materials and services shall be required to complete a pre-qualification selection process. Each supplier will be required to provide a comprehensive schedule of information to provide assurance that they:

- have management systems in place to operate their business.
- employee skilled and competent workers
- train and develop their workforce.
- are financially stable.
- have documented safe systems of work and risk assessments.
- demonstrate competencies and qualifications.
- have a current training matrix for operational employees.
- can demonstrate a positive safety record.
- have a programme of equipment maintenance and calibration.



In addition, further information will be required to establish the supplier formally on the Highway Workforce finance systems to ensure prompt payments when trading begins. Detailed documentation shall include, but not limited to:

- full suite of Insurances
- bank details
- key contacts
- trading entity details
- VAT registration
- CIS registration (if applicable)

Supporting Evidence

Documentation must be supported by tangible evidence. The evidence may be derived from audits and inspections of offices and sites. Checks will include but not be limited to:

- competencies and qualifications of workforce
- current insurance policies
- consistency of workforce training
- current LOLER certificates
- maintenance of tools and equipment under PUWER

Client References

Each supplier may be required to provide two separate references for previous work. References may be obtained either in writing or in person. Case studies will also be considered as appropriate evidence for prior performance. The scale and detail of references will be proportionate the nature and value of work being undertaken by the supplier.

Ongoing Assessment and review

Suppliers will be subject to continual monitoring and review to ensure the supplier meets the continued requirements of Highways Workforce Ltd.

Ongoing inspection and audit of the supplier's activities will provide feedback for this process. A formal 360-degree review will take place annually providing the supplier and The Company with an opportunity to review ongoing performance and the health of the working relationship.



Monitoring and Review

This policy will take effect from 30th June 2024

The Managing Director has overall responsibility for implementing and monitoring this policy, which will be reviewed on an annual basis or on notification of change to legislation or regulation.

This policy is communicated to all persons working under the control of the company, is available upon request and is stored within the organisations management system.

A handwritten signature in black ink, appearing to read 'Lee Mercas', is positioned above a horizontal line.

Lee Mercas
Managing Director

Policy to be reviewed by 30th June 2025

30th June 2024