Supply Chain Management Policy

1. Policy Statement

WEINSULATE.CO.UK LIMITED is committed to developing and maintaining a competent, reliable and sustainable supply chain that consistently delivers high-quality products and services in support of our energy efficiency and retrofit projects.

We recognise that the performance of our suppliers directly influences the quality, safety, environmental performance and customer satisfaction of our business. We therefore procure goods and services only from suppliers who demonstrate standards that meet our legal, contractual and business requirements.

The Directors have overall responsibility for the implementation and continual improvement of this policy.

2. Purpose

The purpose of this policy is to ensure that:

- Goods and services are procured from competent and approved suppliers.
- Materials meet the quality, safety and environmental standards required for each project.
- Procurement decisions support compliance with PAS 2035, TrustMark, Building Regulations and applicable legislation.
- Risks associated with suppliers and subcontractors are effectively managed.
- Procurement activities support sustainable and ethical business practices.

3. Scope

This policy applies to:

- All employees authorised to purchase goods or services.
- Approved subcontractors.
- Suppliers of construction materials and equipment.
- Specialist service providers.
- Plant and equipment hire companies.
- Personal Protective Equipment (PPE) suppliers.
- Waste management contractors.

This policy applies to all construction and retrofit-related procurement activities.

4. Procurement Principles

When procuring goods or services, WEINSULATE.CO.UK LIMITED will give priority to:

- Quality.
- Safety.
- Compliance.
- Sustainability.
- Competence.
- Reliability.
- Whole-life value.

Whilst cost remains an important consideration, procurement decisions will not compromise quality, health and safety, environmental performance or regulatory compliance.

5. Supplier Selection

All suppliers must be assessed before approval.

Assessment may include:

- Financial stability.
- Technical capability.
- Industry experience.
- References.
- Product certification.
- Insurance.
- Quality Management Systems.
- Health and Safety performance.
- Environmental performance.
- Compliance with relevant legislation.
- Modern Slavery and ethical business practices.

Only approved suppliers may normally be used for Company procurement.

6. Quality Requirements

Products and services supplied to WEINSULATE.CO.UK LIMITED must:

- Meet project specifications.
- Comply with Building Regulations.
- Meet PAS 2035 and TrustMark requirements where applicable.
- Be installed in accordance with manufacturer guidance.
- Hold appropriate third-party certification where required, including BBA Certification where applicable.

- Be fit for purpose and free from defects.

Preference will be given to suppliers operating recognised Quality Management Systems, such as ISO 9001.

7. Health, Safety and Environmental Requirements

Suppliers are expected to operate to standards consistent with the Company's Health, Safety and Environmental Policies.

Where applicable, suppliers shall:

- Comply with the Health and Safety at Work etc. Act 1974.
- Provide suitable COSHH information.
- Supply equipment meeting applicable British and European Standards.
- Ensure plant and equipment complies with PUWER requirements.
- Provide appropriate training where specialist products or equipment are supplied.

Suppliers must also demonstrate responsible environmental practices, including:

- Waste reduction.
- Pollution prevention.
- Efficient use of natural resources.
- Sustainable sourcing.
- Responsible disposal of waste.

Where practical, preference will be given to suppliers who:

- Supply FSC-certified timber products.
- Hold recognised responsible sourcing certifications such as BES 6001.
- Demonstrate measurable environmental performance improvements.

8. Counterfeit and Non-Conforming Products

WEINSULATE.CO.UK LIMITED operates a zero-tolerance approach to counterfeit, fraudulent or suspect products.

Materials will be inspected upon delivery to confirm:

- Correct specification.
- Quantity.
- Certification.
- Product condition.
- Compliance with purchase requirements.

Products that fail to meet specification or quality requirements will be quarantined, recorded and managed through the Company's Non-Conformance Procedure.

9. Goods Receiving Procedure

Upon delivery, authorised personnel will verify that:

- Products match the purchase order.
- Quantities are correct.
- Goods are undamaged.
- Required certification has been supplied.
- Products comply with project specifications.

Any discrepancies will be reported immediately and recorded.

Where necessary, replacement materials will be sourced from approved suppliers.

10. Supplier Performance Monitoring

Supplier performance will be monitored throughout the contract period.

Performance indicators may include:

- Product quality.
- Delivery reliability.
- Customer service.
- Health and Safety performance.
- Environmental performance.
- Compliance with specifications.
- Responsiveness to corrective actions.
- Value for money.

Performance information will be used when reviewing supplier approval status.

11. Non-Conformance Management

Where products or services fail to meet Company requirements:

- The issue will be recorded.
- A Non-Conformance Report will be completed.
- Corrective action will be agreed with the supplier.
- Alternative suppliers may be used where appropriate.
- Serious or repeated failures may result in removal from the Approved Supplier List.

12. Post-Contract Review

Following completion of significant contracts, suppliers may be evaluated against agreed performance criteria.

Reviews may consider:

- Product quality.
- Service performance.
- Communication.
- Delivery times.
- Compliance with health and safety requirements.
- Environmental performance.
- Customer feedback.
- Contract administration.
- Responsiveness to issues.

Findings will support continual improvement and future procurement decisions.

13. Sustainable Procurement

WEINSULATE.CO.UK LIMITED is committed to responsible procurement practices.

Where reasonably practicable, procurement decisions will consider:

- Environmental impacts.
- Carbon reduction.
- Recycled content.
- Responsible sourcing.
- Product durability.
- Waste minimisation.
- Ethical labour practices.
- Local sourcing opportunities.

Suppliers are encouraged to demonstrate continual improvement in Environmental, Social and Governance (ESG) performance.

14. Training and Competence

Employees responsible for procurement will receive appropriate information, instruction and training to ensure purchasing decisions support:

- Company quality objectives.
- Health and Safety requirements.
- Environmental commitments.
- Legal compliance.
- Sustainable procurement principles.

15. Responsibilities

Directors

The Directors are responsible for:

- Approving this policy.

- Monitoring supplier performance.
- Authorising supplier approval where appropriate.
- Reviewing procurement arrangements.

Managers

Managers are responsible for:

- Selecting approved suppliers.
- Monitoring supplier performance.
- Reporting non-conformances.
- Maintaining procurement records.

Employees

Employees involved in purchasing must:

- Follow Company procurement procedures.
- Purchase only from approved suppliers unless authorised otherwise.
- Inspect deliveries.
- Report defects immediately.
- Maintain accurate procurement records.

16. Policy Review

This policy will be reviewed annually, or sooner if there are significant changes to legislation, Company operations or industry standards.

The policy will be communicated to all relevant employees and made available to suppliers where appropriate.

Approved by: Eric Smith-Hutchon - Director
Signed: *E Smith-Hutchon* Date:01/05/2026