



## Supplier Selection and Approval Policy

Sycous are committed to ensuring that we work with suppliers who offer the best value and maintain our commitments to the highest standards of safety, quality, sustainability, and social responsibility. This policy is designed to set out how we select and approve our suppliers and maintain effective working relationships which uphold these standards.

This policy applies to all procurement activities of Sycous, including materials and services.

### Our Policy

All suppliers will be approved before entering a commercial relationship, including the completion of a supplier selection questionnaire. This ensures the selection of suppliers representing best value and maintaining our policies and commitments.

Wherever feasible, we shall approach at least three different suppliers to obtain competitive market quotes that ensure best value for Sycous and our Clients.

We recognise that some suppliers may be deemed 'key suppliers' when providing work on behalf of Sycous, a framework of goods or services, or where they are part of a critical supply of goods or services. Where entering a relationship with a key supplier, this will be subject to a more detailed selection and approval process.

The level of approval required is detailed below:

Type	Examples	Selection Questionnaire
Key Supplier – Materials	Suppliers accounting, or expecting to account, for >10% of materials purchased per annum	High-Risk
Key Supplier – Services, including Subcontractors	Suppliers providing on-site works or services on behalf of Sycous	High-Risk
Key Supplier – Data Service Provider	Suppliers providing services that process or store personal data belonging to Sycous or our Clients	High-Risk and Data
Materials Supplier	Suppliers accounting, or expecting to account, for <10% of materials purchased	Low-Risk
Consumables and One-Off Supply	Suppliers providing non-critical materials or one-off items, such as wholesales	Low-Risk

All supply relationships will be centrally approved and maintained by the HSEQ Team and orders administered by the Finance Delivery Team.





Where it is not possible to obtain a completed selection questionnaire, for example, due to the nature of the organisation this will be documented and subject to approval by Matthew Hall.

We shall ensure the information we hold is kept up to date at least annually, or as it becomes out-of-date including removing approval for non-compliance.

In line with our Living Wage accreditation and wider standards, we will work to improve working practices across our supply chain, see Ethical and Sustainable Procurement Policy.

**Review and agreement**

This policy is agreed by the board of Sycous who agree to review this policy and arrangements on an annual and more frequent basis, as necessary, to maintain our commitments.

Signed  Matthew Hall (Responsible Director)

Date 20<sup>th</sup> July 2023

