



## Purchasing Policy

### General

The primary concern of the Purchasing function is to ensure that value for money is secured on all relevant areas on non-pay expenditure throughout Cava Security Services AKA the Company. The objective is to obtain optimum quality and service considering operational needs, delivery, timeliness, and supplier performance.

In more specific detail this means:

- That the goods/services are of the correct specification to a standard which will ensure adequate quality and fitness for the intended purpose.
- That the goods/services purchased satisfy operational requirements and that the techniques employed in all stages of the purchasing process are aimed at maximising the level of value for money obtained.
- Ensuring that all departments are provided with relevant and up to date information and advice on current purchasing policy, supplier information, agreements and other information deemed necessary to promote and ensure good purchasing practice.
- Developing a co-operative purchasing relationship with all staff involved in purchasing at department level.
- Ensuring that all goods and services are procured with due regards to sustainable practices involving the environment, staff welfare and supplier engagement with the supply chain.

### Authority to Purchase

- Responsibility for the authority to purchase is determined by the needs of the business, however, the Managing Director must be notified of all staff who intend to make a purchase on behalf of the business so that the purchasing policy can be inwardly digested by the individual/s before purchasing is applied, this includes any limitations that may be applied such as value or commodity type.

### Purchasing Procedure

- All purchasing activity is subject to compliance with this policy and other policies outlined within it with regards to levels of expenditure and the procedures to be followed.
- Where applicable, all purchases must be sourced through existing agreements from the approved suppliers list located on the Accounts Manager's PC in accounts. Such agreements have been arranged at local, regional, or national level, and will secure value for money. This will also ensure compliance with the Managing Directors instructions.
- Should the value of the intended purchase exceed the relevant authorisation level, the Purchasing Officer must be informed as soon as the need is identified. An evaluation will then determine the need to instigate a competitive tender process. The only exception to this situation applies where an agreement has already been negotiated at national, regional, and local level.

- The thresholds that are applicable to purchases made by all departments within the Company as detailed in Appendix A below.
- Where appropriate, purchases should be defined by specifications designed to achieve optimum price benefits.
- All relevant legislation and Health and Safety requirements must be satisfied in full, prior to purchase of goods/services. This includes provision of Insurance where applicable.

### **Purchasing at Departmental Level**

Purchasing activities within individual departments of the Company are subject to compliance with the following constraints:

- The budget holder agrees that the purchase of their requirement is essential to the operations of the Company, and that funds are available.
- Purchasing policy is satisfied regarding the Company's Financial restraints, and that procedures are followed to ensure that value for money is secured. Full procedural instructions are detailed in the Purchasing procedures within the QMS.
- Where the purchasing process is managed at departmental level, assurances must be obtained by the purchaser that the necessary criteria has been satisfied prior to order placement. The criteria to be satisfied are detailed in the Appendix A below.
- All purchases should be initiated utilising the computerised Purchase Order Form 12 and that correct procedures are followed.

### **Supplier Assessment**

- The control of risk when selecting a supplier to provide goods or services to the Company will be managed through a structured assessment process.
- Compliance to Companies requirements for all purchases subject to the tender process will be mandatory, and must satisfy the following criteria:
  - Written statement obtained from the supplier, detailing stability of price from the commencement of the contract.
  - Appropriate trade references must be supplied, preferably from other higher education referees.
  - Relevant financial information must be provided to assess potential stability and viability of a supplier.

### **Conditions of Purchase**

All purchases entered by the Company will be based on the Companies Standard Terms & Conditions for the Purchase of goods and services, unless specifically agreed with the supplier and the Managing Director. The supplier understands that the products will be inspected on delivery and if for any reason the products supplied are of a substandard quality or there has been a material breach of the purchasing ethics a full/part refund may be requested by the Company from the supplier.

### **Purchasing Ethics**

All staff involved in purchasing activities should be aware of the ethical code of conduct, and should observe the following:

- ***Declaration of interest***  
Any personal interest, which may impinge or might reasonably be deemed by others to impinge upon impartiality in any matter relevant to purchasing duties, should be declared to the Managing Director for approval before conducting the business.

- **Confidentiality of Information**  
The confidentiality of information received in the course of duty should be respected and specific details of suppliers' offers must not be divulged to competitors. The information should never be used for personal gain.
- **Relationships with Suppliers**  
Any arrangement which may prevent the effective operation of fair competition should be avoided.
- **Anti Bribery And Corruption** (please refer to Anti Bribery and Fraud policy)

The Company is committed to observing the provisions of the Bribery Act 2010 in all its affairs, whether academic or business related, and to ensuring that all of its conduct be undertaken in an ethical and honest way, without the use of bribery or corrupt practices in order to gain an unfair advantage, both at home and overseas.

The Act applies to all staff, students and persons associated with the Company because of being an employee, agent, third-party intermediary, representative, agent, supplier, business partner or subsidiary acting on behalf of the Company, wherever located.

- **Fraud** (please refer to Anti Bribery and Fraud policy)

The Company has no tolerance of bribery and fraud and will take appropriate action to prevent it in respect of its activities.

The definition of Fraud is a type of criminal activity, defined as: 'abuse of position, or false representation, or prejudicing someone's rights for personal gain'. Put simply, fraud is an act of deception intended for personal gain or to cause a loss to another party. Bribery and fraud by Company employees acting on behalf of the Company will be treated as a serious disciplinary offence.

Name: Mal Ullah

Position: Compliance Director

Date: 13/07/2021

Signed: *Mal Ullah*

## **APPENDIX A**

- For purchases (excluding hourly charge rates for staff) of between £0 and £500 (exclusive of VAT) no consultation with the Managing Director is required as long as the purchase is within the needs of the business.
- For purchases (excluding hourly charge rates for staff) between £500 and £1,000 (exclusive of VAT) the Managing Director must be consulted.
- For purchases (excluding hourly charge rates for staff) exceeding £1,000 (exclusive of VAT) a meeting with the purchasing team and the Managing Director must be initiated to instigate a formal tender process if deemed applicable. A minimum of three tender responses is normally required for this.