

	Document No.	Issue No	Title	Author	Approval Date
	FEI.POL.1.5	1	PROCUREMENT & SUPPLY MANAGEMENT POLICY	CC	29/01/2024

FEI Foods Ltd Procurement and Supply Management Policy

FEI Foods Ltd is dedicated to maintaining a robust and ethical procurement and supply management process. This Procurement and Supply Management Policy outlines our commitment to transparency, fairness, and sustainability in our procurement practices. We strive to build strong relationships with suppliers and ensure the quality of goods and services.

- **Leadership Commitment:** We are committed to conducting procurement and supply management activities with integrity, fairness, and transparency. We will establish the principles and guidelines that govern our procurement processes, emphasising ethical conduct and responsible sourcing. The head of procurement and head of supply chain are responsible for the fulfilment of this policy with heads of department accountable for delivery.
- **Supplier Selection and Evaluation:** We will implement a systematic and fair supplier selection process based on criteria such as quality, price, reliability, and ethical practices, whilst regularly evaluating and monitoring suppliers to ensure they continue to meet our standards.
- **Ethical Sourcing:** Suppliers who adhere to ethical business practices, labour standards, and environmental sustainability will be prioritised with respect to our supply chain engagement, encouraging suppliers to demonstrate their commitment to social responsibility and provide transparency in their operations.
- **Conflict of Interest:** We will establish guidelines for identifying and managing conflicts of interest within the procurement process, ensuring employees involved in procurement activities must disclose any personal, financial, or professional interests that may influence decision-making.
- **Fair Competition and Anti-Corruption:** Promote fair competition among suppliers, avoiding anti-competitive practices, bribery, and corruption, implementing controls the fulfil the principles of our business ethics policy.
- **Contract Management:** Establish clear and comprehensive contracts with suppliers, outlining terms, conditions, and expectations, ensuring that contracts are regularly reviewed, updated, and communicated to relevant stakeholders to maintain clarity and alignment.
- **Quality Assurance:** Implement quality assurance processes to ensure that goods and services procured meet the required standards, fulfilling our obligations as detailed within our Food Safety policy.
- **Risk Management:** Conduct risk assessments related to procurement and supply management, identifying and mitigating potential risks that could impact the organisation's operations, to include the assessment of geopolitical, economic, environmental and modern slavery factors.
- **Supplier Diversity:** Promote supplier diversity by actively seeking opportunities to engage with businesses owned by underrepresented groups, encouraging diversity and inclusion in our supplier base to reflect the diverse communities we serve.

Commitment, motivation, and involvement of each employee from the top down is the guarantee for the success of this policy.

Signed:



Simon Lewis
Managing Director

Date:

29/1/24

Signed:



Geraint Holmes
Head of Supply Chain

Date:

29/1/24

Signed:



Craig Cox
Head of Procurement

Date:

29/1/24