
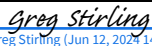
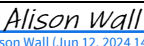
 PLUSPROJECT PARTNERSHIP <small>EMPLOYEE OWNED BIOSTATISTICS CRO</small>	Plus-Project Policy		Page 1 of 9
	Document Number: POL-08	Version: 3.0	

SUSTAINABLE PROCUREMENT POLICY

APPROVALS

REVIEWER	
Name/Position	Jackie Wall / Marketing and Sustainability Manager
Signature	 <small>JMWall (Jun 11, 2024 17:49 GMT+1)</small>
Date	07 June 2024
REVIEWER	
Name/Position	Greg Stirling / Financial Controller
Signature	 <small>Greg Stirling (Jun 12, 2024 14:43 GMT+1)</small>
Date	07 June 2024
APPROVER	
Name/Position	Alison Wall / Chief Executive Officer
Signature	 <small>Alison Wall (Jun 12, 2024 14:44 GMT+1)</small>
Date	07 June 2024

REVISION HISTORY

<i>AUTHOR</i>	<i>REVISED SECTION/PARAGRAPH</i>	<i>Version</i>	<i>Effective Date</i>	<i>Review Date</i>
Michael Wall	New Document	1.0	15 June 2023	15 June 2025
Michael Wall	Scope changed to clarify exclusions Clarification of employee responsibilities and expense claims Amendment to supplier score calculation	2.0	28 June 2023	28 June 2024
Philip Rowe	Clarified definition of supplier Additional assessments and requirements for key suppliers (i.e. agree to Supplier Code of Conduct) Introduced section on monitoring and reporting Inclusion of additional assessment documents as attachments	3.0	17 June 2024	17 June 2025

Draft and Archived/Obsolete revisions are not to be used.

Access the Quality Management Library to verify revision.



 PLUSPROJECT PARTNERSHIP <small>EMPLOYEE OWNED BIOSTATISTICS CRO</small>	Plus-Project Policy		Page 2 of 9
	Document Number: POL-08	Version: 3.0	

Table of Contents

1. PURPOSE	3
2. SCOPE	3
3. DEFINITIONS	3
4. RESPONSIBILITIES	4
4.1 PROCUREMENT TEAM’S RESPONSIBILITIES	4
4.2 EMPLOYEES’ RESPONSIBILITIES	4
5. PROCEDURE	4
5.1 PROCESS FLOW	5
5.2 PROCEDURE	5
6. APPENDICES	8
7. ATTACHMENTS	8
8. APPENDIX 1: EXAMPLE APPROVED SUPPLIER PURCHASING GUIDE	9

	Plus-Project Policy		Page 3 of 9
	Document Number: POL-08	Version: 3.0	

1. PURPOSE

Plus-Project is committed to incorporating environmental, ethical, and social issues, demonstrated through our working practices and partnerships with both our clients and our suppliers. Assessments and commitments we have made include:

- Science Based Target (SBTi) as a Company Taking Action.
- Environmental, Social, and Governance assessment (ESG).
- Carbon Disclosure Project (CDP).

The Sustainable Procurement policy defines the standards and processes that must be followed when the Company purchases goods and services from different suppliers. This policy ensures that all suppliers of goods and services meet Plus-Project's high standards for ethics, sustainability, quality, and value for money.

Plus-Project must work with a diverse set of suppliers that share these goals, to demonstrate our commitment to a fair and sustainable future. This commitment creates opportunities to work with like-minded companies of all sizes, whereas the risk of continually engaging non-compliant suppliers raises risks, such as loss of reputation, public criticism, decreased productivity, supply chain disruption, fines, and legal dispute.

This Sustainable Procurement policy will be reviewed at least annually, at a minimum, and will be updated as necessary during the review cycle.


2. SCOPE

This policy applies to all employees of Plus-Project.

Plus-Project has a small number of suppliers and as such there is a dedicated Procurement Team that will review proposed suppliers and monitor approved suppliers. However, all suppliers (see Section 3 Definitions) must be assessed against a set of selection criteria. All employees must purchase goods and services from Approved Suppliers. Exclusions from this policy include one-off purchases of items under £100, non-supplier payments (such as those made to government organisations or taxes), and travel and subsistence where best practice is described in POL-03 Expenses Policy and POL-11 Business Travel Policy.

3. DEFINITIONS

- Procurement Team – The team responsible for reviewing proposed suppliers. Consists of a Board Member, Marketing and Sustainability Manager, and a member of the Finance Team or appropriate delegates.
- Vetted Supplier List – The list of suppliers vetted by this process. Also contains a list of Approved Suppliers and a Risk Register.

 <p>PLUSPROJECT PARTNERSHIP EMPLOYEE OWNED BIOSTATISTICS CRO</p>	Plus-Project Policy		Page 4 of 9
	Document Number: POL-08	Version: 3.0	

- Approved Supplier – Any supplier that has been approved following the process in this policy.
- Risk Register – Part of the Vetted Supplier List, the Risk Register will contain a list of risks identified during the assessment phase or thereafter.
- Supplier – A company (or an individual) that provides a product, service, or people to Plus-Project. People could be a supplier of statistics/programming resource or an individual contractor. An example of a product is the statistical computing environment, and an example of a service is Quality Assurance consultancy or legal advice.
- Key Supplier – A supplier with an estimated annual spend >£50,000 or an IT services provider. Plus-Project, as a small/medium enterprise and a service provider in the life sciences sector, has a small number of suppliers and very few key suppliers (IT service provider, statical computing environment provider and a subset of companies that supply statistics and programming resource to Plus-Project).

4. RESPONSIBILITIES

4.1 Procurement Team’s Responsibilities

The Procurement Team will help the Company get the best value for goods and services purchased, reduce costs, reduce supply risks, whilst maintaining the Company’s high expectations of sustainability and ethics. The Procurement Team is responsible for running the supplier selection process by working with different stakeholders. The Procurement Team is the main point of contact for the suppliers during the evaluation and selection process.

The Procurement Team is also responsible for engaging with our clients on our progress towards a more sustainable supply chain.

4.2 Employees’ Responsibilities

All Plus-Project employees must adhere to this policy and relevant information will be shared with employees principally via Plus-Project’s sustainability newsletter. All expense claims will be reviewed, and reimbursement of any item unjustifiably purchased without following this guidance will be refused.

5. PROCEDURE

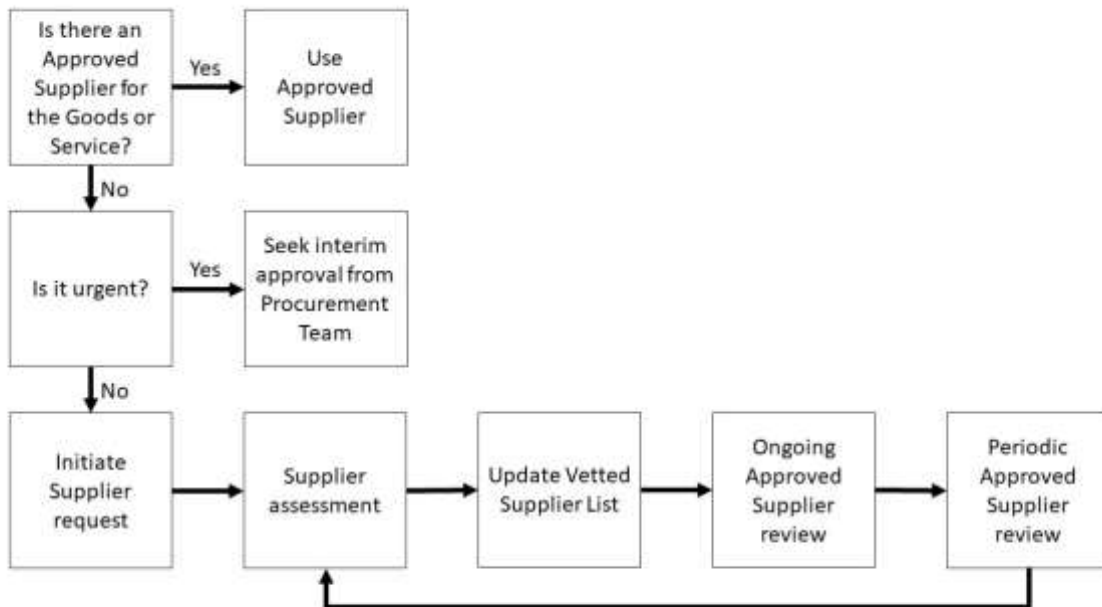
All suppliers must be proposed via a request process. The Procurement Team will use the vetting process to assess all suppliers against various criteria and will communicate all identified risks to the supplier so they can consider corrective actions. Each supplier will be added to the Vetted Supplier List, which will contain a: -

- Cover Sheet
- List of Approved Suppliers

- List of Vetted Suppliers
- Risk Register

Goods or services can be purchased up to the appropriate approval limit from any Approved Supplier. All Approved Suppliers will have their performance monitored on an ongoing basis, and will be re-evaluated by the Procurement Team periodically, usually every 12 months unless stated otherwise in the Vetted Supplier List. If there is no provider of the required goods or services, then a supplier request must be initiated. If the requirement is urgent, a supplier can be used on an interim basis subject to approval from the Procurement Team.

5.1 Process Flow




5.2 Procedure

5.2.1 Initiate the Supplier Request


All supplier requests must be made via email to the Procurement Team direct or using the email address finance@plus-project.co.uk. The request must include a detailed description of the goods or services, a description of the supplier, and an estimate of the value. The Procurement Team is responsible for communicating with each supplier when appropriate.

5.2.2 Supplier Assessment

All supplier requests must be approved by the Procurement Team. Suppliers must be evaluated using the following checklist:

 <p>PLUSPROJECT PARTNERSHIP <small>EMPLOYEE OWNED BIOSTATISTICS CRO</small></p>	Plus-Project Policy		Page 6 of 9
	Document Number: POL-08	Version: 3.0	

Item	Description
Quality of product/service (Q1)	<p>Based on past performance metrics and internal/external reviews. Examples include:</p> <ul style="list-style-type: none"> • any appropriate evidence, such as certifications or quality awards • external internet reviews, • experience with our workforce, or recommendations from customers, when considering service suppliers.
Ethics and sustainability (Q2)	<p>The Marketing and Sustainability Manager will score the supplier based on criteria, which must include the commitments in POL-07 Sustainability Policy. Examples include:</p> <ul style="list-style-type: none"> • their commitment to the environment (e.g., their process for selecting IT equipment) • their commitment to ethics, such as fair pay and conditions for their employees, and conflict of interest • their commitment to diversity. <p>Assessment of this for key suppliers will include:</p> <ul style="list-style-type: none"> • Completion of a supplier assessment. See ATT-POL-08-03 Vetted Supplier Assessment Template • Participation in an audit on social and environmental issues (remote/onsite). See ATT-POL-04 Supplier Audit Template • Completion of a questionnaire regarding their sustainability journey to assist with further engagement of key suppliers and office owners. See ATT-POL-05 Supplier Sustainability Engagement Questionnaire, and ATT-POL-06 Office Owner Sustainability Questionnaire • For suppliers of statistics and programming resource, commitment to completing Plus-Project’s Sustainability training

 PLUSPROJECT PARTNERSHIP <small>EMPLOYEE OWNED BIostatISTICS CRO</small>	Plus-Project Policy		Page 7 of 9
	Document Number: POL-08	Version: 3.0	

Item	Description
Communication (Q3)	Can be assessed using availability of support, willingness to engage with the Company, publicly available reviews, and recommendations from customers.
Cost (Q4)	Compared to similar suppliers. It is acknowledged that purchasing goods locally can be more expensive, however, the benefit of engaging with local, sustainable, suppliers must be considered when assessing this score.
Timeliness/Punctuality (Q5)	The ability to meet the Company’s timelines. Metrics may be sought to support this evaluation.
Supplier Score	A weighted average of the above items Suppliers will be rejected if any item is unacceptable. If any individual item (Q1 to Q5 above) =0, then Supplier Score=0. Otherwise ; Supplier Score = (2Q1 + 2Q2 + Q3 + Q4 + Q5) / 7

Categories Q1-Q5 are evaluated using a scoring scale of 0-3 as follows:


0 = Unacceptable; 1 = Acceptable; 2 = Good; 3 = Excellent

The Procurement Team will create an Approved Supplier Purchasing Guide, as illustrated in Appendix 1, detailing who can purchase goods or services from the approved supplier, and to what value.

5.2.3 Update Vetted Supplier List

The results of all assessments will be recorded in the Vetted Supplier List. Suppliers that achieve a Supplier Score of 1.5 or more will be classified as an Approved Supplier and can be used by the Company to purchase goods or services in line with the applicable purchase thresholds.

Suppliers that enter into any Master Services Agreement (MSA) with Plus-Project will be required to agree to Plus-Project’s Supplier Code of Conduct. Plus-Project’s Supplier Code of Conduct includes commitments on confidentiality, financial integrity, health and safety, human rights, respect and inclusivity, information technology (IT) security and social, ethical, and environmental standards.

 PLUSPROJECT PARTNERSHIP <small>EMPLOYEE OWNED BIOSTATISTICS CRO</small>	Plus-Project Policy		Page 8 of 9
	Document Number: POL-08	Version: 3.0	

5.2.4 Ongoing Assessment

The performance of all Approved Suppliers will be monitored on an ongoing basis, at least every quarter, using the scoring scale defined in ATT-POL-08-02 Supplier Key Performance Indicators by the Procurement Team. Users of the supplier should report any performance issues with the Procurement Team immediately.

5.2.5 Approved Supplier Review

Approved Suppliers will be reevaluated at a minimum at least annually by the Procurement Team. To maintain quality levels, the Procurement Team must work with Approved Suppliers to address any assessment scores which have reduced in their periodic appraisal.

5.2.6 Monitoring and Reporting

To monitor company progress in meeting this policy’s purpose, sustainable procurement KPIs and metrics will be identified, reported, and monitored in Plus-Project’s quarterly and annual management reports. Sustainable procurement KPIs and metrics are located within Plus-Project’s expanded KPI document (held externally from this policy; Plus-Project Key Performance Indicators). Additionally, these KPIs are to be built into an annual sustainability report.

5.2.7 APPLICABLE REFERENCES


- POL-03 Expenses Policy
- POL-07 Sustainability Policy
- Plus-Project Supplier Code of Conduct
- Plus-Project Key Performance Indicators

6. APPENDICES

Appendix 1: Example Approved Supplier Purchasing Guide.

7. ATTACHMENTS

- ATT-POL-08-01 Vetted Supplier List
- ATT-POL-08-02 Supplier Key Performance Indicators
- ATT-POL-08-03 Vetted Supplier Assessment Template
- ATT-POL-08-04 Supplier Audit Template
- ATT-POL-08-05 Supplier Sustainability Engagement Questionnaire
- ATT-POL-08-06 Office Owner Sustainability Questionnaire

 PLUSPROJECT PARTNERSHIP <small>EMPLOYEE OWNED BIOSTATISTICS CRO</small>	Plus-Project Policy		Page 9 of 9
	Document Number: POL-08	Version: 3.0	

8. APPENDIX 1: EXAMPLE APPROVED SUPPLIER PURCHASING GUIDE

The employees below can use the Approved Supplier, XXX, to purchase IT hardware up to the following value:

Title	Approval limit (GBP £)
Office Manager	Up to £500
IT Manager	Up to £5,000
Member of Finance Team	Up to £10,000
Member of The Board	Up to £50,000
Member of the Board, requires approval of EOT Trustees	£50,000 or above