



## PROCUREMENT POLICY

### 1. INTRODUCTION

This policy covers UVS Event Services Ltd

Procurement covers all the business processes associated with purchasing the goods/services/works we use to run our business. This Policy seeks to:

- 1.1 Define the methods by which UVS Event Services can acquire any goods and services
- 1.2 Be fair and equitable to all parties involved.
- 1.3 Enable all processes to be monitored and recorded.
- 1.4 Ensure that the best possible outcome is achieved.

### 2. POLICY OBJECTIVE

UVS Event Services aims to achieve advantageous procurement outcomes by:

- 2.1 Enhancing value for money through fair, competitive, non-discriminatory procurement
- 2.2 Promoting the use of resources in an efficient, effective and ethical manner.
- 2.3 Making decisions with probity, accountability and transparency.
- 2.4 Raise performance standards through fair management of our suppliers, to get the best service and value for money.
- 2.5 Appropriately managing risk.
- 2.6 Ensuring compliance with all relevant legislation.

### 3. PROCUREMENT PRINCIPLES

UVS Event Services will consider the following principles in its acquisition of goods and services:



### **3.1 Obtaining Value for Money**

This is not restricted to price alone, an assessment of value for money may include the following areas in determining the right course of action: -

The contribution the supplier may have to UVS Event Services long-term plans.

- 3.1.1** Any relevant direct and indirect benefits, both tangible and intangible
- 3.1.2** Efficiency and effectiveness of the proposed procurement activity
- 3.1.3** The performance history, and quality, scope of services and support each prospective supplier.
- 3.1.4** Fit for purpose of the proposed goods or service
- 3.1.5** Internal administration costs
- 3.1.6** Technical compliance issues
- 3.1.7** Any potential risk exposure
- 3.1.8** Value of any associated environmental benefits.

### **3.2 Probity, Ethical Behaviour and Fair Dealing**

UVS Event Services will behave with impartiality, fairness, independence, openness and integrity in all discussions and negotiations.

### **3.3 Accountability, Transparency and Reporting**

Any employee of UVS Event Services will adopt an open policy with suppliers and clients and the Company will maintain a reporting system to record all purchases made for the Company or relevant projects.

### **3.4 Ensuring compliance with all relevant legislation.**

UVS Event Services will comply with any regulations/laws as laid down within the Countries it operates.

### **3.5 Encouragement of the development of relationships with local business and suppliers**

- 3.5.1** Where possible look to recruit any employment opportunities within the local area
- 3.5.2** Develop and maintain strong communication networks with our suppliers and clients.



### **3.6 Environmental protection**

UVS Event Services is committed to preventing pollution and complying with all relevant legislation. It is our policy to: -

- 3.6.1** Adopt where possible purchasing practices which conserve natural resources
- 3.6.2** Purchase recycled and environmentally preferred products where possible and applicable to the needs of the business.
- 3.6.3** Integrate relevant principles of minimising the use of energy, waste and natural Resources.

### **3.7 Occupational, Health & Safety**

Paramount 4 ensures as far as reasonably practicable the health and welfare of all its employees and others who may be affected by our undertakings. The Company has in place a full Health & Safety Policy which is regularly reviewed, and all Employees are aware of the requirement to work within a safe environment.

## **4. PROCUREMENT METHODS**

UVS Event Services having regard to its Procurement Principles and any other factors considered relevant by the Company, in its absolute discretion determine to utilise one or more of the following procurement methods:

### **4.1 Direct Purchasing**

This is where UVS Event Services purchases from a single source where the supplier already has a successful service history with the Company

### **4.2 Quotations (Informal)**

UVS Event Services may obtain quotations for either material or services from suppliers prior to agreeing end costs within Clients for specific projects or needs.

### **4.3 Purchase Orders**

UVS Event Services for the vast amount of the purchasing will issue a Purchase Order (PO) number to the supplier for the relevant goods/services. This allows correct control/delivery and accounting processes.



## 5. RECORDS

UVS Event Services record purchases within our Purchase Order process. Any specific dialogue on a service would be filed within the Project Files maintained on the Company's IT system.

## 6. EXEMPTIONS FROM THIS POLICY

This Policy contains general guidelines to be followed by UVS Event Services in its procurement activities. There may be emergencies, or procurements in which we will need to waive application of this policy or parts thereof. Some examples of this may be:

- 6.1** Emergency situations threatening life and or property.
- 6.2** Timing constraints of our client or project

## 7. FURTHER INFORMATION

UVS Event Services may revise or review this Policy at any time (but not so as to affect any process that has already commenced).