

PROCUREMENT & SUPPLY CHAIN MANAGEMENT

Policy Statement: Procurement of goods, materials, equipment and services by the McSence Group is designed to safeguard the business from purchasing goods or services that are not to the required standard. Processes exist for the evaluation, approval, selection and monitoring of supplier performance. Procurement documents are systematically prepared and issued to ensure all requirements necessary to assure quality of items or services are specified. Control measures may include supplier assessment, vendor produce certification or inspection and, upon receipt, inspection and/or testing.

All Employees: This policy applies to all persons working for or on our behalf of the McSence Group of Companies which includes the subsidiary companies - *McSence Communication Ltd, McSence Ltd, McSence Services Ltd & McSence Workspace Ltd* in any capacity including but not limited to:

✚ All employees at all levels, prospective employees, agency workers, seconded workers, temporary workers, contractors/sub-contractors, clients, agents, external consultants, volunteers, members of the public, group's supply chain, third-party representatives and/or business partners who will be referred to in our Group policies as "all employees".

The Workplace: This policy applies to all persons working for or on our behalf of the McSence Group of Companies in any capacity at the workplace(s) as defined below which includes but not limited to:

✚ McSence Premises, Offices, Units, Business Park, Client's Premises, External Meeting Places, Customers' Homes, Gardens, Sheltered Housing, Whilst On-Call, On-Duty, Emergency Cover, Working from Home including On-Line Meetings, Whilst Driving in Company Time, Working Public Areas (café's, trains, coffee shops, buses etc) and will be referred to throughout this policy as "the workplace".

Procedures: Suppliers of goods and services that directly affect quality of the service provided are selected from approved suppliers lists which are maintained by the Business Unit Managers and Deputy Manager's. The maintenance of the approved supplier's lists is delegated to the Finance Department. Purchasing personnel must select from these approved lists. Evaluation of these suppliers is carried out in accordance with the supplier appraisal procedure before admission to a list. The approval system assesses the supplier's previous performance, determines the effectiveness of their quality practices and considers the results of any reviews, audits or inspections conducted by the Group. Monitoring of approved suppliers is carried out and re-evaluation of all such suppliers is conducted on a regular basis appropriate to the supply in question. Suppliers failing to be re-approved are removed from approved lists.

Materials for onward supply or manufacture are procured in accordance with customer specifications from suppliers pre-approved to supply the Group. Procedures exist for the receipt and inspection of product to ensure that it meets specification and customer requirements. Product requiring inspection will be identified with an appropriate record at the Goods Receiving stage with records of inspection retained and collated for feedback to suppliers and customers as required.

Identification and traceability exist as a key element of the business to ensure the organisation is protected against errors in manufacturing caused by misinterpretation of product or component status and to protect customers from incorrect, faulty or problematic goods or services. Procedures exist for the effective storage and handling of product to prevent damage or deterioration.

McSence Services currently uses both local and major national suppliers for the purchase of goods, materials, equipment and services. McSence maintains a material, and equipment store at our Mayfield premises and stocks, are readily available on a day-to-day basis.

Business Premises: The McSence Group currently own and operate from three individual buildings within the McSence Business Enterprise Park at Mayfield, Midlothian plus a satellite office in Galashiels, Scottish Borders. The buildings have been developed as individual business units and in addition to the units currently occupied by McSence Companies, the units are let out to other small commercial businesses, community groups etc. McSence

retain unit space for their own use for storage, archiving and short-term office requirements of the various Group Companies. In the event of an emergency arising where office accommodation is required; a plan is in place to enable companies to move within the buildings.

Information Technology: McSence Group companies back up all IT processing daily with their external IT support company, Network ROI. A recovery plan is in place with the external IT support company to operate our computer systems in the event of any major IT failures or building closures including working from home.

Working From Home: McSence Group companies via our external IT support company, Network ROI has the infrastructure in place to operate our computer systems in the event of pandemic/COVID-19 lockdown, any major IT failures or building closures for colleagues to work from home.

Transport: The individual McSence companies operate their own fleets of vehicles, but where required, vehicles are available for transfer within the companies. McSence Services also have arrangements with a local vehicle hire companies for hiring additional support vehicles as required. McSence colleagues depending on their job role, have scope to attend site direct from home and/or our offices.

Business Unit Stock: McSence stock in the business units the top demands in spare parts to ensure a first-time fix. This will be regularly monitored, and stock replenished.

Vehicles Stock: McSence operatives vans will also be stocked with the top demands in spare parts to ensure a first-time fix. This will be regularly monitored, and stock replenished.

Contractors: McSence operates many contracts across Care, Cleaning & Property Maintenance and Training which allows the easy movement between contracts for staff absences, holiday cover etc. We employ permanent staff covering staff for unexpected staff absences on a day-to-day basis.

Subcontractors: We also have arrangements with sub-contractors for the provision of regular works and staffing for short term special contracts which arise from time to time.

Suppliers & On-Line Ordering: McSence currently uses both local and major national suppliers using online portals for the purchase of goods, materials, equipment and services where sustainability, competitive pricing, environmentally friendly, compliance, availability and customer service are key factors in who we use and when.

Construction Products: McSence currently uses both local and major national suppliers using online portals for the purchase of goods, materials, equipment and services. For construction products McSence use the UK mark (also known as the UKCA mark) supplier where the suppliers are using a UK approved body for testing and certification for all products supplied to the GB market which are covered by a designated standard or conform to a UK technical assessment which has been issued for that product.

Emergency: In the event of an emergency arising, such as COVID-19 pandemic / adverse weather etc which could potentially close access to our materials stores/stock and/or destroy existing materials stocks, arrangements are in place for priority products, consumables, materials and general equipment items to be available on an emergency delivery basis from suppliers according to the priority level of the services (s) provided.

Company Intranet – Staff Zone: All the McSence Groups policies, procedures, handbooks are available on-line to all employees on the McSence Group's Staff Zone Intranet via our website [Login | McSence](#)

Compliance: Failure to comply with the provisions of this Policy may result in Disciplinary proceedings.



McSence Group Signatory:

David Maxwell | Chief Executive

McSence Group - *McSence Communication Ltd, McSence Ltd, McSence Services Ltd & McSence Workspace Ltd*

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Policy Amendments & Revisions: This policy will be reviewed annually and, if necessary, revised in the light of legislative or organisational changes. Improvements will be made by learning from experience and the use of an established annual review. Should any amendments, revisions, or updates be made to this policy it is the responsibility of the Company Senior Management Team (SMT) to see that all relevant employees receive notice and training if necessary.

POLICY