


<b>Document Title</b>	Supply Chain Policy	
<b>Document Reference</b>	3.05	
<b>Version</b>	1.0.0.3	
<b>Issue Date</b>	1 <sup>st</sup> January 2020	
<b>Document Author</b>	John F Macleod	
<b>Document Approval</b>	Douglas Leask	
<b>Applicability</b>	All employees	
<b>Pages</b>	2	

## 1.0 Purpose

The purpose of this Policy is to link our Supply Chain procedures to our corporate strategy, and ensure that we harmonise our time-scales to the corporate plan. Supply Chain management can impact bottom line significantly and can influence corporate behaviour. It can generate opportunities to match corporate objectives. These guidelines are in accordance with UK and EC Legislation.

## 2.0 Scope

This policy will outline the principles of all Purchasing and Logistics activities within Leask Marine.


## 3.0 Responsibilities and Requirements

The responsibility of the management of the Supply Chain activities rest directly with the Commercial Manager. Leask Marine staff have good all-round sound commercial skills and remain flexible to take advantage of market & economic conditions. They require being effective communicators as this skill is critical to the success of business objectives. As they are engaged in Procurement and Logistic activities they are obliged to ensure compliance with all statutory requirements whilst enabling the company to meet its core objectives. These corporate objectives will include increasing profitability, developing the business, staying independent, safeguarding the company's future, offering value for money, promoting certain values, selling existing profitable services into new markets, improve efficiencies and reduce waste, invest in infrastructure & new technologies, and recruit, train and develop the right people.

The Commercial Manager's responsibility is to ensure that all Supply Chain activities are:

- 🌀 Legal
- 🌀 Accountable & auditable
- 🌀 Ethically, environmentally & socially responsible
- 🌀 Economically effective
- 🌀 Able to exploit appropriate technologies
- 🌀 Encouraging organisational and commercial development
- 🌀 Capable of identifying, minimising and managing risk
- 🌀 Encouraging continuous improvement
- 🌀 Employing suppliers & contractors who subscribe to same business values

The Supply Chain Policies and Procedures will be in line with the Business Plans, which require continual consideration and review. They are binding to all employees and confirms to our suppliers that we manage our corporate behaviour. Supply Chain Policies and Procedures will ensure that we do not reduce or eliminate competitive development in our supply base, and will provide clear records of all transaction activities.

<b>Document Title</b>	Supply Chain Policy	
<b>Document Reference</b>	3.05	
<b>Version</b>	1.0.0.3	
<b>Issue Date</b>	1 <sup>st</sup> January 2020	
<b>Document Author</b>	John F Macleod	
<b>Document Approval</b>	Douglas Leask	
<b>Applicability</b>	All employees	
<b>Pages</b>	2	

Supply Chain Policies and Procedures will prevent and highlight any conflicts of interest and any anti-competitive behaviour, however will remain flexible to take advantage of market and economic conditions. Supply Chain Policies and Procedures will give consideration to the following Corporate Social Responsibilities:

- 🌀 Environmental responsibility
- 🌀 Human Rights
- 🌀 Equal Opportunities
- 🌀 Diversity
- 🌀 Corporate Governance
- 🌀 Sustainability
- 🌀 Impact on Society
- 🌀 Ethics and Ethical Trading
- 🌀 Biodiversity
- 🌀 Community Involvement

Supply Chain Policies and Procedures will also give consideration to the following:

- 🌀 Statutory & regulatory requirements applicable to services
- 🌀 Understanding the needs & expectations of all interested parties
- 🌀 Customer focus & feedback
- 🌀 Non-conformance reporting
- 🌀 Employee interactions
- 🌀 Continued Professional Development, training and awareness
- 🌀 Communications
- 🌀 Auditing
- 🌀 Supplier Risk Assessments

Our Supply Chain Management procedures oversee and optimise the processes of acquiring materials and services through our purchasing, and delivering these to customers.

#### 4.0 Review and Monitoring

This procedure will be reviewed as part of the Leask Marine internal audit programme.



Signed:

Name: Douglas Leask, Managing Director

Date: 1<sup>st</sup> January 2020