

## PROCUREMENT POLICY

### Scope

Procurement covers a wide range of goods and services necessary to discharge its functions and to meet the requirements of the projects we undertake. Procurement is undertaken on a daily basis by a wide range of staff employed by APH Contractors. This policy provides overall guidance to those staff members required to acquire goods and services.

### Objectives

The policy aims to ensure APH Contractors procurement of goods and services is legal, ethical and to purchasers best advantage. The expected outcomes of this policy are:

- Open and fair competition
- Value for money
- Encouragement of local business
- Enhancement of the local economy
- Ethical behavior and fair dealing
- Compliance with relevant legislation.

APH Contractors expects tenderers, suppliers, consultants and contractors to:

- Respect the conditions set out in documents supplied by APH Contractors
- Respect the obligation of APH staff to abide by APH Contractors procurement policy
- Abstain from collusive practices
- Prevent unauthorised release of privileged information, including confidential information
- Refrain from offering APH Contractors employees any financial or other inducement which may give any impression of unfair advantage

A handwritten signature in black ink, appearing to read 'Frank Kenny', is positioned above the name and title.

Frank Kenny  
**Managing Director**

**01/07/2018**