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Sub Contractor Policy

[company name] has an experienced, qualified team of consultants/managers/professionals) who are skilled in working on the full spectrum of business activities as identified in our Memorandum of Association. However we recognise that to strengthen our capacity to deliver on higher value contracts and to ensure that a member of suitably qualified staff is always available, we have a bank of appropriately experienced sub-contractor in place.

We are committed to the quality of the services that we deliver and therefore carefully manage our sub-contractors as detailed below.

Contractors and Associates

[company name] has appropriate procurement policies to ensure that only competent contractors and suppliers are engaged by the company and approved to work on our behalf.

[company name] will only appoint and use associates, contractors and suppliers who satisfy the selection criteria of the Approved List adopted by the company and new suppliers are subject to a selection process which includes:

- Interview by more than one representative of the company
- Verification of qualifications
- Sourcing at least two references
- Observation of style and approach of work

All work carried out by an associate or contractor is project managed by a [company name] senior member of staff and work is monitored and evaluated to ensure that quality is maintained at all times.

Contractors working on behalf of [company name] are required to operate in accordance with all company policies such as Quality Assurance and Health and Safety. At all times, contractors will be deemed to be acting on behalf of [company name] and will present themselves to clients as a member of [company name] staff.

Contractors are obliged to sign a sub-contractor agreement before undertaking work on any [company name] project, detailing roles and responsibilities as follows:

- The fee for the work
- Place and time of delivery
- What [company name] will provide in terms of materials, clothing, training
- What the sub-contractor will provide
- Means of payment and format of invoices



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- That the sub-contractor will adhere to all [company name] policies and procedures whilst working on the project

A copy of this agreement shall be held on the project file and used to monitor the sub-contractor's work. Should any sub-contractor be found to be in breach of any aspect of the agreement they will not be paid for their work on that occasion and should this be repeated, they will be removed from the approved list.



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