
SUB CONTRACTOR POLICY

Our policy is to maximise the use of our in-house skills and workforce when delivering any project. However, we do operate a well-managed supply chain of trusted contractors to deliver specialist activities such as:

- Traffic Management
- Surfacing / Surface Treatments
- Cold Mill Planing
- Fencing
- Safety Fencing
- Traffic Signals
- Road Markings

Our aim has always been to ensure achieving the right balance between building long-term relationships with key supply chain partners whilst ensuring best value for our clients. We achieve this by working with a selection of trusted organisations that are regularly market tested. We also look to partner our clients to utilise existing relationships they have with local suppliers and subcontractors. As a regional contractor, we have an interest in ensuring the sustainability of the local economy and we are always looking to form new partnerships with other regionally based businesses. We are also keen to form reciprocal trading agreements with our clients and will be actively looking for goods and services we can procure directly from Bristol City Council and South Gloucestershire Council.

When subcontracting works packages, MJ Church always retain full responsibility and accountability for works being delivered. All subcontracted activities are fully supervised at all times and all works are carried out in accordance with our standards for quality, safety and environmental management. The performance of our suppliers is regularly monitored and discussed. Where we feel a company's performance is falling below our expected standards, we will immediately discuss the issue with them and agree an improvement plan. However, in the event that we do not feel an effective plan can be delivered, they will be removed from our Supply Chain Database.

We focus on ensuring our supply chain remains sustainable. Fair terms of payment are a major factor in ensuring our partners perform to the highest standards and want to continue to work with us over the long term. We provide significant flexibility relating to payment terms, with average payments being made within 30 days of receipt of invoice.

Vetting of Sub Contractors

Our Supply Chain is carefully managed to ensure we only work with organisations that share our values and commitment to quality, health & safety and sustainability. We know that, along with our workers, our suppliers and sub-contractors are the public face of our organisation. Our continued reputation is therefore wholly in their hands.

Vetting new additions to our supply chain is the first stage of ensuring we are working with the right partners. As an initial application of potential new partners, we talk directly to them to gauge a sense of their company values. We request key company documentation such as insurances and evidence of effective management systems. We also ask that they provide us with training records to prove the competency of their workforce alongside details of recent accidents and incidents. All new suppliers have to be personally approved by the company's Managing Director before they are allowed to work with us.

Control and Management of Suppliers and Sub Contractors

All workers on our sites have to attend a scheme specific induction before they are allowed to start work. Subcontractors are no exception to this policy. During this induction, each worker will be given a complete overview of the project and the principle activities. The induction will also outline significant risks and constraints associated with the works.

Prior to starting any work on site, all sub-contractors will have to prove their competency to undertake their assigned task through production of their training records, risk assessments and method statements.

These will be assessed and verified by our Project Manager.

On site our Project Management team will closely supervise all workers. Their work will be continually audited against agreed method statements and inspection and test plans.

Review and Learning

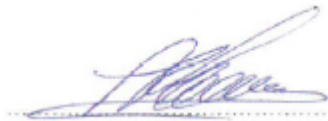
Following completion of each scheme all suppliers and sub-contractors will have their performance reviewed by the Site Team against key performance indicators relating to:

- Satisfaction with the service provided
- Satisfaction with the product delivered
- Predictability of time
- Predictability of cost
- Ability to deliver works right first time
- Health & safety performance

All results will be discussed with our supply chain partners. Where it is felt a company's performance dropped below an acceptable level we will try and gain an understanding of what went wrong and insist corrective actions are put in place before they are allowed to work with us again. If they fail to adequately investigate poor performance, implement effective corrective actions, or refuse to participate in the review and learning process, the organisation will be removed from our supply chain list.

As part of the review and learning process we will also request our supply chain comment on our performance to enable us to continually improve our supply chain procedures.

For & on behalf of MJ Church



Steve Blower
Managing Director
Last reviewed: April 2017