

Supplier and Sub-Contractor Policy

All contractors are managed by MJF Group Ltd through its contract, dedicated help desk and administration base located at Uxbridge and its team of contract dedicated Project Managers.

Depending on the location and nature of works MJF Group Ltd will either manage and resource the project or works from its own internal resources.

We have an extensive list of sub-contract partners across all aspects of our business activities. We carry out extensive reviews of each of our prospective suppliers to ensure that they are suitably competent before they are accepted as a preferred sub-contract partner and we employ their services on our contracts. For the delivery of churn services, we have established a core of fifteen preferred sub-contract partners.

Each of these sub-contractor partners have been selected based on the requirements of the ISO 9001 (2015) framework. The aim is to create a strong and reliable supply chain. Certain criteria are built into the selection process.

- Financial Strength being the ability to develop a long-term partnership.
- Quality Performance being the ability to complement the first-class service offered by MJF to our clients.
- Deliver the ability to deliver products and services within project timescales.
- Environmentally Sustainable product and supply
- Cost, to ensure best value always.
- Health & Safety being the assessment of ability to work to our Health & Safety requirements.

As is customary within the industry, we employ the services of sub-contract labour. As stated above MJF has developed a list of approved sub-contract partners who have worked with us over many years. Before being issued with any work each company on our list of approved sub-contractors:

- must pass a qualifying standard
- is required to complete a Sub-Contractor Questionnaire, clearing stringent insurance, Health & Safety and corporate governance hurdles
- must also only employ bona-fide staff paid through PAYE.
- must comply with paying staff at or beyond applicable published Living Wage rates

They are then subject to continual assessment of their performance by the MJF operations department and should the level of performance dip below an acceptable standard they are called to account and issued explicit improvement instructions. In fact, we have removed two companies from our list in the past 18 months. There is also an annual review process in which performance is assessed, issues dealt with and insurance and PAYE details re-confirmed.

We do not allow our sub-contract partners to solely manage their supervisors training; we insist that any supervisor used on any of our sites must have undertaken our Health & Safety Awareness and Management training.

As with Health & Safety training for our own staff these needs are continually assessed and relevant refresher training is applied accordingly to sub-contractor partners and their supervisors. Only those individuals on our list of trained supervisors will be allowed to supervise any of the sites for which we are responsible.

Signed...



John Power
Managing Director
Dated: January 2022