



## Procurement Policy

**To be the leading engineering, construction and maintenance service provider to the utility infrastructure sectors, Zinfra Group is committed to managing its procurement of goods and/or services to obtain best value for money and maximise operational benefits whilst maintaining the highest standards of corporate responsibility particularly in relation to its health, safety and environmental obligations.**

Zinfra Group is committed to conducting its procurement activities by engaging vendors that are capable of delivering goods and/or services of quality, on time and within budget. This will be achieved by implementing a framework that evaluates a vendor's capability and competence to provide the goods and services safely, and in accordance with all contractual, legal and regulatory obligations prior to engagement and at regular intervals throughout the term of the relationship between Zinfra Group and the vendor.

Whenever Zinfra Group engages a vendor to provide goods and/or services it will always aim to ensure that:

- **Purchases are sourced from vendors** who comply with all legal and regulatory obligations and can minimise cost and maximise value for money.
- **Purchases are appropriately planned** which will ensure the acquisition of the correct quantity, quality and specification of the goods and/or services.
- **Vendors are properly engaged and evaluated.** This ensures that the engagement method is fair, clearly understood and aligned to the purchasing objectives, and also ensures vendors are engaged under appropriate standard form written contracts which allocate risk

between the parties in context of the relevant purchase.

- **Vendors provide environmentally sustainable benefits** to the Zinfra Group and its clients.

- **All Zinfra Group personnel will observe the highest standards of ethical conduct** which will ensure:

the integrity and confidential nature of the information provided will be respected;

no favouritism or preference is directed towards any vendor;

personnel are not engaging in any conduct which is misleading or deceptive or likely to mislead or deceive vendors;

all vendors are treated fairly and in a transparent manner;

all potential conflicts between Zinfra Group personnel are declared; and

only vendors who are also committed to Zinfra Group's values and ethics are engaged.

- **Purchases are authorised and contracts executed in accordance with the DFA** which segregates duties so that no single person within Zinfra Group is empowered to approve the entire procurement transaction from beginning to end.

- **Goods and/or services are obtained from established vendors** via standing

contracts to develop long-term strategic and effective relationships with key valued vendors.

- **Zinfra Group has developed HSEQ systems and procedures** so that all

vendors effectively manage, as far as reasonably practicable, all health and safety obligations identify risks and put in place appropriate controls which should be documented. Non-compliance by vendors is taken seriously and may result in Zinfra Group refusing to engage such vendors in the future.

- **Zinfra Group's personnel are trained to**

properly evaluate and understand procurement requirements, comply with vendor engagement checks, and continually monitor performance of vendors in consultation with the vendor and/or stakeholders.

- **Supporting this Policy by documenting procedures, guidelines and tools** which set out how Zinfra Group's personnel undertake

procurement activities to comply with this Policy. These supporting procedures are set out in Zinfra Groups BMS and accessible to all Zinfra Group personnel.

- **Escalating any complaints relating to the procurement process** undertaken

by Zinfra Group personnel in accordance with the Whistleblowers Policy.



**Steve MacDonald**

Managing Director  
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***Zinfra Group encourages best practice in procurement expecting fair and equitable procurement practices resulting in best value for money.***