

SUPPLY CHAIN & PROCUREMENT POLICY (May 2022)

boxxe is a privately owned entity incorporated in the UK. We provide corporate and public sector organisations with hardware, software, and services across a range of technologies including cloud, datacentre, workplace and security. Our customers trust our in-house teams to deliver consultancy and managed services which support and enhance a broad range of industry leading and innovative technology partners. We also work alongside several specialist external services partners to underpin and amplify our own teams. Whilst we have an office in York, our approximately 200 people are equipped to work anywhere in the UK. Our heritage is providing secure services to public sector organisations whilst also delivering technology solutions to small, mid-market and enterprise corporate customers. As sustainability is one of our core values, we are currently pending certification of B-Corporation status in the UK.

This policy encompasses our approach to our supply chain and procurement and should be read in conjunction with our other policies available at <https://www.boxxe.com/accreditations-and-policies>. They include our Environment Policy, Health, Safety & Welfare Policy, and Suppliers Code of Conduct.

This policy has been developed to promote procurement of more sustainable solutions, products and materials wherever reasonably possible as well as the development of sustainable business relationships.

Below are some of our supply chain and procurement principles and goals:

Prequalification and Approval

We will prequalify and assess suppliers and subcontractors to ensure they are appropriately accredited and certified to supply goods and/or services to us.

We will assess suppliers and subcontractors to ensure they meet the requirements of our safety, quality and environmental standards and agree to adhere to the principles set out in our policies.

We will seek to minimise the amount of repetition and duplication within our own prequalification process.

We will seek to ensure that all relationships with suppliers and subcontractors are fair and honest. We will seek to further this goal by conducting quarterly review meetings with primary and secondary suppliers.

We will only use suppliers who comply with all UK employment, human rights, anti-discrimination, equality, modern slavery and anti-bribery legislation.

We will integrate the principles and goals of this policy through our procedures, and by providing ongoing training and guidance to our procurement team.

If we have concerns about a chosen supplier's procurement practices, we will seek to work with them to agree a remediation plan, where feasible.

Sustainable & Localised Procurement

As part of our commitment to sustainability, we aim to reduce our impact on the environment, stimulate the local economy and support local communities through all our activities. We strive to procure sustainable, ethical and responsibly sourced materials, goods and services.

We are committed to increasing the proportion of goods and services that are sourced locally without compromising on cost, quality or safety and to increase the quantity and quality of jobs created in the local area.

We will, where possible, procure goods, products and services from suppliers who are no more than 60 miles from our office in the centre of York to reduce carbon emissions and our impact on the planet. This also includes a '*local first*' stance, which means placing local business' at the forefront of our commercial preferability.

We will support local small businesses who traditionally find it hard to get involved with the larger suppliers.

We will always aim to preferably purchase from suppliers who also have a commitment to sustainability, and invest in local environmental and social development.

We will actively seek to recruit minority owned businesses into our supplier mix and sponsors, where possible.

We will upskill our people to understand what local sourcing means and ensure they are empowered

to make local decisions when ordering and purchasing.

We will annually produce and assess our preferred supplier list to support local inclusion and investment.

We will give preference to procuring products which are able to demonstrate compliance with a recognised responsible sourcing scheme.

We will (where we have control) promote, specify and procure materials and products that can be reused or recovered at their end of use.

We will consider the energy efficiency of plant, equipment and materials and promote those items with the greatest energy efficiency.

We seek to ensure that whatever service or material we are purchasing, it will be legal, ethical and in accordance with our customer's requirements and our Suppliers Code of Conduct.

Environmentally Preferable Purchasing

We are committed to environmental sustainability.

We will strive to balance environmental and fiscal responsibilities in making green purchasing decisions.

We will promote the purchase of products internally with the highest percent of recycled content available, provided the products meet acceptable use and performance standards.

More details on our commitment to environmental sustainability can be found in our Environmentally Preferable Purchasing Policy accessible at <https://www.boxxe.com/accreditations-and-policies> (which forms part of this policy).

Fair Payment

We will continue to adhere to fair payment, paying suppliers within the terms of our agreement.

We have signed up to the Prompt Payment Code administered by the Office of the Small Business Commissioner on behalf of BEIS and as such will endeavour to undertake all payment activities in line with the guidance set out in the code.

Pricing

We seek to ensure that all pricing negotiations are conducted in an open and transparent way by utilising cost plus modeling for core products and

via a tender process conducted on an annual basis, where feasible.

KPIs

We actively review operational and financial KPIs to ensure our suppliers deliver to the commercial and service expectations that our customers expect to receive from us.

Implementation & Review

This policy applies to all parts of our business. All employees responsible for procurement of any sort within our business will take a proactive role in implementing this policy.

This policy will be reviewed by us on an annual basis and as and when necessary to reflect changes in legislation.

