

## Purchasing Policy

### Purpose

This Purchasing Policy defines the way in which we operate and manage our supply chain at Elior UK.

### Scope

This Purchasing Policy is an information tool for our clients, suppliers and operators, which summarises Elior UK practices and approach to Buying. All our operators are required to work within the best practice guidance provided by the Elior UK Purchasing Department.

### Responsibilities

The Elior UK Purchasing Department's principal commitment is to ensure our suppliers deliver products and services to our business via a safe and auditable supply chain, ensuring compliance to legislative food, safety and welfare regulations. We work alongside the Elior UK Safety and Wellbeing Team to maintain the highest standards for our clients and customers.

Elior UK's focus is to deliver best value to our customers by managing our supply chain effectively, to ensure quality and to maintain high levels of service. We use our purchasing power to leverage commercial advantage through competitive tenders and engage with long term supply partners on whom we can rely upon to support our values and objectives. We regularly benchmark and assess the market to ensure we are achieving this best value.

Elior UK is committed to purchasing in an ethical and transparent manner and operate a rigorous approach to selecting and managing our supply chain partners.

Our suppliers must adhere to all regulatory requirements such as transparency of Allergen information and the Modern Slavery Act.

We also require that suppliers meet our Corporate Responsibility standards related to:

- suppliers' code of conduct
- sustainability, for example sustainable palm oil
- prevention of undesirable ingredients such as trans fats and genetically modified ingredients
- a responsible approach to the environment by reducing the effects caused by manufacturing processes, packaging waste and carbon emissions.

We encourage continuous improvement practices throughout our supply chain and work regularly with our suppliers on CR initiatives such as Food-for-Life and sustainably sourced fish. Where clients have specific provenance requirements such as fair trade and organic these can be made readily available.

Elior UK's Purchasing Department sources from a variety of local regional and national suppliers, and we support British sources for fresh food when it is viable to do so. In terms of food purchasing, we regard UK and Ireland as "local". We recognise that it is important that local farming communities are supported and encourage their contribution to our supply chain. Whilst we strive to procure locally we accept that seasonality, availability, and cost of products will require us to import some requirements.

We actively support and engage with government and regulatory bodies such as the FSA and DEFRA to support initiatives which develop industry practices.

### Governance

This policy will be reviewed at least annually at Board level and will be revised in accordance with any recommendations of the Purchasing Director. Headed up by our Purchasing Director, our Purchasing Department is made up of experienced professional buyers and support staff who collaborate with chefs, managers, operational and sales teams to ensure that we are innovative in the range of products and services we procure and that these meet core business requirements. The Purchasing Department is also committed to provide expert advice and guidance on purchasing related matters.

A handwritten signature in blue ink that reads "Catherine Roe".

**Catherine Roe**  
Chief Executive, Elior UK  
5 July 2016