Responsible & Sustainable Procurement Policy

1. Policy Statement

Hilton Docker Mouldings Ltd is committed to responsible and sustainable procurement practices that support our business objectives while minimising environmental impact, promoting ethical conduct and ensuring compliance with legal and regulatory requirements.

We recognise that our procurement decisions influence environmental performance, social responsibility, quality, cost and business continuity. This policy outlines how we select and manage suppliers to support sustainable manufacturing of GRP products.

2. Scope

This policy applies to:

- All procurement of raw materials, consumables, components, tooling and services
- All employees involved in purchasing, supplier selection and supplier management
- All suppliers and subcontractors providing goods or services to Hilton Docker

3. Procurement Principles

We commit to the following principles:

3.1 Responsible Sourcing

- Purchase goods and services that meet required quality, safety and performance standards
- Avoid unnecessary waste, over-ordering and environmentally harmful materials where viable alternatives exist
- Ensure materials used in GRP manufacturing are compliant with relevant safety and environmental legislation

3.2 Environmental Sustainability

Where commercially and technically feasible, we will:

- Prefer suppliers that demonstrate environmental responsibility
- Reduce environmental impact related to:
    - Raw material extraction
    - Energy consumption
    - Packaging and Transportation
    - Waste generation.
- Encourage the use of:
    - Recyclable or reduced packaging
    - Lower-emission transport methods
    - Materials with lower environmental impact

4. Ethical & Legal Compliance

Hilton Docker Mouldings Ltd expects all suppliers to:

- Comply with all applicable laws and regulations, including:
  - Health & Safety
  - Environmental protection
  - Employment and labour laws
- Prohibit:
  - Forced labour
  - Child labour
  - Discrimination or harassment
  - Bribery and corruption
- Conduct business with honesty, transparency and integrity

Any conflict of interest must be declared and managed appropriately.

5. Supplier Selection & Evaluation

Supplier selection is based on a balanced assessment of:

- Quality and technical capability
- Cost competitiveness and value for money
- Reliability and delivery performance
- Environmental and sustainability practices
- Health & Safety performance
- Compliance with relevant standards and regulations

For key or critical suppliers, Hilton Docker Mouldings Ltd may request:

- Environmental or quality certifications (e.g. ISO 9001, ISO 14001)
- Safety data sheets (SDS)
- Material traceability or compliance declarations

6. GRP Specific Considerations

Given the nature of GRP manufacturing, particular attention is paid to suppliers of:

- Resins, gels, glass fibre, fillers and catalysts
- Chemicals and hazardous substances
- Moulds, tooling and coatings

We will:

- Ensure hazardous materials are legally compliant and accompanied by current SDS
- Collaborate with suppliers to reduce waste, emissions and exposure risks
- Encourage innovation that improves material efficiency or recyclability

7. Supplier Performance & Continuous Improvement

Supplier performance may be monitored through:

- Quality performance (defects, rework)
- Delivery reliability
- Responsiveness and service
- Environmental and safety compliance

Where performance issues arise, suppliers may be required to implement corrective actions. Continued poor performance may result in reduced business or removal from the approved supplier list.

8. Local & SME Suppliers

Where appropriate, Hilton Docker Mouldings Ltd will:

- Support local and UK-based suppliers
- Consider SMEs where they meet quality, cost and sustainability requirements
- Balance sustainability objectives with commercial viability

9. Employee Responsibilities

Employees involved in procurement must:

- Follow company procurement and approval procedures
- Consider sustainability and responsibility in purchasing decisions
- Report any ethical, safety, or environmental concerns related to suppliers

10. Policy Review

This policy will be reviewed periodically to ensure it remains appropriate to the size, nature and objectives of Hilton Docker Mouldings Ltd and reflects changes in legislation or business strategy.