



## Sub-Contracting Policy

### Introduction

The directors have years of experience in the Building Industry and have worked with many professionals. We endeavour to conduct ourselves in a professional, trustworthy and amicable manner. Where we encounter persons with the same work ethic we tend to maintain contact as working with such persons is not only more efficient but also enjoyable. We have accumulated a contact list of such people over the years and where we consider they have the appropriate skill base and capacity we may consider them for an associate role.

### Why

Our suppliers sometimes also provide us with reciprocal business which is another factor strengthening our bond.

### Actions

- Always ensure that sub-contractors have completed the relevant standard paperwork and a copy saved in the project file.
- Always ensure that certificates of up to date PI of the appropriate value is saved I the project file.
- Ensure that a competed fee proposal covering all aspect of the project is saved in the project file.
- Before commencing a project ensue that the sub-contractor has sufficient resources/ability to see to completion.

### Example

An example being Lee Chandler who has vast experience in BIM. Although we could use BIM/Revit software inhouse this is a fast-changing field and we consider it far more efficient/effective to utilise Lee for whom this is a full-time profession.

It is understood that we will use Lee for any work requiring BIM and that he will be appropriately recompensed, however for this we expect that we will receive exemplar service that we can pass onto our clients. We consider our suppliers such as Lee valuable assets and as such treat them with the respect they deserve, as such we do not adopt a pay when paid policy i.e. we will pay our suppliers when their fees are due. Although we have not had any issues with our suppliers to date we do however expect a prime service and constantly review their performance and would quickly find alternatives if quality was compromised.

Our inhouse directors tend to be client facing and although our suppliers such as Lee may be permitted to communicate with the deign team we will always be copied on all correspondence and kept aware of all issues. The communication protocol is always agreed in advance of any project.

Signed by Company Director

Eur Ing John Creaser CEng, B.Eng(Hons) FIHEEM MCIBSE

Dated 1<sup>st</sup> January 2018