

SUPPLY CHAIN POLICY

Objective

To ensure the best possible level of service to our customers, it is crucial that Belmont Press maintains a well managed supply chain.

We source many raw materials and on occasion outworking services. We aim to ensure that all of our suppliers meet the same standards that we work to.

We expect our suppliers to provide the very best quality and value for money available. This includes providing a responsible, reliable, sustainable, managed supply of goods and services at the best possible price.

We work closely with our suppliers to continuously monitor and maintain quality and to improve service levels. We negotiate contracts for stable pricing.

We strive to minimise and eradicate our impact on the environment and to encourage innovative product and service development.

Management

The Supply Chain is linked by the Purchasing Manager to all departments within Belmont Press Limited, including departmental managers, production and account managers.

The Company Quality Manual sets out our procedures for continual assessment and monitoring of suppliers.

Our certification to ISO 9001:2008 Quality Management System ensures that all goods and services purchased are subject to rigorous quality checks.

Specific environmental and regulatory requirements must be met at all times from suppliers.

Suppliers

Belmont Press Limited works to a strict code of practice that prohibits employees from accepting gifts from suppliers, other than gifts that are of direct use within the Company.

Only a very modest amount of hospitality may be accepted and it must be directly associated with the assessment of the product or service.

We expect the behaviour of our suppliers to reflect these standards.

Our Terms & Conditions are agreed with our suppliers at the beginning of our working relationship.

It is our aim to settle invoices as soon as they become due. Any invoice queries will be dealt with swiftly to ensure that payment is not delayed.

Signed.....
T J Thomas
Managing Director

Date..... 7.2.12.....