

# COMPANY PROCUREMENT POLICY

Document ID: POL-2026-001 Effective Date: January 1, 2026 Last Updated: February 23, 2026 Classification: Internal - All Employees

## 1. PURPOSE

This policy establishes guidelines and procedures for the procurement of materials, equipment, and services to ensure: - Best value for money - Quality standards compliance - Regulatory adherence - Transparency and fairness

## 2. SCOPE

This policy applies to: - All company departments and subsidiaries - All employees involved in procurement - All vendors and suppliers - All procurement transactions regardless of amount

## 3. APPROVAL THRESHOLDS

- Under \$10,000: Department Manager approval - \$10,000-\$50,000: Director approval - \$50,000-\$200,000: VP approval - Over \$200,000: Executive Committee approval

## 4. VENDOR EVALUATION CRITERIA

Price Competitiveness: 30% Quality and Certifications: 40% Delivery Reliability: 20% Customer Service and Support: 10% Minimum Requirements: - ISO 9001 certification (or equivalent) - Financial stability assessment - References from existing customers - Insurance and bonding

## 5. REQUIRED DOCUMENTATION

All vendor proposals must include: - Detailed price breakdown - Quality certifications and compliance - Delivery schedule and lead time - Insurance and bonding certificates - Product specifications - Warranty and support terms - References from similar customers

## 6. PAYMENT TERMS

- Standard: Net 30 days - Early payment: 2% discount if paid within 10 days - Late payment: 1.5% monthly interest on outstanding balance

## 7. DISPUTE RESOLUTION

1. Contact vendor within 48 hours of issue 2. Document issue with photo/video evidence 3. Request corrective action within 7 days 4. Escalate to management if unresolved 5. Initiate formal dispute process if needed

## 8. COMPLIANCE

All procurement activities must comply with: - Local and international regulations - Company ethical standards - Environmental requirements - Labour and human rights standards - Data protection and privacy laws Approved by: CFO - Sarah Johnson Date: January 15, 2026 Signature: \_\_\_\_\_