



Subcontractor and Supplier Policy

1. Introduction

GEODEC is committed to working with reliable, high-quality subcontractors and suppliers who share our dedication to excellence, professionalism, and safety. This policy sets out the expectations, requirements, and responsibilities of all subcontractors and suppliers engaged in our painting, decorating, and interior design projects.

2. Scope

This policy applies to all subcontractors and suppliers providing goods, services, or labour to GEODEC, including but not limited to:

- Painting and decorating subcontractors
- Interior design subcontractors
- Material suppliers (e.g., paints, wallpapers, flooring, furniture, fixtures, tools)
- Equipment and tool hire companies
- Transport and logistics providers

All subcontractors and suppliers must adhere to this policy as a condition of working with GEODEC.

3. Selection and Approval Process

3.1 Subcontractor Approval

Before engaging in work with GEODEC, all subcontractors must:

- Provide evidence of relevant experience, qualifications, and certifications.
- Submit copies of business documentation, including insurance, licenses, and risk assessments.
- Agree to comply with all company policies, including (but not limited to) health and safety and quality Policy.
- Provide at least two references from previous projects.
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- Undergo a probationary period (if required) to assess work quality and reliability.

3.2 Supplier Approval

All suppliers must:

- Provide high-quality, industry-approved materials that meet safety and environmental standards.
- Ensure timely and consistent delivery of materials.
- Provide Material Safety Data Sheets (MSDS) for any hazardous substances.
- Offer competitive and transparent pricing.
- Demonstrate ethical sourcing and environmental responsibility.

4. Contractual Requirements

All subcontractors and suppliers must sign a formal agreement with GEODEC outlining:

- Scope of work or supply agreement
- Pricing and payment terms
- Compliance with all company policies and legal requirements
- Confidentiality and data protection obligations
- Dispute resolution procedures

Failure to comply with the contractual terms may result in contract termination.

5. Health, Safety, and Environmental Responsibilities

5.1 Health and Safety Compliance

All subcontractors and suppliers must:

- Adhere to GEODEC's Health and Safety Policy.
- Conduct risk assessments and provide method statements before commencing work.
- Use appropriate personal protective equipment (PPE) and follow site safety procedures.



- Report all accidents, near misses, and hazards immediately.
- Ensure that any hazardous substances comply with Control of Substances Hazardous to Health (COSHH) regulations.

5.2 Environmental Responsibility

Subcontractors and suppliers must:

- Minimise waste and dispose of materials responsibly.
- Use environmentally friendly and sustainable materials whenever possible.
- Reduce energy and water consumption where applicable.
- Follow legal and regulatory requirements for environmental protection.

6. Quality Assurance and Workmanship

- All subcontractors must deliver work that meets industry best practices and GEODEC's quality standards.
- Any defects or substandard work must be rectified at the subcontractor's own expense.
- Suppliers must ensure that all products meet agreed specifications and are free from defects.
- Regular inspections and quality audits will be conducted to ensure compliance.

7. Ethical Conduct and Compliance

7.1 Ethical Business Practices

All subcontractors and suppliers must:

- Conduct business with honesty, transparency, and integrity.
- Avoid conflicts of interest and disclose any potential conflicts.
- Not engage in bribery, corruption, or any fraudulent activities.
- Ensure fair wages and working conditions for all employees and workers.



7.2 Compliance with Laws and Regulations

All subcontractors and suppliers must comply with:

- Employment laws and fair labour practices.
- Health and safety legislation.
- Environmental protection regulations.
- Data protection laws.
- Industry-specific standards and building regulations.

8. Payment Terms and Financial Agreements

8.1 Payment Structure

- Payments will be made according to the agreed contract terms.
- All invoices must be submitted with proper documentation and within the agreed timeframe.
- Payments will only be processed once work or deliveries have been completed to the required standard.
- No payments will be made without conformation. This can be via an invoice or other means.

8.2 Late Payments and Disputes

- If there are any discrepancies in invoicing or payment, these must be raised in writing within 14 days.
- Late or incomplete work may result in delayed or reduced payments.
- Disputes will be resolved through formal negotiation or mediation before legal action is considered.



9. Dispute Resolution

In the event of a dispute between GEODEC and a subcontractor or supplier, the following steps will be taken:

- Discussion and Negotiation – Attempt to resolve the issue through direct communication.
- Formal Written Notice – A formal written statement outlining the dispute and proposed resolution.
- Mediation – If unresolved, an independent mediator may be engaged.
- Legal Action – If no agreement is reached, legal proceedings may be initiated.

10. Performance Monitoring and Continuous Improvement

- Subcontractor and supplier performance will be reviewed regularly.
- Key performance indicators (KPIs) will be used to assess reliability, quality, and adherence to deadlines.
- Any subcontractor or supplier failing to meet expectations may be subject to warnings, retraining requirements, or termination of contract.

11. Termination of Agreement

GEODEC reserves the right to terminate agreements with subcontractors or suppliers if:

- There is a failure to meet contractual obligations.
- There are repeated breaches of health and safety regulations.
- Poor quality work or materials are consistently supplied.
- There is evidence of unethical business practices.
- Legal or regulatory compliance is not maintained.

In the case of termination, a written notice outlining the reasons will be provided, and appropriate measures will be taken to ensure minimal disruption to projects.



12. Policy Review

This policy will be reviewed annually to ensure compliance with legal requirements and industry best practices. Updates will be communicated to all subcontractors and suppliers.

Signed By:

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