



## **Subcontractor Policy**

### **1. Purpose**

This policy outlines the expectations, responsibilities, and standards required when engaging subcontractors for painting, decorating, and interior design projects. GEODEC is committed to maintaining high-quality workmanship, safety, and compliance with legal and industry standards.

### **2. Scope**

This policy applies to all subcontractors, suppliers, and third-party service providers working on behalf of GEODEC. It covers:

- Selection and vetting of subcontractors
- Health and safety compliance
- Work quality and performance standards
- Ethical and legal requirements
- Payment terms and contractual obligations

### **3. Selection & Vetting Process**

Before hiring subcontractors, GEODEC will conduct a thorough evaluation to ensure they meet company standards. This includes:

- Business registration and tax compliance (e.g. UTR for self-employed workers, VAT registration if applicable)
- Proof of qualifications, skills, and experience in painting, decorating, and interior design
- References from previous work or client testimonials



- Proof of insurance (public liability, employer's liability, and professional indemnity where necessary)
- Compliance with health & safety regulations (e.g., risk assessments, COSHH knowledge)
- Agreement to adhere to company policies

Subcontractors must sign a Subcontractor Agreement before starting work.

## **4. Health & Safety Compliance**

### 4.1 Legal & Regulatory Requirements

All subcontractors must comply with:

- Health and Safety at Work Act 1974
- Construction (Design and Management) Regulations 2015 (CDM 2015)
- Control of Substances Hazardous to Health (COSHH) Regulations
- Work at Height Regulations 2005
- Any site-specific risk assessments and method statements (RAMS)

### 4.2 Personal Protective Equipment (PPE)

Subcontractors must wear appropriate PPE, including:

- Safety boots
- Gloves, masks, and goggles when handling hazardous materials
- High-visibility clothing (when required on construction sites)



#### 4.3 Site Conduct & Housekeeping

Subcontractors must:

- Keep work areas clean and organized
- Dispose of waste safely and legally
- Report accidents, hazards, or unsafe conditions immediately

### **5. Work Quality & Performance Standards**

#### 5.1 Expectations

Subcontractors must:

- Deliver high-quality workmanship that meets industry best practices
- Follow project specifications and client requirements precisely
- Use approved materials and avoid cutting corners
- Address any snagging issues or defects promptly

#### 5.2 Quality Control & Inspections

GEODEC reserves the right to:

- Conduct random site inspections
- Request progress reports and photo evidence
- Withhold payment for unsatisfactory or incomplete work

If work does not meet company standards, the subcontractor must rectify defects at their own cost.



## **6. Ethical & Legal Responsibilities**

### **6.1 Confidentiality**

Subcontractors must maintain confidentiality regarding:

- Client details and project information
- Pricing and business operations of GEODEC

### **6.2 Equal Opportunities & Fair Treatment**

All subcontractors must adhere to anti-discrimination laws, ensuring fair treatment regardless of race, gender, disability, or background.

### **6.3 Compliance with Employment & Tax Laws**

- Subcontractors are responsible for their own tax and National Insurance contributions except for the Construction industry Scheme (CIS)
- They must ensure any workers they employ are legally eligible to work in the UK.

Failure to comply may result in termination of contract.



## **7. Tools, Equipment & Materials**

### 7.1 Responsibility for Equipment

Subcontractors must:

- Use their own tools and equipment unless otherwise agreed
- Maintain equipment in safe working condition
- Follow manufacturer guidelines for paint, adhesives, and chemicals

### 7.2 Use of Company Materials

- If using GEODEC's materials, subcontractors must record usage and minimize waste.
- Any damage or theft of materials will be deducted from payment.

## **8. Payment Terms & Invoicing**

### 8.1 Payment Structure

Subcontractors will be paid based on:

- Agreed-upon contract terms (fixed price, hourly rate, or per project)
- Satisfactory completion of work and quality inspections



## 8.2 Invoicing Requirements

Invoices must include:

- Subcontractor's business name and details
- Breakdown of work completed
- Agreed rate and total amount due
- Bank details for payment processing

## 8.3 Payment Timeline

- Payments are processed within 7 days of invoice approval on a week in hand basis
- Late invoices or non-compliant work may cause payment delays.

## **9. Termination of Agreement**

A subcontractor's contract may be terminated if they:

- Fail to meet quality, safety, or compliance standards
- Engage in unprofessional behaviour or misconduct
- Breach confidentiality or data protection rules
- Abandon work without notice

A written notice will be provided, except in cases of gross misconduct, where termination is immediate.



## **10. Dispute Resolution**

If disputes arise, GEODEC will:

1. Attempt to resolve the issue informally through discussion.
2. If unresolved, provide written notice outlining concerns.
3. If necessary, engage a mediator or legal process.

Subcontractors should raise concerns as early as possible to avoid delays.

## **11. Policy Review & Updates**

This policy is reviewed annually and updated to reflect legal changes and company requirements.

This Subcontractor Policy ensures that all subcontractors working with GEODEC meet the highest quality, safety, and ethical standards, contributing to successful project completion.

Signed:

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5<sup>th</sup> February 2025

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