



at home

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Supply chain management system

1. Introduction

At Home Catering Ltd operates with a commitment to excellence in all aspects of our business, including supply chain management. Our Supply Chain Management Policy sets forth our dedication to ethical sourcing, strong supplier relationships, sustainability, and operational efficiency. By adhering to these principles, we aim to deliver exceptional products and services while contributing positively to society and the environment.

2. Ethical Sourcing

At Home Catering Ltd recognizes that our suppliers play a crucial role in our success. We are committed to engaging only with suppliers who share our values and commitment to ethical conduct. This includes compliance with all applicable laws and regulations, respect for human rights, and transparency in business practices. We will conduct due diligence on potential suppliers to ensure they meet our ethical standards before entering any business relationships.

Furthermore, we will actively monitor our suppliers' adherence to these standards through regular audits and assessments. Any deviations from our ethical sourcing criteria will be addressed promptly and may result in the termination of the supplier relationship if necessary.

3. Supplier Selection

At Home Catering is a value-added supplier of catering services. The nature of the industry in which At Home Catering operates pre-determines some purchasing decision based on specific customer requirements which may only be sourced from specific suppliers.

At Home Catering defines its Key Suppliers as those suppliers whose supplies are vital to the company to fulfil customer requirements in accordance with its business objectives.

Wherever supplier selection has not been pre-determined for the reasons set out above the following criteria will be adopted when selecting new suppliers for us:

- **Stability.** The length of time a business appears to have been in operation and an indication of the financial stability of the proposed supplier.
- **Reliability.** Will the potential have items in stock. What is the likely lead time for stock? Are any references or other customer feedback available for the proposed supplier?

at Home Catering Ltd, 40 High Street, Cobham, Surrey, KT11 3EB

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VAT Registration No: 358 8468 94 Company registered No: 2763948 England Registered Office- 6th Floor Kings House, 9-10 Haymarket, London, SW1Y 4BP



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- **Cost.** Is the price competitive?
- **Location.** Sourcing locally will reduce environmental impact and reduce lead times for delivery.
- **Quality.** Are goods such as products, equipment, of good quality. Can the quality of goods be assessed in advanced of selection?
- **Ethical Practice.** At Home Catering favours suppliers who can demonstrate operating a matter that is compliant with the principles of diversity, legal compliance, safety compliance, fairness, and transparency within the operations.
- **Sustainable & Responsible Procurement Practices.** At Home Catering favours suppliers who can demonstrate practices in line with At Home Catering practices.
- **Quality Control.** At Home Catering prioritizes suppliers who emphasize quality in both food ingredients and equipment. This focus ensures that high-quality ingredients are used in their dishes, leading to customer satisfaction and safety. Additionally, reliable suppliers of equipment contribute to smooth operations, upholding the company's reputation for excellence.

At Come Catering will not be prejudiced by or make supplier sections base upon the receipt or offer of gifts, hospitality or other related acts which may be understood by a casual observer to influence the decision-making process.

At Come Catering maintains a robust Anti-Bribery Policy

4. Supplier Relationships

Building strong and collaborative relationships with our suppliers is essential to our success. We will communicate openly and transparently with our suppliers, providing clear expectations and feedback to foster mutual understanding and trust. Our goal is to work together with our suppliers as partners, aligning our objectives and working towards shared goals.

Additionally, we will provide opportunities for capacity building and knowledge sharing with our suppliers, helping them enhance their capabilities and improve their competitiveness in the market.

5. Sustainability

At Home Catering Ltd is committed to operating in an environmentally responsible and sustainable manner. We recognize the impact that our operations and supply chain activities can have on the environment, and we are committed to minimizing this impact wherever possible.

To achieve our sustainability goals, we will prioritize the use of environmentally friendly materials and practices throughout our supply chain. This includes sourcing locally whenever feasible to

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reduce transportation-related emissions, as well as promoting waste reduction and recycling initiatives.

We will also engage with our suppliers to promote sustainability throughout the supply chain. This may include collaborating on initiatives to reduce energy consumption, minimize waste, and promote responsible sourcing practices.

6. Operational Efficiency

Efficient supply chain management is essential for delivering high-quality services to our customers in a timely and cost-effective manner. To achieve operational excellence, we will:

- Continuously evaluate and optimize our procurement processes to minimize lead times and reduce costs.
- Implement robust inventory management systems to ensure optimal stock levels and minimize the risk of stockouts or excess inventory.
- Utilize technology and data analytics to track and analyse supply chain performance, identifying areas for improvement and cost savings.
- Develop contingency plans to mitigate risks such as supplier disruptions, natural disasters, and other unforeseen events, ensuring business continuity and minimizing disruptions to our operations.

7. Compliance

All employees of At Home Catering Ltd are expected to adhere to this Supply Chain Management Policy and conduct themselves in accordance with its principles and guidelines. Compliance with this policy is mandatory, and any violations will be taken seriously and may result in disciplinary action.

Additionally, we will ensure that our suppliers are aware of and comply with our ethical standards and sustainability requirements. Regular monitoring and audits will be conducted to verify compliance, and corrective actions will be taken as necessary to address any non-compliance issues.

8. Review and Revision

This Supply Chain Management Policy will be periodically reviewed and updated to ensure its continued effectiveness and alignment with our business objectives and values. Feedback from stakeholders, including employees, customers, and suppliers, will be considered during these reviews, and revisions will be made as necessary to reflect changes in regulatory requirements, industry best practices, and emerging sustainability trends.

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9. Conclusion

At Home Catering Ltd is guided by a comprehensive policy that emphasizes ethical conduct, sustainability, and operational excellence within its catering supply chain. This commitment ensures the delivery of top-tier catering services while actively contributing to societal well-being and environmental preservation. Through collaboration with suppliers and stakeholders, the company aims to establish a resilient, responsible, and sustainable catering supply chain in line with its policy objectives.

At Home Catering Ltd
Policy: Supply Management Policy
Policy: 2024
Policy review: 2025 | by senior management team