



## Best Buy Policy

The company operates an Integrated Management System for which it has ISO 9001:2015 (quality), ISO 14001:2015 (environmental management) and ISO 45001 (2018) certification. In the interests of efficiency and cost saving, Burlington Uniforms Ltd. has implemented this Best Buy Policy. This applies to all non-stock purchases, unless they are ongoing purchases related to repeat supplies and/or services.

Our Best Buy Policy means that all contract or general office purchases must be price checked without exception. The general rule is to obtain at least three like-for-like price comparisons.

It is understood that there will be times when we will not necessarily choose the cheapest product or service because:

- It is not a like-for-like product,
- Delivery times/costs are not acceptable,
- Best Buy assessment already carried out prior to previous orders,
- The supplier was previously found to be unreliable,
- The services or goods were previously found to be of poor quality,
- The supplier does not have an acceptable Environmental Management System in place,
- The supplier does not have an acceptable Quality Management System in place,
- The supplier does not have an acceptable Health and safety Management System in place,
- The supplier is unable to demonstrate an ethical approach to trading.

If for any reason the Best Buy Policy is not applied to a purchase, an email to advise must be sent to the relevant manager/director and anyone else involved, detailing the reason.

In addition, we will be carrying our regular price comparisons (at least annually) with repeat service providers.

This policy will be reviewed annually as part of Management Review procedures. All staff are invited to input. The policy is overviewed by the Managing Director.

**Signed:**

Adrian Hewitt  
Managing Director

**Date:** 19<sup>th</sup> July 2024  
**Review Date:** 18<sup>th</sup> July 2025