

## G04 – ETHICAL PURCHASING

### Version control

This policy is version controlled, and you should always ensure that you are viewing the latest version, which can be downloaded from The Portal. You should check with The ProMed Leadership Team if you are unsure if this is the correct version.

<b>Version</b>	2.3	<b>Date</b>	06/05/2020
<b>Author</b>	Matthew A Dinnery	<b>Approval</b>	Matthew A Dinnery
<b>Valid from</b>	06/05/2020	<b>Review by</b>	05/05/2021

### Revision history

Version	Date	Author	Comments
2.3	06/05/2020	MD	Annual review
2.2	07/05/2019	MD	Annual review
2.1	08/05/2018	MD	Annual review
2.0	09/05/2017	MD	Updating to new letterhead due to incorporation of company
1.2	07/12/2016	MD	Annual review
1.1	08/12/2015	MD	Privacy and confidentiality & Distribution updated
1.0	04/11/2015	MD	Initial version

### Privacy and confidentiality

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This document contains information which is confidential and may be legally privileged and protected from disclosure.

It is intended solely for the use of individuals and organisations involved with Professional Medical Ambulance Services Limited under a business relationship. No person is authorised to change, amend, copy, forward, disclose, distribute or retain this document or information without the written permission of the author(s).

The author(s) and approver(s) will make every effort to ensure all the information contained in this document is true and correct at the time of issue. This document will be updated & circulated to those relevant when updated.

### Distribution list

Distribute to	Distribute via
Professional Medical Ambulance Services Limited Leadership Team	Dropbox
Professional Medical Ambulance Services Limited Staff	Staff Portal
3 <sup>rd</sup> party contractors	Email
Public	Website

## Legislation

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## Relevant external documents

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## Relevant internal documents

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## Scope

This policy applies to all work on behalf of Professional Medical Ambulance Services Limited with responsibilities for staff, including, but not limited to:

- Employees
- Volunteers
- Contractors (except where working for another CQC registered company under their own procedures)

The policy applies to aspects of Professional Medical Ambulance Services Limited's work, regardless of function, role or location.

## Policy

Professional Medical Ambulance Services Limited strongly believes in ethical principles and good stewardship. We are therefore proud to guarantee that we trade according to the following ethical trading criteria:

- All employment is freely chosen
- All staff are entitled to belong to trade unions & collective bargaining is respected, to the extent permitted by local law
- Working conditions are safe & hygienic
- Child labour is not used
- Wages are fair & comparable to others in our industry and wherever possible exceed the minimum wage with the aim of providing at least the living wage
- Deductions from wages as a disciplinary measure shall not be permitted
- Working hours are not excessive
- No discrimination is practised
- Regular employment is provided for those who are employed on a permanent contract
- No harsh, cruel or degrading treatment or practices are allowed
- No bribery, corruption, blackmailing or bullying is permitted
- Good environmental stewardship is practiced
- Suppliers & buyers are both free to sell & buy from any number of other businesses or outlets; no restrictions, as a way of guaranteeing business, are allowed

## Expectations

We recognise that our activities have potential to impact on our suppliers and our locality.

As a socially responsible small business our suppliers, local community and customers have a right to expect that:

- Professional Medical Ambulance Services Limited purchases its consumables ethically and that they are produced & sourced under working conditions that are hygienic & safe
- All workers involved with Professional Medical Ambulance Services Limited, direct suppliers, indirect suppliers and our own service providers are treated with full consideration to their basic human rights
- Professional Medical Ambulance Services Limited will act in an ethical manner above & beyond our basic legal requirements
- Professional Medical Ambulance Services Limited is committed to implementing the principals of the Ethical Trading Initiative base code (although we are not members of the ETI)
- We will demonstrate how we are setting out the measures taken to ensure that we are acting in an ethical manner

## Commitment

Professional Medical Ambulance Services Limited's commitment to our suppliers, service providers & customers is that we recognise that our ethical & social performance and our reputation is a key part of our overall commercial success.

## Staff

Professional Medical Ambulance Services Limited is committed to ensuring that our employment practices and the enforcement of corporate regulations ensure the protection of the rights of all those who undertake work for us.

In many areas we aim to operate above the minimum standards required by law to ensure our staff are safe, rewarded & valued. As we expand, we aim to offer more opportunities for our staff.

## Standards monitoring

Professional Medical Ambulance Services Limited is committed to monitoring the social standards in our supply chain, and we encourage our suppliers to operate to the same ethical standards that we employ ourselves.

We are keen to learn from others and would ask if anyone has any ideas or feedback regarding our policy or practice to contact us.