

## PROCUREMENT POLICY

This document sets our policy for the procurement of all goods, services and works for Gatwick Airport Limited (GAL) from third-party suppliers. It does not provide detail of how these activities are carried out. For more information please contact us at: [procurement@gatwickairport.com](mailto:procurement@gatwickairport.com).

We will ensure proper control over GAL's expenditure for goods, services and works through the appropriate procurement channel in a compliant way.

We will achieve this by:

- Executing all purchase agreements to ensure all relevant purchases agreement comply with appropriate laws, regulations and any relevant corporate policies. This shall include adherence to "The Utilities Contracts Regulation 2006" (commonly referred to as "OJEU").
- Maximising purchasing leverage through sourcing from preferred suppliers with exceptions approved by the procurement department.
- Approving all purchase orders and GAL standard terms and conditions of business prior to goods/services being received.
- Referring all amendments that could be deemed of a material nature to GAL standard terms and conditions of business to the legal department. The following should also be referred to the legal department; any potential or actual disputes which may give rise to legal action or other dispute resolution procedure, bespoke contracts not on GAL's standard terms and conditions of business and any contract award or termination which may give rise to a transfer of staff under TUPE.
- Communicating this policy to our employees, business partners and suppliers to help them understand their procurement responsibilities.
- Standard payment terms are 60 days for all expenditures relating to goods, works and services.
- Ensuring all negotiated agreements are executed in line with business governance protocols, namely the contract authorisation form process and in accordance with delegated financial authority limits, through following it's sourcing process.
- Purchase Orders will only be used for those services or goods with a total spend of under £100,000.
- For purchases over £100,000 total spend a negotiated agreement will be used. Guidance regarding form of contract can be sought from the procurement department.

### Monitoring and assurance

A breach or abuse of this policy may result in disciplinary action and/or legal implications. Compliance with OJEU regulations shall be monitored through the procure to pay and Procurement process with non-compliance being reported to the GAL Executive Team.