



## Sub-Contractor Policy

Luce Bay Group offer a wide range of supplies and services triggering the occasional need to engage in the services of sub-contractors, these can be a self-employed trades people to large specialist organizations.

Regardless of the type of sub-contractor or the service provided, Luce Bay Group require all sub-contractors to complete a PQQ prior to carrying out work on our behalf. All PQQs are evaluated to ensure all selected sub-contractors meet the standards and values of Luce Bay Group.

Due to the variations in size and types of work being sub-contracted we have three PQQs: Labour Only, Up to Five Employees and More than Five Employees. Within these documents, we ask for company details, Name, Company Name if different, UTR number, NI number or Company Registration Number, health and safety and plant details and all other relevant information. sub-contractors working on our construction projects are paid through the CIS scheme.

All sub-contractors must agree to abide by and work to the Luce Bay systems of work and health and safety guidance, larger companies are expected to produce their own method statements and risk assessments prior to coming on site to be integrated into the Luce Bay health and safety file.

Once a sub-contractor is accepted on to our sub-contractors list, they agree to become part of the Luce Bay Groups workforce and are involved in meetings, toolbox talks, health and safety updates, and will work under our supervision team.

Any of our sub-contractors who we deem to have fallen below the standard Luce Bay Group set will be removed from site with the cause being investigated and remedial actions put in place, should they still fall below the set standard they could be removed from our approved sub-contractors list.

A handwritten signature in black ink, appearing to read "Adam McIntosh".

Adam McIntosh  
Company Director  
01 December 2021

A handwritten signature in black ink, appearing to read "Alastair McIntosh".

Alastair McIntosh  
Company Director  
01 December 2021