

Sub-contractor Engagement Policy

(PPP009)



Sub-contractor Engagement Policy

1 Who is covered by this policy?

These Guidelines apply to all companies employed as primary Contractor on behalf of Papilo.

2 Policy statement

As a sub-contractor of Papilo, you are expected to provide services in a timely manner with the highest standards of integrity and to meet all legal and regulatory obligations without exception.

3 Specific requirements

- As a Papilo sub-contractor, you are employed by Papilo to engage on our behalf at our client's locations. You are authorised to undertake any work agreed directly with Papilo only and this authorisation will usually be in a written format and usually via e-mail. Any works not agreed by Papilo in the first instance will not be authorised for payment.
- As a Papilo sub-contractor, Waste material must be disposed of at the agreed end destination with any variance to this requiring approval in writing from Papilo prior to any change being made.
- As a Papilo sub-contractor, you are not permitted to further sub-contract any works that you are employed to undertake. If you cannot fulfil the request made directly within your own means, then you must inform Papilo immediately.
- As a Papilo sub-contractor, you should provide all required job completion data and documentation, without error or omission and within a timely fashion.
- As a Papilo sub-contractor, you are prohibited from sharing any commercial information pertaining to the work you carry out on our behalf without prior written authorisation from Papilo (unless necessary to comply with any legal or regulatory obligations).
- As a Papilo sub-contractor, you are prohibited from engaging in any illegal activity or behaviour that may bring the reputation of Papilo into disrepute.

4 Penalties

If any of the above conditions are breached, then Papilo (dependent on the severity of the breach and at Papilo's discretion) reserve the right to withdraw our offer and remove your services from our portfolio.

2 Director sign-off

Name Paul Hodgkiss

Position CEO

Signature *Paul Hodgkiss*

Date 06/02/2024

Document Control

Version	Version Date	Changes By	Version Notes
V1	23/01/2018	MK	Policy document implemented
V2	15/06/2023	MK	Review following Palatine investment
V3	06/02/2024	MK	Updated with Papilo branding
