

## PROCUREMENT POLICY

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### Policy Statement

1. The purchase of all goods or services by Fujitsu UK & I is governed by the Business Management System procurement processes.
2. Procurement will decide where business is placed with which Third Parties. Procurement is accountable for ensuring the Company gets the best deal overall
3. All Fujitsu UK & I employees (including contractors) conducting any business through any Third Party (including suppliers, vendors, traders, shipping agents, consultants, intermediaries, subcontractors, distributors, partners or agents) must comply with Fujitsu's **Code of Ethics** and the **Global Business Standards**.
4. Fujitsu selects its Third Parties carefully based on appropriate criteria such as service and price, but also on their ability to comply with all relevant legal requirements including the UK Bribery Act (2011).
5. All Third Parties must comply with Fujitsu's **Code of Ethics** and the **Global Business Standards** in all dealings with Fujitsu.

Third Parties to Fujitsu play a critical role in its ability to operate and provide products and services to its customers. The ethical performance of Third Parties to Fujitsu is scrutinised by its stakeholders, and can have a direct effect on Fujitsu's reputation. Any failures by Third Parties to Fujitsu to meet its standards will undermine Fujitsu's aims for compliance and integrity in its business operations.

6. Fujitsu will treat its Third Parties fairly and will not take unfair advantage of its size in comparison with smaller Third Parties.
7. All requirements for supply of goods or services with an individual or aggregate annual value of over £25,000 / €25,000 must be considered by Procurement for competitively tender and approved by Procurement in advance of any agreement being reached (e.g. Supply Contracts, Purchase Orders etc.). Exceptions must be approved as part of the **Supplier Contract Review Process**.
8. All agreements and contracts must be in accordance with the standard Fujitsu UK & I **Standard Terms and Conditions of Purchase** unless otherwise authorised by Procurement and Legal.
9. Any commitment to purchase from a Third Party cannot be made until Procurement has authorised the contract **and** a uniquely numbered Purchase Order has been approved by the relevant business authority in accordance with the BMS procurement and finance processes.
10. All relevant UK transactions with an individual value of less than £1,000 must be processed using a company Purchase Card following the instructions in the **P Card User Guide**.
11. Premier Suppliers are managed by Procurement. All other Third Parties are managed by the appropriate account team, business/capability unit or budget holder according to the **BMS Manage Suppliers Process**.

12. All Third Party contracts shall be sent to Procurement Contracts, STE04 and kept in a secure location for the term of the agreement plus seven years (unless required for a longer period by local legislation).

### **Authority & Accountability**

1. Only Procurement can authorise additions or amendments to the 'Approved Supplier List'.
2. Any request to set up a Third Party with payment terms of less than 90 days must first be approved, in writing, by Head of Central Financial Services (<£100,000) or the Group Treasurer (>£100,000).
3. Contracts shall be authorised according to the rules in the **Supplier Contract Review Process**.
4. Only authorised signatories can sign a contract on behalf of Fujitsu UK & I.

### **Applicability**

This policy applies to Fujitsu UK & Ireland. This means all Employees, Contractors and businesses carried on by Fujitsu Services Limited and its subsidiaries and any other company or organisation that is managed by the Chief Executive Officer, Fujitsu United Kingdom and Ireland.

### **Policy Owner**

This policy is owned by Gavin Bounds, Chief Operating Officer, Fujitsu UK & Ireland and is managed on his behalf by Andrew Croston, Chief Procurement Officer.

### **For Further Information:**

Contact Michael Quinn, Head of Procurement

