

# SUPPLIER DIVERSITY POLICY

This is a Controlled Document. This policy is issued by Optimum Patient Care Limited (the '**Company**'). Failure to comply with this policy may lead to disciplinary and/or legal action where appropriate. The Human Resources (**HR**) Department and/or appropriate delegate should ensure the policy is communicated to all staff and contractors where applicable. The master copy of this document is kept on the Company Policies and SOPs Smartsheet and NAS drive. Staff may print this document for training and reference purposes but are responsible for regularly checking for more recent versions of the document.

### AUTHORS

Name: Emma-Jane Loveridge  
Position: Chief Planning and Strategy Officer

### AUTHORISATION

Name: Chris Price  
Position: Commercial & Legal Director

Signature: 

Date: 04 April 2023

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ABBREVIATIONS	
HR	Human Resources
OPC or OPC UK	Optimum Patient Care Limited
POL	Policy

## BACKGROUND

Supplier Diversity is about adopting a fair and inclusive procurement process, ensuring all businesses, regardless of their size, location, and the background of their workforce, have the same opportunities to compete for the supply of goods and services to the Company.

## PURPOSE

The purpose of this policy is to outline the Company’s commitment to developing mutually beneficial relationships with small, minority-owned, women-owned, disadvantaged, veteran owned and local business enterprises.

We are committed to setting and embedding practices in our workplace that value and promote inclusion and diversity. We recognise the opportunities our supply chain creates to positively impact people through inclusive and diverse sourcing strategies and practices. Through our supplier inclusion & diversity principles, we seek to promote social and economic participation with our supplier partners.

## APPLICABILITY

This policy applies to Company staff, and associated persons such as secondees, third party and freelance contractors. Compliance with this policy is a contractual duty for staff and contractors. Failure to comply with this policy may lead to disciplinary and/or legal action.

## RESPONSIBILITY

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<b>Role</b>	<b>Accountable for</b>
General Manager	<ul style="list-style-type: none"><li>○ Actively seeking out diverse suppliers that can provide competitive, high-quality goods and services whose business model is aligned with our business strategy.</li><li>○ Ensuring the inclusion of diverse suppliers as a part of our strategic sourcing and procurement processes.</li><li>○ Communicating the value of supplier diversity both internally and externally to all stakeholders.</li><li>○ Leveraging our supplier diversity results to meet our corporate customers’ supplier diversity requirements.</li></ul>
Directors	<ul style="list-style-type: none"><li>○ To identify, encourage and explore opportunities to identify small, minority-owned, women-owned, disadvantaged/disabled, veteran owned and LGBTQA business enterprises to compete for business and from whom to obtain goods and services whenever possible.</li></ul>

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## POLICY

### 1.0 Introduction

- 1.1 As a concept, supplier diversity can be defined as the purchasing of goods or services from minority, women, LGBTQ and SME suppliers. It focuses on the creation of a diverse supply chain that aims to increase the inclusion of underrepresented groups in the procurement processes of public and private sector organisations. Sourcing products and services from previously underrepresented suppliers enhances supply chain diversification.
- 1.2 The Company places high values on the unique relationships we have with our customers and the diverse communities that we serve. Diversity and inclusion (D&I) are an important responsibility in everything that we do.
- 1.3 Our vision is to integrate Supplier Diversity and Inclusion in our procurement process and establish and maintain excellent supplier relationships with diverse suppliers. We view supplier diversity as a strategic business advantage and our commitment to this mission reinforces our corporate values while visibly demonstrating our support for equal business opportunity.
- 1.4 We provide fair and equal sourcing and procurement opportunities for all high performing competitive suppliers.

### 2.0 Supplier Diversity Definition

- 2.1 The Company defines a “Diverse Supplier” as a business that provides materials, goods, and/or services (including contractors, subcontractors, vendors, and consultants) and is at least fifty-one percent (51%) owned, managed, and controlled by a diverse person or group as one or more of the following classifications:
- Minority Business Enterprise (MBE)
  - Woman Business Enterprise (WBE)
  - LGBTQ Business Enterprise (LGBTQBE)
  - Disability-Owned Business Enterprise (DOBE)
  - Veteran Business Enterprise (VBE)
  - Small Business Enterprise (SBE)

### 3.0 Our Principles

- 2.1 We advocate for attracting and retaining a diverse pool of qualified suppliers and uphold the following key principles:
- We recognise that a strong, diverse supplier community is essential to economic vitality, and we actively seek opportunities to conduct business with a competitive, diverse set of suppliers.
  - We support policies and practices that promote fairness and inclusion. Our supplier diversity policy is part of our overall Diversity & Inclusion efforts as defined in our Sustainability and Carbon Offsetting Policy.
  - We foster collaborative supplier relationships designed to strengthen our communities and the diverse-owned businesses within it. Our program will reflect the communities where we operate.
  - We support diversity at multiple levels within our supply chain. We expect our suppliers to work cooperatively with diverse suppliers.
  - We report on our supplier diversity performance with integrity and transparency.
- 2.2 This commitment is a shared responsibility involving the Company, employees and contractors, and we will conduct business in a manner that reflects the above principles. The Company will provide ongoing leadership and resources to ensure the effective implementation of the above principles, including the development of implementation strategies and specific action plans.

## DISSEMINATION & TRAINING

**Dissemination:** This document will be made available to staff and contractors via Smartsheet and NAS drive or on request from the HR Department. This may also be in the form of a global notice sent to staff and contractors notifying them of the release of this document.

**Training:** Training on this document will be provided during induction of staff and contractors or as required by their training needs. Additional and/or regular training will be provided as necessary, based on training requirements to ensure continued awareness and compliance with this document.

## MONITORING

Failure to comply with this policy will trigger HR processes, in accordance with the Company’s disciplinary policy as set out in the ‘Staff Handbook’. Compliance with this document will be monitored by Company senior management or appropriate delegates. This may include regular and/or ad hoc compliance checks and audits where appropriate or warranted. This document is to be reviewed annually or sooner where necessary.

## EQUALITY IMPACT ASSESSMENT

An Equality Impact Assessment has been completed. It is understood that no employee will receive less favourable treatment on the grounds of disability, age, sex, race, religion or belief, gender reassignment, pregnancy or maternity, marriage or civil partnership, working patterns or Trade Union membership or non-membership in relation to the application of this policy. The Equality Impact Assessment is included in Appendix A.

## RELEVANT DOCUMENTS

Sustainability and Carbon Offsetting Policy  
 Modern Slavery Policy  
 Equality and Diversity Policy

## VERSION HISTORY

VERSION	EFFECTIVE DATE	REASON FOR CHANGE	AUTHORS
V1.0	21-03-23	First Draft	Emma-Jane Loveridge
V1.1	04-04-23	Review and final version created	Emma-Jane Loveridge

## APPENDIX A: Equality Impact Assessment

Scope	Response
1. What are the main aims and objectives of the policy?	To outline the Company's commitment to developing mutually beneficial relationships with small, minority-owned, women-owned, disadvantaged, veteran owned and local business enterprises.
2. Who will be affected by it?	All employees of OPC
3. What are the existing performance indicators/measures for this and what are the outcomes you want to achieve?	This is a new policy and replaces any current informal reporting in place.
4. What information do you already have on the equality impact of this policy?	This is a new policy and replaces any current informal documentation in place.
5. Are there demographic changes or trends locally to be considered?	No
6. What other information do you need?	None

Assessment	Yes	No	Response
1. Could the policy discriminate unlawfully against any group?		X	The policy is designed to ensure equity of treatment.
2. Can any group benefit or be excluded?		X	The policy ensures all staff are treated in a consistent manner and appropriate to their role.
3. Can any group be denied fair & equal access to or treatment because of this policy?		X	The policy ensures all groups are treated in a consistent manner.
4. Can this actively promote good relations with and between different groups?	X		Due to the consistency of approach everyone will be treated equally.
5. Have you carried out any consultation internally/externally with relevant individual groups?	X		Consultation held with line managers.
6. Have you used a variety of different methods of consultation/involvement?		X	Discussion method only.
7. Have external factors been considered in the development of this policy?		X	No
8. Are there any external implications in relation to this policy?		X	No