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Procurement Policy

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A. Objective

- The purpose of the policy is to ensure a consistent, efficient, and sustainable procurement while maintaining an open and fair competition with adequate control to manage procurement risk.
- Any staff who procure goods or services for the whole Link Group need to comply with this policy.

B. Policy Content

1. General Principles

- Minimum procurement standards must be met for all types of procurement scenarios as specified in Procurement Standard Operating Procedures (SOP).
- Proposals / quotations from vendors should be treated strictly confidential. Staff should ensure compliance with Staff Code of Conduct in procurement process.
- Bill-splitting should not occur. Delegation of Authority (DoA) limits should not be evaded by splitting the project scope's requirements into different procurement contracts / PO or by reducing the logical and usual duration of the contracts / PO.
- External legal services should only be procured through legal department.
- IT related goods and services should only be procured through IT department.
- Users are responsible to:
 - Develop evaluation criteria to support the vendor selection process before vendor proposals are received;
 - Consider appropriate contractual terms and conditions to protect the company's spend and interests; and
 - Ensure purchase order/contract approval before commitment to supplier.
- Procurement documents should be properly retained for retrieval and review.
- Procurement related risks are monitored by Sustainability & Risk Governance (S&RG) department and reported to Board on a regular basis, or quarterly at minimum. Staff who identified imminent risks shall report to their department leads promptly for corrective actions.

2. Sustainability Consideration

- Alongside price and technical evaluation, staff are encouraged to consider sustainability commitments of the suppliers during selection/contract renewal. The following criteria are of particular relevance to critical suppliers who offer property management, maintenance and construction services to Link:
 - Comply with Link Supplier Code of Conduct, i.e. obey all applicable laws and regulations, care for staff, and minimise environmental footprint;
 - If applicable, adopt internationally recognised management systems related to sustainability including but not limited to ISO 14001 Environmental Management System, ISO 50001 Energy Management, ISO 45001 Occupational Health and Safety, ISO 9001 Quality Management, and ISO 26000 Social Responsibility; and

- Have sustainability policies and procedures in place and provide related training to their staff.
- Staff are encouraged to procure goods in a responsible manner that considers environmental, social, and health and safety impacts. The following items are preferred where practical:
 - Durable and reusable products;
 - Energy and water efficient products;
 - Products that are recyclable and/or have high recyclable content;
 - Wood and paper products from well-managed sources, e.g. Forest Stewardship Council (FSC) and Programme for the Endorsement of Forest Certification (PEFC);
 - Chemical products that minimise environmental and health and safety hazards, e.g. low volatile organic compound (VOC) paints and adhesives; and
 - Locally/ regionally produced materials where available.