

**Approved Contractor / Supplier Checklist**

**Introduction**

Thank you for your interest in working with Sir Josiah Mason Trust. Although we cannot guarantee any future works/business you will be added to our Contractor/Supplier List for consideration.

**Brief overview of what SJMT expects**

At SJMT we strive to achieve high levels of customer service and we expect the same commitment from our contractors. It is important that contact with our customers is positive, polite and solution oriented. We want contractors to show ownership and responsibility for the work they undertake and to have a positive, can-do approach.

**Insurance**

Our standard minimum requirements are that you have the following levels of insurance cover:

Employers Liability – £5m
Public Liability – £2m
Professional Indemnity (if applicable) – £1m

**Equalities**

Your company must comply with the statutory obligations under the Equality Act 2010 ensuring that you do not discriminate on the grounds of:

• Race
• Disability
• Gender
• Age
• Sexual orientation
• Religious beliefs
• Pregnancy/Maternity
• Gender reassignment

**Health & safety**

All organisations are required to comply with the duties imposed upon them by the Health and Safety at Work Act 1974 and any other relevant legislation, in particular the duty of care not only to their own employees but also to people other than their own employees including representatives of SJMT and all members of the public

**General Data Protection Regulation (GDPR)**

New data protection legislation came into force during May 2018, which aims to protect the privacy of all EU citizens and prevent data breaches. It will apply to any public or private organisation processing personal data. Where appropriate, organisations are expected to be GDPR compliant as part of their working relationship with SJMT.

**Modern Slavery Act 2015**

SJMT’s desire is to have a positive impact on the fair and safe working conditions of those working directly or indirectly for us and expect that our suppliers/contractors share our vision.

Our minimum expectations are that there is no use either direct, or by any sub-contractors, or within the supply chain of:

a. Child labour
b. Slavery, Forced, Bonded or Involuntary Labour
c. Human Trafficking and Exploitation.

**Covid-19 Precautions**

Contractors and their operatives who are required to enter any of our care premises to carry out work are required to have had two covid-19 vaccinations and will be required to show a covid pass before entering the premises.

**Cautionary note**

The following points set out grounds by which a contractor/supplier may be deemed ineligible to work with SJMT if they are:

* In a state of bankruptcy, insolvency winding up, administration, receivership, composition with creditors or any equivalent state, or subject to relevant proceedings.
* Has been convicted of a criminal offence related to their business or professional conduct.
* Has committed an act of grave misconduct in the course of business.
* Is guilty of serious misrepresentation in supplying information required by SJMT.
Is not in possession of a licence to trade or not a member of the appropriate body where the law requires it.

**Thank you**

Your information will be added to our Contractor/Supplier list and referred to for consideration in inviting you to tender/quote for any requirements that SJMT may have. Please note that inclusion on the list does not infer or guarantee any business, works or services.

By completing this form, you consent for the following information to be stored and used by SJMT when shortlisting for potential work opportunities. This information is reviewed annually and consent to retain your information can be withdrawn at any time and your information will be destroyed.

**Declaration**

Top of Form

Company name:

Address :

Name of contact person:

Email address:

Telephone number:

Website address:

Description of goods/services/work you're interested in delivering for SJMT (required):

I/we understand and agree to abide by SJMT’s expectations and will comply with the requirements outlined above.

I/we confirm that we will email /attach copies of any relevant insurance certificates, our H&S Policy, Data Protection and Anti-Slavery and Human Trafficking Policies

I/we confirm that we do not have an Anti-Slavery & Human Trafficking Policy but we have signed SJMT’s Policy to agree to abide by the principles of this policy.

Name:

Role in organisation:

Please return this form by email to: enquiries@sjmt.org.uk

Bottom of Form