



Hotel Desk

## Supplier Sourcing Policy Statement

Hotel Desk aims to manage all our business dealings with integrity and recognises our responsibilities to clients, society and company stakeholders for fair, ethical and responsible standards in our supply chain.

Our policies and standards are contained within two key procurement areas:

- a) General office procurement – Purchasing goods and services directly for Hotel Desk including: IT, communications, furnishings, stationery etc.
- b) Sourcing of external venues – As a specialist venue finding and hotel booking agency, Hotel Desk's core service is to source, negotiate and confirm suitable external venues on behalf of our clients. The end service and product which our clients experience is provided not by Hotel Desk but by the external venue booked, therefore we have a responsibility to our clients to ensure that the venues we nominate are of the highest business integrity in accordance with Hotel Desk and our clients' requirements.

Hotel Desk has developed a number of policies and procedures to ensure responsible sourcing standards are defined and managed.

We will source environmentally sound products and services from credible suppliers, wherever possible.

We will source suppliers for Hotel Desk and on behalf of our clients in a competitive and independent manner, obtaining a minimum of 3 competitive quotations for each procurement requirement.

We will reject any business practice that may reasonably be deemed improper or be construed as a personal, social or client conflict of interest.

We will not engage in any hotel or venue overrides without written consent from the client for the specific benefit to their account.

We will encourage and enforce specific client requirements down the supplier chain.

We will promote positive supplier relationships through courtesy and impartiality.

We will continue to develop supplier management policies that reflect the latest legislation and best practices and in accordance with our client requirements.

Matt Egan, Managing Director  
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