

Statement

This policy applies to all Partners, Directors, employees, third parties and associated persons working for and on behalf of Knight Frank in the UK. This policy is to be read in conjunction with the Social, Ethical and Environmental Procurement Guidelines.

The purpose of this policy is to provide guidance to anyone who is involved with supplier sourcing and purchasing activities as part of their role.

Procurement activity is defined by Knight Frank as the process of sourcing, contracting and managing supplier relationships to ensure suppliers meet all of our product, service and information security and data protection requirements to help the Firm run its business.

Knight Frank is committed to monitoring the social, environmental and ethical impacts of its supply chain. Our policy is to seek the purchase of goods and services that minimise negative and enhance positive impacts on the environment and society whilst meeting our business requirements.

By incorporating social, environmental and ethical considerations into purchasing decisions we endeavour to make a positive contribution to the environment and society.

Every business is dependent on its supply chain, by sharing our values with our supply chain, we can work together to deliver them.

We will only work with suppliers who support our Tendering and Responsible Procurement Policy and tender processes.

Anyone in the business wishing to engage with or instruct a new supplier to purchase goods and services for Knight Frank must obtain prior approval from Procurement.

This covers all purchases relating to Technology, Software and Subscriptions and all other goods and services above £25k.

Implementation

Knight Frank will take the following measures to implement this policy:

- Knight Frank will select suppliers using systematic and transparent processes using criteria covering: financial stability, quality, performance, insurances, health & safety, geographical location, environmental, DEI, industry accreditations, recommendation/references and price;
- Procurement will electronically onboard and evaluate the suppliers based on the above criteria and maintain a consolidated supplier list by developing long-term sustainable partnerships with consistently high-performing suppliers. This onboarding questionnaire will capture the essential information required to be able to work with Knight Frank;
- Procurement will maintain a contracts library which will show the annual value, key contract clauses, start and end dates together with alerts to ensure that contracts do not auto-renew. All documents including agreements will be held for a minimum of seven years;
- Procurement will maintain a *Procurement Hub* on Global Life to provide our employees with the tools to understand the procurement policies, procedures and processes;
- Procurement will complete each tender process electronically for auditing purposes using standardised documentation to remove any ambiguity;

- Each Department Head/Stakeholder will monitor the performance of their suppliers through appropriate regular minuted review meetings using KPI's to monitor performance;
- Procurement hold a clear escalation process for a supplier's poor performance and any dispute management. The process is located in the *Procurement Hub*. Any dispute management will be carried out by Procurement and the Department Head/Stakeholder;
- Procurement will take the appropriate steps to ensure that the number of approved suppliers is kept to a manageable level. With Procurement, the Department Head/Stakeholder will ensure procurement categories are combined where appropriate and suppliers are engaged on a regional and/or national basis;
- By assessing category spend analysis, Procurement, together with the Department Head/Stakeholder will ensure that the volume of tenders carried out is maintained at an effective level and, if appropriate, benchmarking and/or competitive tenders will be used in order to obtain the best service and value;
- Wherever possible, Procurement will appoint all suppliers in accordance with Knight Frank's terms and conditions and will use work orders/variations to enter into a formal agreement prior to the commencement of any work/services;
- Procurement together with each Department Head/Stakeholder will ensure all work orders/variations clearly outline the scope of services to be provided: costs; contract term; payment terms and any other special conditions pertinent to the contract;
- Knight Frank only permits uthorised employees to sign agreements/works orders/variations on behalf of the relevant contracting parties in line with the Knight Frank Internal Policy for Signature of Documents;
- Knight Frank will maintain strict confidentiality over all pricing information that employees may come across in any procurement processes.

Application and Communication

This policy will be communicated to all employees in the UK and be available to all via *Global Life*. Any questions should be directed to Sarah Chappelle-Molloy, Head of Procurement.

The following documents also form part of this policy:

- Social, Ethical and Environmental Procurement Guidelines
- Tendering and Responsible Procurement Processes (for internal use only)

Review

This policy will be reviewed in line with all other Group policies at least every two years. If there is a business or legislative reason for it to be reviewed more frequently, then this will be conducted by the Head of Procurement.

Knight Frank Tendering & Responsible Procurement Policy

Prepared: 3rd July 2024

Signed: Sarah Chappelle-Molloy

Position: Partner, Head of Procurement

Review Date: June 2026