



Supply Chain Services Policy

Gtec Media Limited

Policy Owner: Gtec Media Limited

Approved By: Geoff Hunter, Director

Effective Date: 7 April 2026

Review Date: Annually

Version: 1.0

1. Policy Statement

Gtec Media Limited is committed to maintaining a responsible, transparent, ethical and effective supply chain across all areas of its operations. This includes Adult Skills & Learning provision, IT support services, digital marketing services, online learning delivery, consultancy, research activities and associated business operations.

The organisation recognises the importance of ensuring that all suppliers, subcontractors, associates and delivery partners operate in accordance with legal, ethical, safeguarding, data protection and quality standards.

This policy sets out how Gtec Media Limited selects, manages, monitors and reviews supply chain partners to ensure high standards of service delivery, compliance and risk management.

2. Scope

This policy applies to:

- Employees
- Freelancers and associates
- Tutors and trainers
- Contractors and subcontractors
- Delivery partners
- Consultants
- Suppliers providing goods or services to Gtec Media Limited

The policy applies across all organisational activities including:

- Adult Skills & Learning provision
- Online and remote learning delivery
- Digital inclusion programmes
- IT support and technical services
- Website development and maintenance
- Digital marketing services
- Research and consultancy services

3. Objectives

The objectives of this policy are to:

- Maintain high standards of quality and professionalism
- Ensure fair, ethical and transparent supplier relationships
- Reduce operational and delivery risks
- Ensure compliance with legal and regulatory requirements
- Promote safeguarding, equality and data protection standards
- Support continuity of service delivery
- Ensure value for money and accountability

4. Supplier and Subcontractor Selection

Gtec Media Limited will undertake reasonable checks before engaging suppliers or subcontractors.

Selection considerations may include:

- Relevant qualifications, experience and capability
- Financial stability where appropriate
- References or evidence of previous work
- Insurance cover
- Compliance with safeguarding and data protection requirements
- Commitment to equality, diversity and ethical working practices
- Ability to meet contractual and service delivery requirements

5. Supply Chain Management

The organisation will:

- Clearly define roles, responsibilities and expectations
- Maintain appropriate written agreements where required
- Monitor performance and quality of delivery
- Address concerns or non-compliance promptly
- Maintain appropriate communication with supply chain partners
- Ensure subcontracted services align with organisational standards and contractual obligations

6. Safeguarding and Compliance

Where supply chain partners are involved in learner-facing activities or access sensitive information, Gtec Media Limited may require:

- DBS checks where appropriate
- Safeguarding awareness
- Compliance with Prevent duties
- Compliance with GDPR and data protection legislation
- Adherence to health and safety requirements

Failure to comply with safeguarding or compliance requirements may result in termination of the working relationship.

7. Ethical Standards and Modern Slavery

Gtec Media Limited is committed to ethical procurement and opposes all forms of modern slavery, forced labour, exploitation and corruption.

The organisation expects all suppliers and subcontractors to:

- Operate lawfully and ethically
- Treat workers fairly
- Comply with employment legislation
- Maintain safe working practices
- Avoid bribery, corruption and unethical conduct

8. Risk Management and Business Continuity

The organisation will seek to minimise supply chain risks through:

- Appropriate supplier selection
- Maintaining alternative supplier options where practical
- Monitoring delivery performance
- Reviewing issues, complaints or incidents
- Maintaining business continuity arrangements

9. Monitoring and Review

This policy will be reviewed annually or sooner where:

- legislation changes,
- operational requirements change,
- or improvements are identified through monitoring and review processes.

10. Responsibility

Overall responsibility for the implementation of this policy rests with the Director of Gtec Media Limited.

All employees, contractors and supply chain partners are expected to comply with this policy.