



**Creative Services Limited (CSL)**  
**Procurement Policy**  
(Version-1, Effective from January 01, 2024)

## **1. Introduction**

Creative Services Limited (CSL) is committed to ensuring that its procurement activities are conducted in a fair, transparent, and ethical manner. This Procurement Policy ensures the acquisition of goods and services at good value, while also complying with legal standards and promoting sustainability and ethics. By following this policy, CSL aims to align procurement activities with strategic objectives, while fostering ethical practices and sustainable development.

## **2. Purpose**

The purpose of this policy is to:

- Establish a clear and consistent approach to procurement.
- Ensure the acquisition of goods and services is conducted in a fair and transparent manner.
- Obtain best value for money while meeting the needs of CSL.
- Promote sustainability and ethical practices in procurement processes.
- Ensure compliance with all relevant laws and regulations.

## **3. Scope**

This policy applies to all employees, contractors, and stakeholders involved in the procurement process at CSL. It covers the procurement of all goods, services, and works.

## **4. Principles**

### **4.1 Value for Money**

- Ensure that all procurement activities achieve the best possible value for money, considering factors such as cost, quality, and sustainability.

### **4.2 Fairness and Transparency**

- Conduct all procurement activities in a fair, open, and transparent manner.
- Provide equal opportunities for all suppliers to compete for CSL's business.

### **4.3 Accountability**

- Clearly define roles and responsibilities in the procurement process.
- Ensure that procurement decisions are documented and justified.

### **4.4 Sustainability and Ethics**

- Promote environmentally sustainable practices in procurement.
- Ensure that suppliers adhere to ethical standards and labor practices.

## **5. Procurement Process**

### **5.1 Needs Assessment**

- Identify and define the need for goods, services, or works.
- Ensure that the requirement aligns with CSL's strategic objectives and budget.

### **5.2 Planning**

- Develop a procurement plan outlining the approach, timeline, and key milestones.
- Obtain necessary approvals before initiating the procurement process.

### **5.3 Supplier Selection**

- Conduct market research to identify potential suppliers.
- Use a competitive bidding process (e.g., Request for Quotation, Request for Proposal) for significant procurements.
- Evaluate suppliers based on criteria such as cost, quality, experience, and sustainability.

### **5.4 Contracting**

- Negotiate terms and conditions that protect CSL's interests.
- Ensure that contracts include clear specifications, deliverables, timelines, and payment terms.
- Obtain necessary approvals before finalizing contracts.

### **5.5 Purchase Order Management**

- Issue purchase orders for all approved procurements.
- Ensure that purchase orders contain accurate and complete information.

### **5.6 Delivery and Inspection**

- Monitor delivery of goods and services to ensure they meet contractual requirements.
- Conduct inspections and tests as necessary to verify quality and compliance.

### **5.7 Payment**

- Process payments in accordance with contractual terms and CSL's financial policies.
- Ensure that payments are authorized and supported by appropriate documentation.

## **6. Roles and Responsibilities**

### **6.1 Procurement Department**

- Oversee the procurement process and ensure compliance with this policy.
- Conduct market research and manage supplier relationships.
- Evaluate and select suppliers in accordance with the procurement criteria.

### **6.2 Employees**

- Adhere to the Procurement Policy and procedures.
- Obtain necessary approvals before making purchases.
- Ensure that procurement activities are conducted ethically and transparently.

### **6.3 Management**

- Provide necessary resources and support for effective procurement.
- Ensure that procurement activities align with CSL's strategic objectives and policies.

## **7. Ethical and Sustainable Procurement**

### **7.1 Ethical Standards**

- Ensure that suppliers adhere to ethical labor practices, including fair wages, safe working conditions, and no child labor.
- Avoid suppliers involved in unethical practices such as corruption and human rights abuses.

### **7.2 Sustainability**

- Prioritize suppliers that demonstrate a commitment to environmental sustainability.
- Consider the environmental impact of goods and services, including factors such as energy efficiency, recyclability, and waste reduction.

## **8. Compliance and Monitoring**

### **8.1 Legal and Regulatory Compliance**

- Ensure that all procurement activities comply with relevant laws, regulations, and contractual obligations.
- Keep abreast of changes in procurement-related legislation and update policies and practices accordingly.

### **8.2 Monitoring and Reporting**

- Monitor procurement activities to ensure compliance with this policy.
- Maintain accurate and complete records of all procurement transactions.
- Conduct regular audits and reviews to assess the effectiveness of procurement processes.

## **9. Training and Development**

- Provide training to employees on procurement policies, procedures, and best practices.
- Promote continuous improvement and professional development in procurement skills and knowledge.

## **10. Review and Updates**

- This policy will be reviewed annually and updated as necessary to reflect changes in CSL's objectives, market conditions, and legal requirements.
- Feedback from employees and stakeholders will be considered in the review process.