

 <b>Destia</b> ETHIOPIA • ESTABLISHED 1993	Company Name: <b>ደስታ ኃ/የተ/የግል ማህበር</b> <b>DESTA PLC</b>	Document No.: <b>PL/CM/0018</b>
	Title: <b>SUBCONTRACTING POLICY</b>	Issue No.: <b>1</b>



# **SUBCONTRACTING POLICY**

**2022**

**HUMAN RESOURCES DEPARTMENT**

Tel.: (+251-011) 629-0450 Fax: (+251-011) 629-9854 Email: [info@desta-garmen.com](mailto:info@desta-garmen.com)

P.O.Box: 2964 Addis Ababa, Ethiopia [www.desta-garment.com](http://www.desta-garment.com)

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# SUBCONTRACTING POLICY

Desta P.L.C. use subcontractors only when absolutely essential to deliver requested services from our clients, and those services that are beyond our control.

To ensure we use the very best providers available to us and to ensure our high levels of quality are not reduced in any way, we follow a set procedure for both recruiting and managing any subcontractors we use.

The management of subcontractors is always done so by a director and upon sign up of a new subcontractor the company will always deliver a risk assessment to enable us to plan for all eventualities.

## **Due Diligence:**

Subcontractors will supply Desta with all relevant information to protect our service offerings. this will ensure all subcontractors are legally, financially and fit for purpose to deliver the roles required of them.

Prior to a contract being signed, we will ask for references to assess the quality of their work and ask each of them to complete a task, which will be monitored and assessed by directors.

Upon successfully passing these tests, Desta P.L.C. will add the subcontractor onto our internal system for the internal team to use as and when required.

## **Quality:**

At the end of each job, a director will complete a close out report with the subcontractor to ensure quality targets were achieved. This report is then saved onto our CRM system with relevant comments.

This will allow us to assess quality levels at the end of every job, and comment on all aspects of the project, communication and teamwork.

At the end of every quarter, the director of Dest P.L.C. re-evaluates al subcontractors to ensure they are still relevant, and quality criteria has been met on all projects. During this process, the director will see if the subcontractors require any support from the internal team and ensure this is implemented going forward

## **Health & Safety**

Subcontractors are required to provide information on how they will ensure to meet our standard health and safety policies during the duration working with us and on client projects.

Penalties will be implemented for anyone not following this policy strictly and our subcontractor terms and conditions specifically detail this process. Information on penalties and a full copy of the Health and Safety Policy is provided at the start of our working relationship and is distributed every time it is amended, so the information is readily available at all times.

## **Facilities & Resources**

All facilities and resources used must be ‘fit for purpose’ and comply with all current Health and Safety legislation.

## **Policies & Procedures**

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**Our subcontractors are required to have in place the below policies:**

- Health and Safety
- Equality
- Sustainability
- Quality Assurance Data Protection

**Contract Monitoring & Review**

Subcontractor performance will be monitored on an ongoing basis. Feedback on performance will be provided in writing, telephone or email.

Subcontractor performance meetings will be hosted quarterly, giving the company the chance to meet with its subcontractors to discuss any concerns face to face.

**Contract Termination**

Should a subcontractor fail to deliver the high standards expected by the company, the contract will be terminated with immediate effect and Destia will pass the delivery of the contract to a new subcontractor having pre-agreed this with the client.

Endorsed by

\_\_\_\_\_ Signature \_\_\_\_\_  
Factory manager

\_\_\_\_\_ Signature \_\_\_\_\_  
Managing Director

Date \_\_\_\_\_

Reviewed on 2022

**The policy will be reviewed yearly by the Sustainability Manager**

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