



Safeguarding and Vulnerable Persons Policy

Introduction

This policy applies equally across all Supreme Group businesses (hereafter, “the Company”).

Scope

This policy applies to all Company staff and all approved 3rd party contractors operating on behalf of the Company at any location where the Company is contracted to supply goods and / or services where there may be children or vulnerable persons present.

Operation

As part of the Company's commitment to safeguarding, it will ensure that:

- All recruitment and human resources management procedures include a risk assessment and proper background checks are completed in line with contractual and regulatory requirements;
- Employees and Company representatives are inducted and trained in this Policy as appropriate;
- Company procedures for dealing with allegations of abuse against staff and Company representatives, and those of partner agencies are communicated clearly;
- Partner agencies are informed of the Company's expectations of them around this Policy as appropriate and procedures, and arrangements are in place to safeguard and respond to any safeguarding concerns, including arrangements for sharing information.

Children, vulnerable adults, and all those who benefit from the Company's services must be provided with every opportunity to have their voices heard through feedback and complaints mechanisms which the Company will facilitate, including sharing concerns around the behaviour or activities of the Company, its employees and approved 3rd parties operating on the Company's behalf. Such mechanisms should be appropriate to the age, gender, and context of those in receipt of goods and / or services provided by the Company.

Expected Behaviours

It is a mandatory requirement that all Company employees and all those approved 3rd party contractors operating on behalf of the Company fully comply with this policy at all times.

Any breach of the Policy will result in consequences for Company employees and those approved 3rd party contractors operating on the Company's behalf. These will vary depending on their relationship to the Company and the nature of the breach. Steps followed and consequences could include:

- An internal or external investigation into the alleged breaches;
- Disciplinary action potentially resulting in dismissal without notice;

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SG-0022	SG-HR-0022	5-Jan-2026	5-Jan-2027



- In instances of serious breaches, potential referral to the police;
- Suspension and/or cancellation of the contract or partnership.

The Company reserves the right, in extremis, to consider and pursue legal action against individuals and / or organisations in the event their actions or inactions cause the Company to be the subject of enforcement activity resulting in fines and / or prosecution.

Policy Review

This policy will be reviewed at least annually or sooner in the event of legislative changes or best practice lessons learned following an incident. All amendments will be communicated throughout the Company.

Signed By: ***Muhammad Khan***

CEO of SUPREME FACILITIES LTD

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