



# Task Right Solutions Pty Ltd

## Procurement Policy - 2026

### 1. Purpose

The purpose of this Procurement Policy is to ensure that all purchasing and supplier-related decisions at Task Right Solutions Pty Ltd (TRS) are conducted ethically, transparently, and in a manner that delivers value, quality, and operational reliability. This policy supports TRS's commitment to fairness, sustainability, compliance, and responsible financial management.

### 2. Scope

This policy applies to:

- All TRS employees, contractors, and authorised representatives involved in purchasing goods or services
- All procurement activities, including materials, equipment, subcontracted services, technology, and operational supplies
- All supplier engagements, renewals, and evaluations

### 3. Procurement Principles

TRS procurement activities are guided by the following principles:

#### 3.1 Value for Money

Purchasing decisions must consider:

- Cost effectiveness
- Quality and reliability
- Whole-of-life cost
- Supplier performance and reputation
- Delivery timeframes

#### 3.2 Fairness and Transparency

All procurement must be conducted with:

- Clear, consistent processes
- Equal opportunity for suppliers
- No conflicts of interest
- Documented decision-making



# Task Right Solutions Pty Ltd

## Procurement Policy - 2026

### 3.3 Ethical and Sustainable Sourcing

TRS prioritises suppliers who demonstrate:

- Ethical labour practices
- Environmental responsibility
- Compliance with Australian laws and industry standards
- Safe and fair working conditions

### 3.4 Compliance

All procurement must comply with:

- Australian Consumer Law
- Workplace Health & Safety legislation
- Modern Slavery Act 2018 (Cth)
- TRS internal policies and contractual obligations

## 4. Procurement Authority Levels

To maintain financial control and accountability:

- **Team Members** may request purchases but require approval.
- **Supervisors/Managers** may approve purchases within delegated limits.
- **Managing Director** must approve:
  - High-value purchases
  - New supplier engagements
  - Long-term contracts
  - Any procurement outside standard terms

Delegation limits may be updated by TRS Management as required.

## 5. Supplier Selection and Evaluation

Supplier selection must be based on objective criteria, including:

- Capability and experience
- Safety and compliance record
- Pricing and value
- Reliability and delivery performance
- Environmental and ethical practices
- Alignment with TRS service standards



# Task Right Solutions Pty Ltd

## Procurement Policy - 2026

Where practical, TRS will obtain **multiple quotes** for significant purchases.

### 6. Preferred Supplier Arrangements

TRS may establish preferred supplier agreements to ensure:

- Consistent quality
- Competitive pricing
- Reliable service delivery
- Reduced administrative overhead

Preferred suppliers must undergo periodic performance reviews.

### 7. Conflict of Interest

Employees involved in procurement must:

- Declare any personal, financial, or family interest in a supplier
- Not participate in decisions where a conflict exists
- Maintain impartiality at all times

Failure to disclose conflicts may result in disciplinary action.

### 8. Purchase Orders and Documentation

All procurement must be supported by appropriate documentation, including:

- Purchase orders
- Quotes or proposals
- Contracts or service agreements
- Delivery confirmations
- Invoices

Records must be retained in accordance with TRS document control requirements.

### 9. Supplier Performance Management

TRS monitors supplier performance to ensure ongoing compliance with expectations.

Performance issues may result in:

- Corrective action
- Contract review
- Suspension or termination of supplier engagement



# Task Right Solutions Pty Ltd

## Procurement Policy - 2026

### 10. Environmental and Social Responsibility

TRS is committed to sustainable procurement practices, including:

- Reducing waste and environmental impact
- Supporting local suppliers where feasible
- Encouraging suppliers to adopt eco-friendly practices
- Avoiding suppliers engaged in unethical or unlawful conduct

### 11. Non-Compliance

Failure to follow this policy may result in:

- Procurement delays
- Financial loss
- Reputational damage
- Disciplinary action for employees involved

### 12. Review and Approval

This policy is reviewed annually or as required to ensure alignment with legislation, industry standards, and TRS operational needs.

**TRS Management Team**

**Reviewed: 01-05-2026**