



SUPPLIER HANDBOOK AND POLICIES (AWE ALVERSTOKE)

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AWE STANDARD REQUIREMENTS

Institute of Naval Medicine (INM) Alverstoke

The Institute of Naval Medicine (INM) is home to the Defence Radiation Protection Services (DRPS) which is part of the Atomic Weapons Establishment PLC's (AWE) Science function, Materials & Analytical Science (MAS). This is managed under a site property licence issued by the Defence Infrastructure Organisation (DIO) to occupy and operate from a number of offices/buildings on INM's site. This is an MOD site, owned and operated by the Defence Infrastructure Organisation (DIO) Ministry of Defence (MOD) and managed by DIO and INM.

1 VISITING AWE ALVERSTOKE

- 1.1 Individuals visiting Site may only do so with a prior invitation from AWE.
- 1.2 All visits are at the sole discretion of AWE and subject to satisfactory completion of any security checks required by AWE.
- 1.3 The visitor shall provide to AWE all the information it requests regarding any security check. As a minimum the visitor will be required to provide:
 - a) Full name (including any middle names)
 - b) Home address
 - c) Date of Birth
 - d) Nationality
 - e) Town of birth
 - f) Residencies outside of the UK during the last 10 years
- 1.4 Requested information shall be provided at least 48 hours prior to the proposed visit.
- 1.5 When arriving at Site, the visitor must present to INM Main Gate staff a photographic form of identification. This must be either a driving license or passport that is in date.
- 1.6 The visitor shall be aware of and comply with the AWE Prohibited and Controlled Items List [see Section 8 below].
- 1.7 The visitor will be issued with a site pass and will be escorted by the host of the visit, unless SC clearance has been obtained. The visitor shall operate in accordance with security/safety briefs.

Note: DRPS Alverstoke is not a Nuclear Licence Site so a proportionate approach is required when applying AWE's management systems arrangements, therefore some AWE procedures and processes will not be applicable. The terms of the site occupation, also means that DIO and INM are duty holders for many health and safety responsibilities and not DRPS / AWE.

2 BEHAVIOUR OF PERSONNEL ON SITE

- 2.1 The Supplier shall always ensure that whilst at the AWE Site the Supplier Personnel:
- a) comply with all Laws, all INM/AWE Site policies and procedures notified to the Supplier from time to time together with AWE's Standard Requirements and any instructions from AWE;
 - b) do not cause any damage to or loss of the AWE Site or any property at or on the AWE Site or cause any pollution, nuisance or risk to the health of any person; and
 - c) cooperate with other personnel at the AWE Site and do not obstruct them in the performance of their duties.
- 2.2 The Supplier shall ensure that all Supplier Personnel and all relevant subcontractors understand and comply with the principles outlined in AWE's Code of Ethics document, located at <https://www.awe.co.uk/our-supply-chain/>.
- 2.3 Everyone who works within AWE should be treated with safety and respect. It is an integral part of our commitment to creating an inclusive culture where everyone can thrive. AWE takes a zero-tolerance approach to bullying and harassment. We will ensure anyone that needs support to comply with our behavioural expectations receives it but please be aware that we will not hesitate to take robust action, which could range from direct contact with Supplier senior management, to the removal of Site access for anyone working on our sites who is found to be bullying and harassing others.
- 2.4 Notwithstanding any other provision of the Contract, AWE shall be entitled at any time (in its absolute discretion) to instruct the Supplier to remove and replace (or procure the removal and replacement of) any Supplier Personnel from the performance of the Contract.
- 2.5 The Supplier shall, immediately following receipt of an instruction given by AWE pursuant to Clause 2.2, ensure that the person who is the subject of such instruction shall have no further involvement in the performance of the Contract and any other agreements between the Supplier and AWE.
- 2.6 AWE shall not be liable for any costs, claims, liabilities or losses of the Supplier arising from or related to the removal and/or replacement of any Supplier Personnel pursuant to Clause 2.2.
- 2.7 In addition to AWE's other rights and remedies, AWE shall be entitled, without liability, to remove or to refuse admission to the AWE Site to any person at any time for any reason in AWE's sole discretion.
- 2.8 The Supplier shall indemnify AWE in full and on demand against all losses, liabilities, costs, claims and expenses arising out of any claim by any person removed or refused access under this Clause.

3 SECURITY CLEARANCE

- 3.1 The security clearance procedure typically takes between 25 and 120 business days to carry out and complete (dependent on the level of clearance required). The Supplier shall allow such time as a minimum period on programming its work. AWE shall not be held responsible for any delays incurred. On request, AWE shall give the Supplier details of the requirements in respect of a particular level of security clearance.
- 3.2 Appropriate security levels must be maintained at all relevant times.
- 3.3 Notwithstanding compliance with any requirement, AWE shall be entitled at any time to deny any person access to the AWE Site. AWE shall not be required to give a reason for such denial of access and its decision shall be final and shall not be subject to dispute resolution of any form.
- 3.4 If, in the opinion of AWE, any individual is guilty of misconduct, or it is not in the public interest for the Supplier to use them in provision of the work, then the Supplier shall remove such person without delay on being required to do so by AWE and shall cause the work to be performed by such other person as may be necessary and at no additional cost to AWE.
- 3.5 All personnel are subject to the following UK legislation:
- **Official Secrets Act 1989 (OSA)**
 - **National Security Act 2023 (NSA)**
- 3.6 These laws are **legally binding** and apply:
- **Immediately upon engagement** with AWE
 - **Indefinitely**, including **after termination** of employment or contract.

4 AWE INDUCTION AND MANDATORY TRAINING

- 4.1 If the Supplier visits the AWE Site more than thirty times in one year and/or works on the AWE Site, then the Supplier shall ensure that all personnel complete the AWE induction and mandatory training.
- 4.2 All visitors shall receive basic induction training from either the DRPS Operations manager and/or host.
- 4.2 All contractors shall receive INM 4Cs induction briefing arranged by the DRPS operations manager and/or host prior to commencement of any work.

5 ENTRY SEARCHES

- 5.1 On entering or exiting the INM Site all vehicles and personnel are liable to search by MOD Guard Service. The Supplier and the Supplier Parties shall fully cooperate with such searches.

6 PROHIBITED AND CONTROLLED ITEMS

6.1 The Supplier and Supplier Parties shall be aware of and comply with the following Prohibited and Controlled Items list.

6.2 Prohibited items

The Supplier shall not bring any of the following prohibited items onto the INM/AWE Site:

- a) explosives;
- b) any explosive substance, ammunition or item;
- c) any firearm, including air rifles and pistols;
- d) any type of offensive weapon;
- e) any imitation of the above;
- f) non-prescription medication/illegal drugs;
- g) heating/cooking gas bottles/fuel; or
- h) alcohol.

6.3 Controlled items

The Supplier is not permitted to bring the following portable electronic devices and other specified items on to the INM/AWE Site. The use of such items is governed by the AWE company zoning policy and AWE security procedures. Breach of security procedures will result in personnel being referred to their appropriate disciplinary systems and may ultimately result in them being removed from AWE Site.

- a) Photographic equipment including any type of camera, photographic film and storage media (including camera phones);
- b) Recording equipment, including audio, video tapes and discs;
- c) Computer equipment or IT storage media, including but not limited to laptops, PDAs, USB devices, IPODS, MP3 players, software and CD ROMs;
- d) Radio transmitting equipment or device, including but not limited to mobile phones, removable CB radios;
- e) Removable satellite navigation systems;
- f) Laser pens, pen drives, USB devices and smart media;
- g) Vehicle fixed equipment such as radios, telephones, satellite navigation systems and on-board computer devices must be declared prior to entry to the AWE Site and can remain in the vehicle but must always be switched off whilst on the AWE Site; and
- h) Binoculars.

MOD Police or AWE's civilian guard force are authorised to confiscate any item on this list discovered during searches.

7 HEALTH AND SAFETY

7.1 AWE's reputation and public confidence in its operations depends on achieving excellence in health, safety, security and environment and the overall quality of all its work. No single

standard or obligation can encompass this but the Supplier shall be aware of the nature of AWE's business and carry out all aspects of its work in a safe, secure and clean manner.

- 7.2 The Supplier shall make appropriate assessments of the hazards associated with its work and apply the identified controls in accordance with good practice. In doing so it shall take proper notice of the workplace risk assessments provided by AWE and implement the identified controls.
- 7.3 AWE is responsible to INM for the management of contractors whilst onsite and expect them to comply with Site ESHQ policies and procedures. [<https://www.awe.co.uk/our-supply-chain/>]

8 ENVIRONMENT

- 8.1 The Supplier shall make appropriate assessments of the hazards and environmental aspects associated with its work and apply the identified controls in accordance with good practice. In doing so it shall take proper notice of the workplace risk assessments provided by AWE and implement the identified controls.

9 PERSONAL PROTECTIVE EQUIPMENT

- 9.1 The Supplier shall provide all personnel working at the AWE Site any protective clothing which may be required, such as Personal Protective Equipment (PPE) and ensure any PPE is consistent design and quality satisfactory to AWE.
- 9.2 The Supplier shall ensure PPE is manufactured to the relevant EN Standard.
- 9.3 The Supplier shall ensure that PPE is kept clean and in good repair.

10 PROCEDURES, POLICIES AND PROCESS

- 10.1 The Supplier and Supplier Parties shall ensure they comply with all relevant procedures, policies and processes at all times.
- 10.2 The Supplier and Supplier Parties who visit or work on an AWE Site shall ensure that they have:
- a) An understanding of nuclear professionalism at AWE; and
 - b) An understanding of the behaviours expected of all who work at AWE.

11 HOURS OF WORK

- 11.1 Unless separately outlined in a Contract between AWE and the Supplier, the Supplier, subject to any other restrictions, shall carry out its work on the AWE Site between the hours of 09:00 and 16:30 other than on Saturday, Sunday, English Bank or Public Holidays and 25th December to 31st December inclusive.

12 ASSURANCE EVENTS AND REPORTING

- 12.1 AWE operates a procedure for reporting and processing accidents, incidents and near misses. The Supplier shall comply with procedures and report as necessary. AWE is responsible for notifying the INM Establishment Environment and Safety Officer (EESO) of all accidents, incidents and near misses.
- 12.2 Where appropriate and deemed necessary by AWE, the Supplier and any relevant sub-contractors shall assist AWE in any investigation following any accident, incident or near miss.
- 12.3 The Supplier will provide any information deemed required by AWE to formulate a detailed report, including root causes, corrective, and preventive actions in order to ensure a safe working environment and compliance with AWE investigative standards.
- 12.4 Where the Supplier reports an incident, that occurred on an AWE Site, to the HSE pursuant to RIDDOR, the Supplier shall immediately notify AWE. Within 1 business day of AWE's request, the Supplier shall give all information requested regarding the reportable incident to AWE. In all circumstances the Supplier shall give to AWE one copy of the duly completed notification form F2508 'Report of an Injury or Dangerous Occurrence' or form F2508A 'Report of a Case of Disease', as the case may be, not later than 5 business days after occurrence of the reportable incident.

13 CONTROL AND SUPERVISION

- 13.1 The Supplier will apply the appropriate levels of control as described in this ESH MSP 1526 to all works carried out on Site. This procedure is underpinned by ESH 701 'Risk Assessment' and MSP 702 'Work Control'

14 WORK AUTHORISATION AND PERMITS

- 14.1 The Supplier shall obtain the relevant authorisation and permits in accordance with MSP 702 'Work Control' before it commences work on the AWE Site. MSP 702 – 'Work Control':
- a) describes the process steps required to control work from conception to close-out;
 - b) defines the arrangements for the production, approval, authorisation and use of safe systems of work, as defined in ESH MSP 1526;
 - c) introduces the relationship between the various components that together make up safe systems of work; and
 - d) provides the link to the required work task authorisation levels to be used for work authorisation, as defined in MSP 702, throughout AWE.

15 ASBESTOS

- 15.1 If the Supplier discovers or suspects the presence of asbestos the Supplier shall immediately stop work and inform the AWE host of its discovery or suspicion. The Supplier shall comply with all AWE instructions and shall not recommence work until instructed to do so by AWE. This provision will not apply to this extent that the Supplier is engaged under a Contract to carry out work involving asbestos.
- 15.2 The Supplier shall comply with INMs arrangements for dealing with asbestos on the INM Site as set out in INMs Establishment Standing Orders (Part 4).
- 15.3 The Supplier shall meet the legal requirement to provide asbestos awareness training to any of its employees who are liable to disturb asbestos while carrying out their normal everyday work (ref. Regulation 10 of the Control of Asbestos).

16 HAZARDOUS MATERIALS

- 16.1 The Supplier shall comply with the obligations in the Company Restricted & Prohibited Substances (CRPS) List and shall ensure that its works are free from any materials, substance or products identified as prohibited in the CRPS List. A copy of the CRPS list is available from AWE Supply Chain Management.
- 16.2 The Supplier shall not bring onto the INM Site any substance which is subject to COMAH without AWE's prior written permission. Such substances include both those named in COMAH as well as those which fall within the categories identified in COMAH.
- 16.3 The Supplier shall not bring any radioactive material, radioactive sources or any equipment containing radioactive material onto the INM Site without AWE's prior written consent. Guidance is available from the AWE Radioactive Item Registry (ARIR) Coordinator (01189826779).
- 16.4 Before commencing work, if requested by AWE, the Supplier shall establish, operate and maintain to AWE's satisfaction effective arrangements for both storage and emergency response to prevent the accidental escape of any hazardous material.

17 WASTE

- 17.1 AWE is committed to reducing its waste. Where waste cannot be avoided, the waste hierarchy shall be applied by the Supplier.
- 17.2 Suppliers shall comply with the requirements for planning, characterising, storing and removing/discharging waste that has arisen during the course of work as described in AWE Waste Processes and the following Management System Standards (MSS):
 - a) MSS 1602 Solid and Non-Aqueous Liquid Radioactive Waste;
 - b) MSS 1604 Controlled Waste Management; and

c) MSS 1605 The Management of Aqueous Waste.

- 17.3 The Supplier shall identify a competent individual to be accountable for managing waste arising from the Supplier's activities.
- 17.4 The Supplier shall refer to the technical specification to understand their responsibilities for waste removal. Should the Supplier undertake their own waste removal, they shall be required undergo a competency assessment and shall understand and comply with the requirements for reporting waste statistics to AWE.
- 17.5 Guidance is available from the Waste Service Desk (tel. 0118 9872727).
- 17.6 Only the AWE Radioactive Waste Adviser Corporate Body will provide radioactive waste advice pertaining to AWE's environment permits for the disposal of radioactive waste.

18 EXPLOSIVES

- 18.1 No explosives are to be brought onto the INM Site without the necessary authorisations that are required for the acquisition, keeping, transfer, storage and/or manufacture of explosives, and without express permission of the INM Executive Officer.

19 CDM

- 19.1 Where applicable, the Supplier shall comply with all obligations pursuant to CDM Regulations and MSP 1201 'Design Planning & Management of Construction Work Under Construction Regulations'.
- 19.2 Guidance is available from the AWE CDM Technical Authority, contact details can be provided upon request.

20 RADIATION PROTECTION

- 20.1 The Supplier may be requested to undertake work in designated areas as defined in the Ionising Radiations Regulations 1999. If necessary, specific arrangements for advice may be sought through a Radiation Protection Adviser (RPA).
- 20.2 Supplier Personnel that are classified persons will need to provide such information as AWE may be required in order to manage the persons suitably. Information on dosimetry and employment medical advisers will be needed.
- 20.3 The Supplier shall be responsible for ensuring arrangements with their sub-contractors are suitable and comply with the requirements of the Ionising Radiations Regulations 1999.
- 20.4 Radiation employers are required to have their own RPA advice. Confirmation of the arrangements must be forwarded to the INM Radiation Safety Officer.

- 20.5 Further advice may be sought from the INM Radiation Protection Adviser.

21 IT

- 21.1 The Supplier shall comply with AWE's instructions and policies in respect of IT systems, including any security procedures and shall not access or use any of AWE's IT systems without AWE's prior written permission.
- 21.2 Any of the Supplier's IT equipment whilst on the INM Site is to be registered with the IT Security Officer.
- 21.3 Use of AWE IT equipment requires completion of mandatory training.
- 21.4 Any email and/or telephone calls, using AWE equipment may be monitored.
- 21.5 Non-AWE equipment shall not be connected to AWE systems unless prior authorisation is provided.

22 PORTABLE ELECTRONIC DEVICES

- 22.1 The Supplier shall comply with the PED zoning policy which governs the use of PEDs (including mobile phones, laptops and other devices) which are permitted to be brought onto the INM Site under the Prohibited and Controlled Items List. The PED zoning policy covers use inside buildings on the INM Site and carriage of PEDs outside building on the INM Site.
- 22.2 Personnel will be advised of the PED zoning policy and local arrangements when on the INM Site.

23 MOTOR INSURANCE

- 23.1 The INM Site is subject to the terms of the Road Traffic Act 1988. The Supplier shall ensure that their policy or policies of insurance provide the necessary cover for driving on a MOD Site.

24 DELIVERY

- 24.1 The Supplier shall ensure that all deliveries and collections to AWE are to be pre-notified to Nucleonic Instrumentation Service (NIS) logistics team.
- 24.2 Suppliers arriving at the INM Site without prior booking confirmation will not be permitted access to Site.
- 24.3 The Supplier shall provide a minimum of 3 working days to NIS logistics for any abnormal load's deliveries.
- 24.4 All delivery drivers shall be in possession of photographic identification such as a passport or driver's license to enable access to INM/AWE's Site.

25 ELECTRONIC DOCUMENT MANAGEMENT SYSTEMS (EDMS)

- 25.1 If applicable, the Supplier shall use the EDMS specified by AWE in relation to all documents produced or to be used in the carrying out its work.

26 REACH

- 26.1 Where REACH registration or authorisation is applicable to the works, the Supplier shall ensure that prior to delivery it has:
- a) procured all requisite authorisation and registration; and
 - b) given copies of all authorisation and registration documentation to AWE.

27 REMOVAL OF SUPPLIER EQUIPMENT

- 27.1 Should the Supplier bring onto the INM Site/s any disposable equipment, machinery and plant items, temporary office, welfare or storage accommodation, or other 'tools of the trade' and materials, the Supplier shall, where appropriate:
- a) contact AWE/INM for disposal arrangements for all equipment and consumable items identified for sale or disposal and consumable items certified as redundant, unserviceable or scrap, whether or not they have market value, purchased under this Contract or provided under loan terms; and
 - b) contact and arrange with AWE/INM to take back and remove from any AWE Site/s any equipment or items once the Contract has been completed and the items are no longer required, at the Supplier's own cost.
- 27.2 Should the Supplier not comply with this Clause, AWE/INM maintain the right to withhold any outstanding payments until the equipment/items have been disposed of or removed from AWE's Site/s as appropriate.

28 SUSTAINABILITY

- 28.1 AWE is committed to introducing sustainable development into all its processes and activities and recognises the importance of carrying out its procurement activities in an environmentally and socially responsible manner. AWE is committed, wherever possible, to procuring more sustainable products and services and has embarked upon a programme to integrate sustainability principles throughout its supply chain management activities. This includes:
- a) use of Suppliers who have adopted or are working towards an externally certified environmental management system such as ISO 14001;
 - b) consideration of whole life cycle costs such as standardisation, maintenance, running costs, longevity and disposal;
 - c) encouraging innovation;

- d) reductions in energy consumption, carbon emissions and waste;
 - e) use of environmentally friendly products e.g. from renewable and sustainable sources;
 - f) consideration of the source of supply such as use of local Supplier and impact of a Supplier's activities on the environment and local community; and
 - g) social responsibility such as compliance with core labour standards and equal opportunities.
- 28.2 AWE may set out specific sustainability criteria or requirements in an Invitation to Tender. As a minimum, the Supplier must identify the sustainability of its proposal and explain any mitigations or benefits. Consideration must also be given to alternative solutions for meeting AWE's requirements which offer improvements in value for money, including whole life costs. If no sustainable development considerations are identified or offered, the Supplier must explain the reason why.

29 QUALITY MANAGEMENT

- 29.1 The Supplier shall perform the Goods/Services in accordance with quality requirements specified in the Contract.
- 29.2 Where, and to the extent that materials and workmanship are not fully detailed or specified, they are to be of a standard appropriate to the Goods/Services.
- 29.3 The Supplier shall establish, maintain and implement a Quality System in accordance with BS EN ISO 9001:2015 "Quality Management Systems - Requirements" and the additional requirements of AQAP 2110 Edition D, Version 1 for Design, Development and Production will apply. This can be found at [SUPPLIER-HANDBOOK final Nov-2025.pdf](#). QC1 and QC2 Suppliers shall also comply with AWE document 'Quality Requirements for Suppliers,' version O1AAJH-2034476337-104, Issue 14 (or a newer version, if applicable), which can be found at [SUPPLIER-HANDBOOK final Nov-2025.pdf](#).
- 29.4 Adherence to the quality system shall ensure the provision of the Goods/Services is executed and completed by the Supplier in accordance with the Contract and that appropriate evidence of such is provided to AWE.
- 29.5 The Supplier shall develop and submit to AWE, for consent or agreement, at AWE's discretion, a detailed quality plan relevant and appropriate to the performance of the Goods/Services.
- 29.6 The Supplier shall develop and submit to AWE, for consent or agreement, at AWE's discretion, detailed inspection & test plans for the varying stages of the Goods/Services. The Supplier's involvement shall be fully annotated, and provision made within the plans for AWE's involvement to be clearly identified and understood.
- 29.7 Where AWE has given consent or agreement either expressly or implied to Quality Documents, they shall not be changed,

revised, altered or amended without the further consent or agreement of AWE.

- 29.8 The Supplier shall prepare and implement an effective planned audit schedule for all aspects in provision of the Goods/Services. The Supplier shall submit to AWE an authorised copy of the audit schedule in line with the requirements.
- 29.9 The timing or schedule of audit and review activities that are to be undertaken by the Supplier shall be notified to AWE. AWE shall, at its discretion, provide an observer for any audit and reviews that are scheduled.
- 29.10 The Supplier shall provide to AWE, copies of all reports, including corrective actions, as a result of the audit and review activities undertaken.
- 29.11 The Supplier shall agree and subsequently implement any corrective action resulting from any visit to the Supplier's sub-contractors or vendor's premises, carried out for the purpose of evaluation, or inspection of any part of the Supplier's arrangements.
- 29.12 The Supplier shall provide AWE's representative with access to their premises and those of their sub-contractors and/or vendors at any reasonable time for the purpose of evaluation, audit or inspection of any part of the Supplier's arrangements.
- 29.13 All requirements of this Contract may be subject to Government Quality Assurance (GQA). You will be notified of any GQA activity to be performed. The MOD shall be afforded the same courtesy of access as AWE and shall be accompanied by AWE.
- 29.14 The Supplier shall appoint a quality representative who shall have the appropriate authority and shall be the focal point of contact and coordination for all matters relating to quality during the performance of the Goods/Services.
- 29.15 The Supplier shall, at the commencement of the Contract, notify AWE in writing of the name, qualifications, address and telephone number (normal working hours) of the appointed quality representative.
- 29.16 The Supplier shall maintain suitable and appropriate quality records, which shall provide documentary evidence that performance of the Goods/Services complies fully and satisfactorily with Contract requirements.
- 29.17 Quality records shall be prepared in conjunction with the performance of the activity to which they relate, or as soon as is reasonably practicable thereafter. All inspection and/or test records shall be signed and dated, for the purpose of validation, by the appointed responsible person who conducted the inspection and/or test activities.
- 29.18 Records and record indexing systems shall provide enough information to uniquely identify each record to the item and/or activity to which it relates. Record storage shall be safe and secure to prevent damage, deterioration or loss. Filing systems shall ensure that all records are readily retrievable.

- 29.19 The Supplier shall prepare two identical sets of the quality records. The original set shall be retained by the Supplier for a period of at least six years, 12 years, or longer where identified by regulatory or statutory requirements, from the completion (i.e. the last payment) of the Contract.
- 29.20 The second set of quality records shall contain certified copies of the original certification, and shall be submitted to AWE for acceptance, at or before, agreed completion of the Goods/Services to which the records relate.
- 29.21 When the specified minimum period for retention of records by the Supplier has elapsed, the Supplier shall request written consent or agreement, as confirmation, for disposal instructions from AWE with regard to the records.

30 RISK MANAGEMENT

- 30.1 AWE is committed to robust and effective risk management measures and expects its' Suppliers to mirror and flow down equivalent principles and activities.
- 30.2 Whilst effective risk management may vary depending on the work being undertaken/ goods provided, AWE expects all Suppliers to be aware of, and conform to where possible, standards including but not limited to JSP892, Orange Book and ISO31000.
- 30.3 AWE also expect our Suppliers to flow down these standards through their supply chains and be able to evidence suitable audit and assurance activity that these standards are being followed in activity being undertaken on behalf of AWE.

31 USE OF SUB-CONTRACTORS

- 31.1 The Supplier shall ensure that all the Clauses (or equivalent provisions) contained in these Standard Requirements shall be included in any subcontracts where the sub-contractor shall be working on an INM Site.

SUPPLIER INFORMATION

The Supplier shall provide to AWE annual audited accounts within 30 days of filing with Companies House. If the Supplier is not registered in England and Wales, then within 30 days of filing with the relevant body within the Country of Incorporation. If such accounts are not required by law in the country of incorporation, then the Supplier shall provide a letter from a qualified accountant on headed paper stating as such.

The Supplier shall provide a current company structure annually. However, if there are any significant changes in the information

required, then the Supplier shall notify the Company within 30 days of the change, including but not limited to:

- (a) Changes to the key members of Board;
- (b) Any shareholder increasing their share to 10% or more or if already owning more than 10% an increase of greater than 5%;
- (c) A change of control as defined by s.1124 Corporation Tax Act 2010 including a sale or substantial sale of all of the assets of a Party; any merger, consolidation or acquisition of a Party, with, by or into another Corporation, Entity or Person; or any change in the ownership of more than 50% of the voting capital of a Party in one or more related transactions; and 1.2.4 Any changes to Parent or Subsidiary companies.

The Supplier shall provide annual figures for lost time in injuries, first aid cases for the Supplier as a whole including any parent companies and subsidiaries.

The Supplier shall provide immediate notification to AWE of any fatality at the INM Site.

The Supplier shall provide AWE with copies of all legally required insurance schedules within 30 days of issue. Such Insurance policies must be provided by a reputable firm regulated and authorised by the FCA.

The Supplier shall provide regularly updated maps of the Supplier's supply chain, capturing subcontractors and other key organisations used to deliver the goods, services and/ or works. The frequency of these maps being provided shall be as agreed between AWE and the Supplier, but shall be provided no less than once per annum.

The Supplier shall keep the Company informed of any of its business continuity plans and in the case of updates, within 30 days.

The Supplier shall provide to AWE immediate notice of any investigation under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) and keep AWE updated as to progress and any outcomes of such investigation.

The Supplier shall provide AWE immediate notice of any enforcement notices, warnings or prosecutions under current UK Environmental Legislation or if relevant, any current environmental legislation within the operational jurisdiction of the Supplier.

SECURITY

Suppliers, associated third parties and subcontractors will be expected to meet and maintain a range of proportionate security requirements. Guidance can be found at 'Supply Chain Security' see: [Supplier assurance – AWE](#)

MODERN SLAVERY

AWE is committed to continuously improving its practices to identify and eliminate any slavery and human trafficking in its supply chain, and to acting ethically and with integrity in all its business relationships.

Our “Supplier Code of Conduct” clearly sets out the standards that we expect from our potential and current suppliers, stating that AWE expect suppliers to have adequate procedures in place to ensure they are not directly or indirectly involved in any form of modern slavery. This is repeated through all AWE contractual templates, which mandates our suppliers and sub-contractors to be compliant with modern slavery legislation. These terms are updated in line with relevant legislation when appropriate and subject to ongoing review to assess the effectiveness of relevant policies and procedures.

We continue to operate with an approved suppliers list which requires all of our suppliers to confirm they are operating to the standards in the “Supplier Code of Conduct,” or they have an equivalent code of conduct including provisions to prevent modern slavery that can be provided to AWE for review at the onboarding stage, or at any time in the AWE-supplier relationship. Suppliers can also be subject to AWE audits and on-site visits from multiple subject matter experts, which could identify potential modern slavery activity.

AWE continues to be a member of the Chartered Institute of Procurement & Supply (“CIPS”) and in 2019 continued to work towards the Procurement Excellence Standard award, which AWE received in February 2020. That accreditation included a review of Modern Slavery prevention methods within the internal AWE supply chain, and how AWE manage awareness and prevention across our suppliers and sub-contractors. Many of AWE’s supply chain professionals have completed their individual CIPS certifications and have received training through CIPS on how to identify potential scenarios that could involve modern slavery.

AWE is also a member of the Supply Chain Sustainability School, which provides modern slavery awareness training, and promotes membership of the School to its suppliers. AWE also has its own internal training for employees on modern slavery, which is a mandatory part of the AWE supply chain induction.

CHILD LABOUR

All actions to avoid child labour shall be implemented by taking the child’s best interests into account. AWE requires that all suppliers shall recognise the U.N. Convention on the Rights of the Child, and



that the suppliers comply with all relevant national and international laws, regulations and provisions applicable in the country of production.

Suppliers are obliged to take the appropriate measures to ensure that no child labour occurs at suppliers' and their sub-contractors' places of production.

If child labour is found in any place of production AWE will terminate all business with the supplier concerned.

The supplier shall effectively communicate to all its sub-contractors, as well as to its own coworkers, the content of AWE Child Labour Policy and ensure that all measures required are implemented accordingly.

ANTI-BRIBERY AND CORRUPTION

Our suppliers should act ethically and not engage in any form of corrupt practices.

AWE has a zero-tolerance approach to bribery and corruption. Suppliers must adhere to all applicable anti-bribery and anti-corruption laws and regulations in force in the UK and those countries in which they operate.

AWE also follow equivalents and standards set out in the principles from HM Treasury regarding how public money should be managed, and expect its' suppliers to operate and demonstrate compliance to equivalent principles.

Suppliers must not offer, give or accept anything of value that may be viewed as having, or has the effect of improperly influencing business decisions.

We expect our suppliers to be vigilant and be proactive in identifying fraudulent practices and the risk of fraud in their business. This includes the offer and/or receipt of any bribe or kickback to and/or from any customer, supplier or others. Specifically prohibited are facilitation payments (payments made to expedite or secure performance of routine governmental action like obtaining a visa or customs clearance), even where such activity may not violate local law.

If, as a Supplier, you are ever in doubt about a situation you find yourself in and are concerned about a possible breach of this policy or any other bribery or corruption connected with AWE, you must let us know. You may do so using any of the following channels.

Email: SCM.Relmanagement@awe.co.uk

Call from the UK: 01189 855855

Call internationally: +44 1189 855855

NATIONAL AND INTERNATIONAL LAWS, TREATIES & REGULATIONS INCLUDING EXPORT CONTROL

AWE would like to remind all current and potential suppliers of their continuing obligations to comply with national, international laws, treaties and regulations, including those in relation to export control.

By supplying, offering, or agreeing to supply, AWE with any goods or services:

- You confirm that you (including your supply chain used by you to support the supply to AWE) are not prohibited in supplying a UK defence organisation that supports the United Kingdom's nuclear weapons programme, in particular the Continuous At Sea Deterrent;
- you confirm that none of your organisational activity (or that of your supply chain), including in both cases any activity via a parent company or subsidiary/ies in supporting supply to AWE, is being undertaken in a country that may be prohibited from supplying to a UK defence organisation, including those countries signed up to the Treaty on the Prohibition of Nuclear Weapons or any equivalent treaties;
- you confirm that you are responsible for complying with all national and international laws, treaties and regulations including in relation to export control;
- you confirm that you are responsible for giving any notifications and obtaining any export and import licences required to supply to AWE; and
- you understand that you are obligated to immediately inform AWE should any of the above change or appear likely to change.

AWE requires that all current and potential suppliers (including their supply chain) continue to diligently check both local and international legislation to ensure they do not expose their organisation(s) or AWE to any legal or reputational risk. By supplying, offering or agreeing to supply to AWE, you agree that you have undertaken appropriate due diligence and no risk materialises from the above or impacts your ability to supply to AWE.

GLOSSARY

Abbreviation	Definition
AWE	Atomic Weapons Establishment plc (arms length Non-Departmental Public Body wholly owned by the Ministry of Defence)
CIPS	Chartered Institute of Procurement & Supply
CRPS	Company Restricted & Prohibited Substances List
DIO	Defence Infrastructure Organisation
DRPS	Defence Radiation Protection Services
EDMS	Electronic Document Management Systems
EESO	Establishment Environment and Safety Officer
GQA	Government Quality Assurance
INM	Institute of Naval Medicine
MAS	Materials & Analytical Science. DRPS sub-function
NIS	Nucleonic Instrumentation Service
RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
RPA	Radiation Protection Adviser
SAL	Security Aspects Letter

SUBJECT TO UK EXPORT CONTROLS (Dual Use / Military List)