



Supply Chain Policy

This statement sets out Cocoon Collection Limited's supply chain policy.

Pre-Supply Activities

All suppliers are reviewed prior to commencing supply to the company in the following ways:

- *Issued with a Supplier Questionnaire form which requires suppliers to:*
 - *confirm adherence to the Modern-Day Slavery Act by providing a link to or copy of current policy/statement.*
 - *list all current accreditations (BRC/IIP etc)*
 - *advise if they have a Corporate Social Responsibility policy, and provide a link to it or copy of it*
 - *list all locations goods will be supplied to the company from (town/country)*
- *Financial stability checked using a credit reference agency*

The Operations Manager assesses both the financial report and questionnaire for approval or otherwise prior to commencement of supply. Any listed accreditations are checked for validity by the Operations Manager.

Annual Review

Suppliers are then reviewed annually against the following criteria:

- *Financial stability*
- *Reliability of supply over the past 12 months*
- *Range of products*
- *Pricing*
- *Reissued with Supplier Questionnaire*

The Operations Manager assesses all the information above and decides whether the supplier remains part of the company's supply chain or if it is to be delisted.

Board Approval

This statement has been approved by the company's board of directors, who will review and update it as required annually.



Date Issued: 12/06/2021

Issued By: Amanda McManus

Position: Director