

Purchasing, Food & Beverage Supplier Policy

Pabulum will only purchase products from reputable and approved suppliers. It is our policy to develop a good working partnership with suppliers to enable the aims of the company to be achieved.

Suppliers must comply with all relevant UK and EU legislation as well as having good manufacturing practices in place and give due regard to environmental and ethical concerns.

Our Director of Purchasing and Director of Food Services are responsible for selecting suppliers and creating the restricted lists of products in the range. They manage the overall working relationship with suppliers and are their main point of contact. Our Purchasing Assistant deals with complaints and general enquiries, as well as maintaining the due diligence database and product price lists.

On introduction of a new supplier, various methods of compliance monitoring are undertaken throughout the business relationship including:

- completion of a Pabulum Due Diligence Questionnaire as part of the supplier approval process
- approved suppliers are asked to provide evidence of their continued participation in industry schemes or standards
- product testing may be undertaken, including routine microbiological sampling
- traceability and product recall exercises are carried out to ensure that their labelling and systems are effective

Suppliers are expected to have a fully operational food safety management system in place which must cover the following elements:

- senior management commitment and continual improvement
- documented HACCP plan
- quality control systems
- supplier approval process
- specifications
- full traceability
- product recall systems
- complaints management
- process controls
- training programme

Supplier non-conformances are reported on our IT database and our Purchasing and Safety Team ensure that action is taken.



In addition, approved suppliers must achieve certification against a third-party standard e.g. The British Retail Consortium (BRC) Global Standard for Food Safety or SALSA (Safe and Local Supplier Approval) etc.

In line with our environmental policies, Pabulum is keen to work with regional suppliers to provide us with locally sourced milk, meat, bread, fresh fruit and vegetables.

Pabulum also supports Fairtrade and Rainforest Alliance and offers a range of products across the units. In the majority of our higher and further education business we sell Fairtrade tea, coffee and chocolate. We also sell a range of Fairtrade snacks and confectionery in our retail areas.

Pabulum works with Red Tractor certified suppliers who provide British meat from farms with assurances of high levels of animal welfare, environmental protection, food hygiene along with full traceability.

The company policy is to purchase our fresh fish with MSC certification (Marine Stewardship Council) or MCS (Marine Conservation Society) whenever possible as this environmental standard demonstrates sustainable fishing practices.

We place great emphasis on the use of fresh produce within our business and therefore only allow the purchase of a limited range of frozen vegetables. The preferred choice is to choose fruit and vegetables sourced from local or regional suppliers. This works well alongside our policy on reducing food miles.

Nelson Williams
Managing Director

(This policy will be reviewed in May 2024)

