

SUSTAINABILITY OVERVIEW



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At BBI we receive a large volume of requests and endeavour to respond to all queries in a timely manner.

To support our efforts, we have compiled our frequently asked questions into one document. We are confident that this document will be adequate in meeting the requirements of your assessment.

If you require additional information, please do contact us directly via:
customerservices@bbisolutions.com



GENERAL COMPANY INFORMATION

Company name:	BBI Solutions OEM Limited
HQ company address:	Unit 2, Parkway Pen-y-fan Industrial Estate, Crumlin, NP11 3EF, United Kingdom
Company establishment date:	1986
Type of business:	Manufacturer of immunological reagents, enzymes and related biochemicals and contract manufacturer of lateral flow medical devices
Company website:	www.bbisolutions.com
Global FTE:	<500
Site operating hours:	Monday - Thursday 6am - 11pm and Friday 6am - 7pm
Business registration number:	8368483
SIC (nature of business) :	20130 - Manufacture of other inorganic basic chemicals 20590 - Manufacture of other chemical products not elsewhere classified 21100 - Manufacture of basic pharmaceutical products
Designated persons :	Damian Evans – Chief Sustainability and Integration Officer Natasha Openshaw – Global Sustainability Lead Kevin Rowe – Global Head of Environmental, Health and Safety

GLOBAL GOVERNANCE POLICIES

- + Corporate Criminal Offence Policy
- + Social Media Policy
- + Anti-Corruption & Bribery Policy
- + Code of Conduct Policy
- + ESG Policy
- + Whistleblowing Policy
- + Anti-Harassment and Bullying Policy
- + Equal Opportunities Policy
- + Modern Slavery Policy Statement
- + Code of Ethics Policy
- + Privacy Policy
- + Data Breach Notification Policy
- + Supplier Code of Conduct Policy
- + Expenses Policy
- + Employee Relations Policy
- + Competition Compliance Policy



AUDITS & ASSESSMENT PARTICIPATION

- + UK Energy Saving Opportunity Scheme (annual data submission and 4-yearly audit)
- + UK Streamlined Energy and Carbon Reporting (annual)
- + EcoVadis Sustainability Rating (annual)
- + Third Party Sustainability Audit (annual)
- + Climate Change Risk Assessment (annual)
- + Stevenson and Farmer Wellbeing Standards



EXTERNAL REPORTING

- + Corporate Social Responsibility Report (bi-annual)
- + Gender Pay Gap Report – UK Only (annual)
- + EcoVadis Sustainability Rating (annual)

QUALITY MANAGEMENT SYSTEM INFORMATION

- + **ISO Certification**
ISO 13485:2016 certified
ISO 27001:2022 certified
- + **Certification body**
BSI
- + **Information Security Certification**
Cyber Essentials Plus
- + **REACH compliance**
Yes
- + **FDA Establishment Registered**
Yes (reg. no. 3014684020)



UN SUSTAINABLE GOALS

We have aligned our approach to the United Nations Sustainable Goals with particular attention to six specific pillars of sustainability:

- + Good Health and Wellbeing
- + Gender Equality
- + Clean Water and Sanitation
- + Affordable and Clean Energy
- + Responsible Consumption and production
- + Climate Action

RESOURCE MANAGEMENT & DEVELOPMENT

- + Personnel Training and Qualification Procedure
- + Talent & Resourcing Platform
- + iHASCO Training Platform (>230 training programmes)
- + Appraisals inc. Employee Goals and Objectives



ENVIRONMENTAL, HEALTH AND SAFETY PROCEDURES

- + Business Continuity Plan
- + Global Risk Management Procedure
- + Global General Risk Assessment Form
- + Global Manual Handling Risk Assessment Form
- + Global Hazardous Substance Risk Assessment Form
- + Global Display Screen Equipment Policy
- + Global Display Screen Equipment Assessment Form
- + Global Health & Safety Policy Statement
- + Global Environmental Policy Statement
- + Global Accident, Near Miss & Safety Observation Policy
- + Global Incident Investigation Form
- + Global First Aid Policy
- + Global Hazardous Substance Policy
- + Global Contractor Management Policy
- + Global Lone Working Policy
- + Global Environmental Policy
- + Global H&S New Material Introduction Policy
- + Global Safety Data Sheet Policy
- + Work at Height Procedure
- + General Conditions for Working in the Category II Laboratories
- + Personal Protective Equipment Procedure
- + Spills Procedure
- + Fire Procedure
- + BBI Solutions Permit to Work Control Certificate
- + New and Expectant Mothers Risk Assessment Procedure
- + Mental Health and Wellbeing Platform
- + Emergency Response Procedure

CUSTOMER ENGAGEMENT & HEALTH & SAFETY

- + Safety Data Sheets (SDS)
- + Certificate of Analysis (COA)
- + Product Information Sheet
- + Failure Modes and Effects Analysis (FMEA)
- + Recall Procedure
- + Complaint Procedure
- + Customer Sales and Enquires Procedure



WASTE PROCEDURES

- + Procedure for the Disposal of Waste
- + Procedure for Processing Biohazardous or potentially Biohazardous material
- + Disposal of Hazardous Substance Waste



SUSTAINABILITY PROCESSES

- + Volunteering Policy
- + Materiality Assessment (Annual)
- + Environmental & Sustainability Impact Assessment (Annual)
- + Corporate Social Responsibility Report (Bi-annual)
- + Sustainability Overview Brochure (Annual)
- + Green House Gas Commitment Statement (Annual)
- + Sustainability KPI Dashboard (Internal)
- + Global Sustainability Hub (Internal)
- + Scope 1 – 3 Reporting (Annual)

SECURITY PROCEDURES

- + Security Responsibilities
- + Security Vetting
- + Identification of Sensitive Information
- + Information Security
- + Security Incident Management policy
- + Control of access to archive room and secure information policy
- + Security Communications
- + KnowBe4 IT Training Platform

PROCUREMENT PROCESSES

- + Purchasing Controls Procedure
- + Approved List of Suppliers
- + Supplier Assessment Process
- + Procurement to Payment (P2P)
- + Material Ordering Process
- + Supplier Code of Conduct Questionnaire
- + Supplier Code of Conduct Risk Register
- + Supplier Contract Clause
- + Supplier Quality Agreement Template
- + Terms & Conditions of Sale
- + Terms & Conditions for Purchasing
- + External Supplier Audit Checklist
- + Endangered Species Statement
- + Conflict Mineral and Ethical Sourcing Statement
- + Tax Policy



EMPLOYEE ENGAGEMENT

- + Employee Engagement Survey (annual)
- + Employee Engagement Forum
- + Environmental, Health and Safety Committee
- + Diversity, Equity & Inclusion Survey
- + Employee Benefits Schemes
- + Collective Agreements on Working Conditions (applicable sites only)
- + Governance Policy Read and Acknowledgement (annual)
- + Employee Goals and Objectives
- + Reward & Recognition Programme



COMMUNITY ENGAGEMENT

- + STEM Involvement & Career Events
- + Charity Work & Event Participation (Chosen Charity at each site)
- + Litter Picking Events
- + Voluntary Blood Donations during work hours for local charities
- + Equipment Donations to local schools, colleges and universities

USEFUL LINKS

- + [Corporate Social Responsibility Webpage](#)
- + [ISO Certifications](#)
- + [Gender Pay Gap Report](#)
- + [BBI Terms and Conditions for Sale](#)
- + [BBI Terms and Conditions for Purchasing](#)
- + [Privacy Notice](#)
- + [Customer Services](#)
- + [Careers](#)
- + [Employee Testimonials](#)
- + [Contact Us & Site Details](#)



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