

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 (BBI Group)
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 of Sustainability Natasha Openshaw – Sustainability Project Manager

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 Statement
- + Code of Ethics Policy
- + Privacy Policy
- + Data Breach Notification Policy
- + Supplier Code of Conduct Policy
- + Expenses Policy



AUDITS & ASSESSMENT PARTICIPATION

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



EXTERNAL REPORTING

- + Corporate Social Responsibility Report (bi-annual)
- + Gender Pay Gap Report – UK Only (annual)
- + EcoVadis (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 UN Sustainable Goals with particular attention to five specific pillars of sustainability:

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

RESOURCE MANAGEMENT & DEVELOPMENT

+ Personnel Training and Qualification Procedure



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 Assessment Form
- + Global Environmental, Health & Safety Policy Statement
- + Global General Environmental Health & Safety Policy
- + Global Accident, Near Miss & Safety Observation Policy
- + 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

CUSTOMER ENGAGEMENT & HEALTH & SAFETY

- + Safety Data Sheets
- + Certificate of Analysis
- + Certificate of Conformance
- + 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

- + Materiality Assessment (Annual) (Internal)
- + Climate Change Risk Assessment (Annual) (Internal)
- + Corporate Social Responsibility Report (Bi-annual)
- + Sustainability Questionnaire Standard Response
- + Sustainability Supplier & Customer Questionnaire
- + Sustainability KPI Dashboard (Internal)
- + Global Sustainability Hub (Internal)
- + Scope 1 – 3 Reporting

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

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



EMPLOYEE ENGAGEMENT

- + Employee Engagement Survey (annual)
- + Employee Engagement Forum
- + Environmental, Health and Safety Committee
- + New Starter Onboarding Diversity, Equity & Inclusion Survey
- + Employee Benefits Schemes
- + Collective Agreements on Working Conditions (applicable sites only)
- + Governance Policy Read and Acknowledgement (annual)
- + Sustainability Awareness and Training
- + Sustainability Employee Goals and Objectives

COMMUNITY ENGAGEMENT

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