

 <b>SHEPLEY GROUP</b> <b>BUSINESS DEVELOPMENT POLICY</b>	<b>MM0.0CompanyRecord36</b> REF:S1196 ISSUED: 30.05.2018
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Shepley Engineers Ltd and its subsidiary companies, PPS Electrical and West Cumberland Engineering Ltd (the Shepley Group) are well-established firms specialising in nuclear engineering, decommissioning and architectural restoration. This policy outlines how the Shepley Group will continue to grow its business portfolio.

### 1. FACILITATE THE GROWTH OF BUSINESS THROUGH HIGH QUALITY DELIVERY AND CONTINUOUS DEVELOPMENT.

The Group shall:

- Continue to deliver quality services and products to all current customers, with the aim of securing further work by enhancing its reputation for excellence and adjust practices to continue to provide services and products which are in line with or surpass other leading firms in our target sectors.
- Periodically review and update all management systems and certifications to comply with industry standards, as well as seek out additional qualifications which may open new opportunities for the Group.

### 2. DEVELOP PIPELINE FOR NEW BUSINESS

The Group shall:

- Encourage staff who are directly engaged with clients to seek out new business opportunities which fall within Group capabilities, and inform the Bids and Proposals team of such opportunities as they arise.
- Be open to the possibility of acquiring additional subsidiary companies, if they further enhance or add to the capabilities of the Shepley Group, strengthen market share or open up complementary opportunities and revenue streams.



The Nuclear Business Manager shall:

- Attend relevant supply forums and similar events hosted by clients and industry bodies, with the aim of developing current business relationships and demonstrating Group capabilities to potential future clients; Maintain an overview of existing clients and sectors and look for upcoming opportunities for Group companies; Look for opportunities that are suitable for Renew Group companies and inform the relevant managers and report on these on a monthly basis; Maintain overview of developing sectors which could utilise the services or products offered by the Group; ensure client feedback on tenders is disseminated within bids and proposals team as part of continuous improvement.

### 3. TRAINING

The Group shall:

- Provide appropriate training for employees related to winning business e.g. Estimating, Planning, proposals.
- Keep records of all training to demonstrate the competence of employees.

	
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