

DUE DILIGENCE POLICY

Process for assessing partners, subcontractors and high-risk transactions

Amani Ridge CIC · Company No. 17322884 · 146 Glengall Road, London SE15 6RR

1. Purpose

This policy sets out how Amani Ridge CIC conducts due diligence on delivery partners, subcontractors and significant financial transactions, to ensure funds are used appropriately and risk is properly managed.

2. When Due Diligence Is Carried Out

- Before engaging any new subcontractor or delivery partner on a funded programme.
- Before entering into any contract above a defined financial threshold set by the board.
- Periodically for ongoing partners, to confirm continued good standing.
- Where a specific risk or concern is identified during delivery.

3. What Is Checked

- Confirmation of the organisation's legal status and registration (e.g. Companies House, Charity Commission).
- Evidence of relevant insurance (public liability, professional indemnity, employers' liability where applicable).
- Relevant safeguarding, health and safety, and data protection policies are in place.
- Financial standing appropriate to the scale of the work being contracted.
- Any adverse findings from sanctions lists, insolvency records, or public regulatory action.

4. Consortium and Partner Arrangements

Where Amani Ridge CIC delivers as part of a consortium, due diligence is applied consistently to all participating partners, and records of each partner's due diligence documentation are retained centrally.

5. Record Keeping

Due diligence checks are documented and retained for the duration of the contract plus a reasonable retention period afterwards, and are made available to funders on request.

6. Ongoing Monitoring

Amani Ridge CIC monitors partners and subcontractors throughout delivery, not only at the point of engagement, and repeats due diligence checks where risk indicators change.

Approved by: Abiola Oluyomi Date: 23/08/2026 Review due: 22/08/2027