

J. A. RATTIGAN AND SON LIMITED

SUSTAINABLE PROCUREMENT POLICY

A Sustainable Procurement as an essential and efficient business practice which is integral to the way we work. It will aid in making properly informed and balanced decisions when procuring the products and services needed for our projects. This strategy acts as guidance and it explains our aims and objectives, which we believe will enable our people to deliver our ambition. To this end we all need to share the same belief, passion, and values in order to make it a reality.

Our Aspiration:

To understand the nature of the products, materials and services being supplied to us and what we supply to our clients and recognise our responsibility to protect the environment and foster good relations with our employees and the local community.

Our Procurement Aims:

- **Health and Safety:** Everyone takes an active role in communicating, promoting, and championing a
- world class performance and keep themselves and others safe and healthy
- **Ethical Sourcing:** Everyone undertakes to ensure that all products and services procured and
- supplied are in accordance with all applicable laws and regulations
- **Equality, Diversity & Inclusion:** Everyone is committed to promoting equal opportunities,
- respectfully and without discrimination to all employees, customers and supply chain partners
- **Environmental Management & Green Sourcing:** Everyone works actively to help lower the
- environmental impact of our operations and products
- **Best Value:** Everyone is committed to improving the economy, efficiency and effectiveness
- of all
- their activities
- **Quality Management:** Everyone shall work actively towards the goal of zero quality defects
- and
- eliminate potential quality risks
- **Supply Chain Response:** Everyone fully complies with the tendering and management
- process and holds a clear regard for innovative and sustainable opportunities.

Construction products and materials:

All timber products supplied for either temporary or permanent inclusion in the works we undertake must be certified as legally and sustainably sourced, as defined by the UK Government Central Point of Expertise on Timber (CPET). CPET currently approves two certification schemes as providing evidence of legal and sustainable sourcing - the Forest Stewardship Council (FSC) and the Programme for the Endorsement of Forest Certification (PEFC).

Our supply chain must provide Chain of Custody (CoC) Page | 12 evidence, including certificates, delivery notes and invoices to confirm compliance with this requirement. FSC is the preferred scheme, particularly for tropical timber and timber originating from high risk areas. Reused, recovered, or reclaimed timber shall be considered compliant if appropriately documented. In addition, where viable, the company will give preference to the use of timber and timber products which are assured as 'Grown in Britain'.

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Any supply chain community partners who place timber products on the EU market for the first time must also fulfil their role as 'operators' and exercise 'due diligence' as required by the EU Timber Regulation (EUTR). Evidence to confirm this must be freely available on request, together with detailed reporting information to support the company's obligations to both the UK Contractors Group (UKCG) and the Carbon Disclosure Project's (CDP) forest program – formerly the Forest Footprint Disclosure Project (FFD).

For all other construction products and materials, in line with UKCG commitments, the company supports and gives preference to procuring from supply chain community partners who are able to demonstrate compliance with a recognised responsible sourcing scheme, certified by a third party.

Supply chain must provide documentary evidence in the form of certificates, delivery notes and invoices to confirm compliance.

Renewable Fuels:

The company is investigating and encouraging the use of electric vehicles, biogas, and sustainably produced biodiesel. Our Supply chain using biodiesel must verify if the product contains palm oil. Where it does evidence must be provided to demonstrate that the palm oil is sustainably produced and distributed, for example by reference to the certifications scheme developed by the Roundtable on Sustainable Palm Oil (RSPO) (www.rspo.org).

Publications and other printed materials:

The company wishes to minimise the use of printed publications and other printed materials as much as possible and as such, favours the use of electronic publications. However, we realise that this is not always possible.

Wherever possible, only recycled paper should be used with a minimum of 75 per cent post-consumer waste for coated paper and 100 per cent post-consumer waste for uncoated paper.

Carbon:

The company is committed to managing and reducing our overall carbon footprint and has a separate policy.

Materials:

We expect our supply chain to be aware of and promote materials with reduced environmental impacts and be able to provide declarations on the embodied impacts of their products, by reference to bespoke Environmental Product Declarations (EPD) or documents such as the BRE Green Guide to Specification.

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Healthy Materials:

The company is committed to proactively selecting and using, where possible, materials that are benign to people and the environment.

Where reasonably practicable, the company shall seek to use non-polluting and non-toxic materials and substances in the products and services they supply. Low and VOC free products and materials are preferred. All materials and substances must comply with relevant legislation.

Restricted substances and materials:

The company seeks to substitute materials that can potentially be harmful to health and the wider environment, even if they are legal to use. Our suppliers shall also supply products that have minimal global warming potential.

Use of recycled and secondary materials:

The company shall reuse materials wherever viable and maximise the use of recycled or secondary content in products and packaging.

Reducing waste:

The company shall support its clients in its commitment to delivering zero waste to landfill, and shortly, zero waste projects. Where practicable, all products supplied will be able to be reused, recycled, or recovered, closing the loop as far as possible. We shall provide evidence on waste reducing actions and other opportunities to reduce waste.

A Management Plan (SWMP) will be produced where required or we will as a company contribute to our clients in its development.

Waste electrical and electronic equipment:

The company where required they shall take back such items when they are no longer required by the client for subsequent reuse, recycling, recovery or remanufacture (where feasible). Items of electrical or electronic equipment will also need to comply with the Restriction of the Use of Certain Hazardous Substances in Electrical and Electronic Equipment Regulations.

Water:

The company shall support our clients in its commitment to reducing demand for, conservation and recycling of water resources. We will endeavour to reduce water consumption in our activities where possible by:

- Avoiding water intensive activities
- Measuring water consumption
- Improving water efficiency
- Rainwater harvesting
- Grey water recycling

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Transport:

The company will endeavour to use low emission transport modes including considering the use of rail or barge where appropriate. In addition, we shall aim to optimise transport efficiency and minimise transport distances through effective planning and driver training.

Best Value:

The company is fully committed to improving the economy, efficiency, and effectiveness of all its activities. The aim shall be zero losses. All procurement of goods and services will be based on best value principles, having due regard to propriety, regularity, and legal obligations. In the context of our procurement process, obtaining 'best value for money' means meeting our customers' requirements for best value and when appropriate choosing the optimum combination of whole life costs and benefits. This is not necessarily always the lowest initial price option and may require an assessment of the ongoing revenue/resource costs as well as any initial investment.

Innovation:

It is by focusing on sustainable innovation that ensures will be competitive and thrive. Our approach to sustainable innovation is built on leadership, engagement, knowledge sharing and collaboration. The approach does not just depend on our employees – it also means working closely with our supply chain and client, who will be the ultimate beneficiary of our innovations. We will identify strategic opportunities to collaborate with our supply chain to lead in the development of new and innovative solutions and trial low environmental impact materials.

During any aspect of the procurement process, we will always be open minded to alternatives and innovative solutions that add value.

Quality Management:

We have in place:

- Effective quality management systems appropriate for the nature and scale of our business and services provided.
- Systems to identify customer requirements
- Efficient and effective delivery processes that minimise waste
- A target of zero defects.



John Rattigan
Managing Director

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