

Responsible procurement Policy



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| Quality Manual 9001: 2015 | | Amendments authorised by: Mr S. Fasulo | |
| Document reference:PS28 | Issue: 1 | Revision: 1 | Effective date: 17/04/2017 |



"The Interior Experts"

Responsible procurement Policy

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1. Introduction

Workplace Group is committed to understanding and managing the environmental and social impacts of our operations, including the procurement of goods and services. We recognise that improving our procurement performance is an ongoing process and that our suppliers, both large and small, are important partners in our journey to become more sustainable

2. Our aims and objectives are to:

- Minimise our environmental impact and deliver our services through better selection and improved usage of products and services;
- Develop new partnerships in our supply markets to increase the availability and effectiveness of sustainable solutions that meet our organisational requirements;
- Encourage our suppliers to adopt practices that minimise their environmental impact in relation to their own operations and throughout the supply chains in which they operate
- Work in partnership with suppliers to achieve our common goals and continually improve performance over time.

3. Our supplier Code of Conduct

As the link between manufacturer and end user, we expect our suppliers to ensure their practices are supportive of our approach. We expect to purchase goods that have been produced or are delivered with minimum impact on the environment and with due regard for social issues such as employment conditions and welfare.

Workplace Group reserves the right to refuse to enter into partnerships with any establishment or organisations that do not achieve the following minimum standards for their operations, employees and supply chain.

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4. Working Conditions

- **Freedom of Associative and Collective Bargaining;** All employees are free to form or join a Union.
- **Elimination of Forced and Compulsory Labour;** Forced, bonded or compulsory labour is not used and employees are free to leave their employment after reasonable notice.
- **Elimination of Discrimination in Respect of Employment and Occupation;** Discrimination based on race, religion, gender, sexual orientation, disability, ethnicity, height, weight and age.
- **Abolition of Child Labour;** Work undertaken by people of 16 years or under without consideration for their personal development and placing children in employment deemed to be hazardous shall not be tolerated

5. Working Principles:

- We will ensure all key procurement decisions and actions are considered by our team
- The appropriate environmental and social requirements will be integrated into all procurement activities, e.g. pre-qualification, specification and evaluation stage.
- We will endeavour to evaluate the environmental and/or social impacts of a particular product or over its whole-life cycle. We will adopt a pragmatic approach to encouraging and influencing our suppliers to improve their sustainability practice.
- As required, we will establish performance agreements with our key strategic suppliers, monitor their progress over time, and provide them with regular and constructive feedback.
- As far as possible, we will conduct our procurement activities to support and deliver community benefits (e.g. recruitment of the long-term unemployed, skills development), and will work in partnership with other organisations to achieve this.
- It is our policy to encourage a diverse range of manufacturers to supply our product and our aim is to give equal opportunities to suppliers owned by under-represented groups.

6. Environment

Processes are in place to actively improve the efficiency with which finite resources (such as energy, water, raw materials) are used and the release of harmful emissions to the environment associated with manufacture, use and end-of-life product management are minimised

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7. Approval for this statement

This statement was approved by the Managing Partner Mr Philip Leathwhite

Signature

Date 14/04/2016

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