

Ethical Sourcing Policy

Purpose: Ward & Burke (Ward & Burke Group Ltd. and Ward & Burke Construction Ltd.) recognises the impact we have on the environment and stakeholders through our design and construction activities. We therefore act in a socially responsible manner through sustainable procurement and by working with our stakeholders to act fairly and treat others with respect.

Organisational Integrity: We are committed to ethical business practices in the way we interact with our key stakeholders (employees, clients, business partners and suppliers), government and regulators, communities, society and the environment.

We will:

- Act with integrity in all our business activities
- At all times be open, transparent and fair in our communications and dealings with our business partners, and will fulfil the payment terms and contract agreed conditions
- Abide by all our policies

Environment: We have a responsible and proactive approach to environmental issues and take into account the environmental impact and performance of our services when making design and purchasing choices. We will:

- Consider the impact on natural resources when choosing goods and materials
- Promote the application of 'Life Cycle Thinking' when considering specifications during the design and construction process to reduce the impact of buildings over their whole life
- Minimise the use of materials with a hazardous content wherever technically and commercially feasible
- Insist all timber and wood-based products (for temporary and permanent use) are from legal and sustainable sources as defined by the UK Government Central Point of Expertise on Timber (CPET) (e.g. FSC (Forest Stewardship Council), PEFC (Programme for the Endorsement of Forest Certification), GiB (Grown in Britain), and delivered to site with full chain of custody
- Procure paper and paper-based products manufactured from a minimum of 70% recycled pulp, or FSC or PEFC certified virgin pulp
- Insist our subcontractors have an Environmental Policy and work to Ward & Burke environmental procedures to ensure compliance with relevant environmental protection laws and regulations
- Support and give preference to procuring products which are able to demonstrate compliance with a recognised responsible sourcing scheme, certified by a third party, such as BES 6001.

People: We are committed to creating work environments where everyone feels safe, engaged and supported to do their best.

Local Procurement: We support local economic regeneration through our procurement activities by encouraging local procurement of materials and services where feasible.

Implementation: Ward & Burke shall ensure employees, and our supply chain members adhere to this policy by:

- Leading by example
- Requesting information on the social and environmental performance of our supply chain.
- Communicate this policy to all employees and supply chain

Review: This policy will be reviewed annually.

A handwritten signature in blue ink, appearing to be 'PBL', written over the 'Signed:' text.