

## **Ethical Sourcing Policy**

### **Introduction**

Baldwin Boxall is involved in the purchase of goods and services to support the delivery of our business activities.

We aim to be responsible for delivering value to our clients, whilst observing purchasing practices that align with our corporate social responsibility aims and objectives. The purpose of this policy is to set out the Company's duties and responsibilities in upholding CSR policies throughout our supply chain and / or where our business has control or influence. We will disseminate this policy to our clients, suppliers and staff to ensure its effective implementation.

### **Business Integrity**

We will ensure integrity in all our business transactions. We will be open, honest & fair in our communications and our dealings with business partners and other stakeholders affected by our activities and where necessary that of our supply chain. The company operate strict codes of conduct with regard to acceptance of bribery or gifts made in the in the course of our business (see the Company's anti-bribery & corruption policy).

### **Environmental Impact**

The Company will undertake to take into account, wherever practicable, the environmental performance and impact of goods and services when making purchasing decisions.

- We will seek to reduce waste and will do this through reviewing the amount & type of materials being used & specified and optimise opportunities for the use of recycled or reclaimed materials.
- We will seek to reduce our carbon footprint by sourcing goods / materials with low embodied carbon.
- The use of materials with hazardous content will be minimised wherever technically & commercially feasible.
- We will procure all timber and wood based products from a certified legal and sustainable source.
- We expect our suppliers to manage their own impacts and to work with us to meet our environmental objectives.
- We expect our suppliers to have an environmental policy and to operate in compliance with all applicable laws and regulations.
- We will ensure the specification of environmentally sustainable materials wherever technically & commercially feasible.

### **People**

We expect our suppliers and sub-contractors to share our commitment to H&S by implementing robust policies and procedures that put the H&S of employees and others who could be affected by their activities at the heart of their operations.

- We are committed to the promotion of ethical working conditions including fair wage, working hours and equal opportunities.
- We will respect the principles of human rights, to treat employees with dignity and respect and to ensure that no child labour is employed.
- We will ensure that the workforce employed on our sites have undertaken basic H&S training as outlined by the Company's training plan.
- All of our site personnel are expected to hold CSCS cards relevant to their trade / activity or be working towards a qualification.

## BALDWIN BOXALL COMMUNICATIONS LTD MANAGEMENT SYSTEM

### **Procurement**

We will support local procurement wherever technically and commercially feasible.

- Local procurement of goods, services and materials will be encouraged with a view to supporting local communities and reducing the overall carbon footprint of our activities.
- Where possible, we will maximise the benefits to the local community from our projects by working with local authorities and organisations to recruit local labour and source good and services from the local area.
- We will work with our clients and local agencies to find appropriate opportunities for skills, training & apprenticeships to promote career progression and to support local economic regeneration.
- Source material from approved and reputable suppliers and assure that no child labour is used at any stage in the production or fabrication of material to be supplied

### **Implementation & Review**

In order to ensure adherence by our employees and supply chain to our ethical sourcing policy the following arrangements will be in place:

- Formal pre-qualification and ongoing monitoring of our supply chain by way of questionnaire and review of H&S and Environmental management arrangements in place. Where these are found to be lacking we will work with our supply chain to ensure future compliance.
- The Company will operate a system of approved and preferred suppliers and sub-contractors.

All aspects of the Company's Management Systems are communicated, understood and implemented at all levels in the Organisation. It is periodically reviewed for its continued suitability and effectiveness by the senior management.