



insightful environments

Sustainable Procurement Policy

Mission

Our mission is to create better work experiences for people wherever they work. Our promise is to do this in a socially responsible, ethical, and sustainable way that positively impacts our customers, employees and stakeholders whilst minimising our impact on the planet.

Purpose

To create the best value for our customers, Insightful Environments wants to choose the optimum combination of whole life costs and benefits. This includes the environmental, social, and economic impact of our activities through design, material selection, transportation, installation, usage, and disposal. We need to work collaboratively with our supply chain to achieve this ambition.

Scope

Our policy describes Insightful Environments commitments to deliver sustainable outcomes through our procurement activity and is to be applied where relevant and proportionate to the goods, services or sub-contracts being provided.

Suppliers and subcontractors must also comply with our other associated policies and initiatives, including our Supplier Code of Conduct.

Responsibility for this policy lies with the Operations Director. The implementation of this policy is the collective responsibility of all employees, suppliers, and subcontractors. Suppliers and subcontractors must also comply with the United Nations Universal Declaration of Human Rights, the International Labour Organisation's standards on child labour and minimum age, the United Nations Global Compact, and the Modern Slavery Act 2015. *Suppliers and subcontractors must ensure their suppliers and subcontractors also comply with these standards.*

Sustainable Procurement Definition

Sustainable Procurement is a process whereby organisations meet their needs for goods, services and works in a way that achieves value for money on a whole life basis and generates benefits not only to the organisation, but also to society, the economy, and the environment.

Sustainable procurement considers the social, economic, and environmental consequences of what is procured through all stages of its lifecycle. This includes considering design, resource extraction and sourcing, manufacturing and production, transportation, service delivery, operation and maintenance, reuse, recycling, and disposal. It is also about questioning whether the purchase requires to be made at all. This policy covers all procurement activities within Insightful Environments

Sustainable procurement also considers the capacity of suppliers to address these consequences throughout the entire supply chain.

Policy

We will work with our designers and supply chain to ensure that where relevant and proportionate, we:

Profitable Markets

- Payment - Pay on time to agreed payment terms.
- Supply Chain Development - Improve our combined capability to deliver sustainable outcomes.
- Supplier Diversity - Offer small and medium enterprises, social enterprises, and local businesses the opportunity to participate in our supply chain and to work with suppliers who actively manage diversity and inclusion in their workforce.
- Developing Skills and Talent - Recruit locally and provide opportunities for graduates, trainees, apprenticeships, and work experience.

Healthy Communities

- Labour Standards - Implement a proactive approach to tackling modern slavery and labour exploitation and work to eliminate these practices in our wider supply chain.
- Community Engagement - Engage positively with the local community and work to avoid disruption to local people.
- Social Value - Quantify the local social, environmental, and economic impact of our supply chain.

Environmental Limits

- Environmental Management - Work to reduce the key environmental impacts of our operations and work with suppliers and subcontractors to minimise and manage these impacts and ensure legal compliance.
- Carbon footprint - Reduce our operational energy use and scope 3 emissions and quantify the embodied carbon of key materials.
- Biodiversity - Protect biodiversity and, where possible, deliver measurable net gains in biodiversity.
- Water - Reduce the operational water use in our products and quantify the embodied water of key materials.
- Ethical Sourcing - Source products, materials, and services ethically through recognised and credible standards.
- Circular Economy and Resource Efficiency - Minimise waste and use of materials and give preference to materials, products, and services with greatest circular-economy benefits.

Conflict minerals

- We intend to refrain from purchasing products, components or materials containing any DRC Conflict Minerals which originate in the Democratic Republic of the Congo or an adjoining country and directly or indirectly finance or benefit armed groups.
- We expect our suppliers to ensure that the products, components, and materials they sell to us will not contain any DRC Conflict Minerals and to establish appropriate due diligence programs to ensure compliance with this requirement through their supply chains.
- We expect our suppliers to provide us with information regarding the source and chain of custody of any DRC Conflict Minerals in the products, components, and materials they sell to us upon our request.

Objectives and Measurement

In recognising the impact that purchasing expenditure can have on the development of the organisation, we shall embrace the principles of this policy alongside the need to remain commercially competitive in our activities.

The Sustainable Procurement Policy will be further developed in line with our strategic objectives. To enable a process of continuous improvement in this area we establish objectives that are 'SMART' by nature, is reported on and reviewed annually and are subject to Leadership Team review annually.

In order to achieve our objectives, we will where necessary actively seek and where appropriate act on advice from external organisations and individuals and will review our approach to procurement as appropriate.

Review

This policy will be reviewed by the Leadership Team on an annual basis.



Signed:

Eric Valette, Managing Director

Date:

8th December 2022

Version 1