



## SUSTAINABILITY POLICY:

### Sustainable Procurement

Incorporating procurement policies for the supply chain:

- Health, safety and wellbeing
- Responsible sourcing
- Equality, diversity and inclusion
- Environmental management and green sourcing
- Best value
- Quality management
- Equality, diversity and inclusion

## Introduction

This document sets out the Selwynco approach to sustainable procurement and acts as guidance for both internal buyers, specifiers and for current and prospective suppliers. The document expands on and supports the principles outlined in the Selwynco Procurement Policy and the Selwynco Supplier Code of Conduct. The Supplier Code of Conduct: [www.selwynco.com/codeofconduct](http://www.selwynco.com/codeofconduct) reflects the increasing importance of ethics in the global marketplace, clarifies what Selwynco expects to be adopted throughout the supply chain and should be read in conjunction with the detail contained within this document.

Sustainable procurement is defined by Selwynco as 'meeting our customer requirements by the value-for-money sourcing of products and services considering environmental, social and ethical aspects over the whole product or service lifecycle'. Selwynco see this as essential and efficient business practice, which is integral to the way we work. It helps us to make properly informed and balanced decisions when procuring the products and services needed for our projects.

The term supplier is used in this document (unless otherwise stated) to mean the provider of materials, products, equipment, works or other services. It is used as a collective term for a material or equipment supplier, sub-contractor, trade contractor, consultant or professional service provider.

Selwynco will only do business with responsible suppliers who understand the nature of the products, materials and services they are supplying, and who recognise their responsibility to protect the environment and foster good relations with their employees and local communities. Selwynco requires its suppliers to manage the environmental and social impacts of their business operations.

Suppliers should, where appropriate, amend their business practices to ensure that they meet with the requirements of this document, our Code of Conduct including the Supplier Code of Conduct, or an equivalent of its relevant core principles. We will support our supply chain in working towards compliance.

The key responsibility of all Selwynco Group companies is to develop and maintain an economically sound and prosperous business. Selwynco assumes its responsibilities towards the communities and environments in which we operate, towards our employees, business partners and society in general.

Therefore, we have defined some key foundations for our performance:

- We comply with legal requirements that apply in the United Kingdom and countries where we do business
- We are committed to do business with a high degree of integrity and ethics
- We are open-minded in dialogue with those who are affected by our operations.
- We respond to enquiries from external parties and communicate with affected parties in a timely and effective manner

We endeavour to ensure that our projects, agents, joint venture and other partners abide by the principles set out in our Code of Conduct: [www.Selwynco.co.uk/codeofconduct](http://www.Selwynco.co.uk/codeofconduct) or an equivalent of its relevant core principles. The application of this document helps us deliver the Selwynco values within the supply chain:

- Care for Life
- Act Ethically and Transparently
- Be Better – Together
- Commit to Customers

## Key principles

To achieve our sustainability objectives Selwynco expects our suppliers to adopt, and further develop, practices that are environmentally sound, socially responsible and ethical, based upon the following four principles:

### Care for Life

- We care about the people and the environment
- We work safely, or not at all
- We never walk by if we notice unsafe actions
- We support health and well-being
- We promote green solutions and conduct our operations in a green way
- We are accountable for future generations

### Act Ethically and Transparently

- We do business with a high degree of integrity and transparency
- We live by our Code of Conduct and never accept shortcuts
- We foster a working climate where everyone can speak their mind

### Be Better – Together

- We always strive to be better in all we do
- We are a learning organisation and generously share our expertise
- We take pride in quality and innovation
- We build Selwynco family teams together with customers, partners and communities
- We leverage diversity to deliver the best solutions
- We foster an inclusive culture where we are open and fair, showing trust and respect for each other

### Commit to Customers

- We help our customers to develop the growth and wellbeing of their family unit
- We strive to understand their needs and their customers' needs
- We are here to help our customers turn their visions into reality

We want suppliers who work with us, in mutual trust, to always deliver what we want, on time, at the right price and in a safe and responsible way.

We will always provide a safe and healthy working environment and pay promptly within agreed terms. We will reward excellent supplier performance through repeat business opportunities and help develop mutually beneficial long-term relationships. We will also give our supply chain the space and flexibility to develop and deliver innovative solutions.

### Behaviour in our marketplace

Corruption, bribery and unfair anti-competitive actions distort markets and hamper economic, social and democratic development. Selwynco does not tolerate such activities.

- We shall not act contrary to applicable competition laws
- We shall not, directly or indirectly, offer or give any undue payment or other consideration to any person or entity for the purpose of inducing such person or entity to act contrary to prescribed duties in order to obtain, retain or direct business or to secure any other improper advantage in the conduct of Selwynco's business
- We shall not, directly or indirectly, solicit or accept any undue payment or other consideration that is given for the purpose of inducing us to act contrary to prescribed duties
- We record the correct nature of all financial transactions by recording them in accordance with locally accepted accounting principles and in all Group, reporting and applicable Selwynco Policies and Rules
- We have controls in place in our IT procedures to ensure adequate levels of data protection for our clients, employees and supply chain
- Suppliers shall be able to demonstrate they have procedures in place to deal with the risks of bribery in their organisation in accordance with the Bribery Act 2010

Selwynco requires its suppliers to apply and uphold these key principles within their own business operation and supply chains. We will carry out ethical audits where appropriate. Selwynco encourage suppliers to report any suspected ethical breaches. Full details of how to report incidents can be found at: [www.selwynco.co.uk/codeofconduct](http://www.selwynco.co.uk/codeofconduct).

#### Media and external communication

When working on behalf of Selwynco it is essential that any external communications activity by suppliers and their employees are respectful, protect Selwynco's reputation and that of our clients, are not contrary to the Selwynco Code of Conduct (or an equivalent of its relevant core principles) and abide by UK law.

Activities including, but not limited to, press releases, website news stories, social media and case studies about Selwynco or its projects can only be considered by the Selwynco Communications team once our supply chain partners' work is complete and the defects liability period has closed. Please refer to Selwynco for more details.

## Health, safety and wellbeing

### Culture

Selwynco is committed to creating and maintaining a positive health, safety and wellbeing culture which secures the commitment and participation of all its employees and suppliers.

Suppliers are required to work actively to prevent work place accidents and work-related ill health to create a safer, happier and healthier work environment. The aim under Care for Life is to have zero accidents. Selwynco must be informed of any significant potential risks related to the products or services supplied.

The health and safety performance of suppliers will represent a key criterion used in the selection process. Wherever suppliers seek to work for Selwynco, they must be willing to adopt Selwynco's way of working and Injury Free Environment (IFE) culture.

### Competency

Suppliers must ensure that all work is undertaken in accordance with relevant health and safety legislation (<https://www.hse.gov.uk>). It is for the supplier to identify and demonstrate compliance with all relevant legislation both at the tendering stage and throughout the lifetime of the contract and to ensure that suitable monitoring, audit and review systems exist to demonstrate that compliance.

Our supply chain partners are an integral part of the Selwynco team. They fully understand the minimum Health, Safety and Wellbeing standards expected of them as being a member of the Selwynco Team. These minimum standards go beyond legal compliance and can be found at the link: [www.Selwynco.co.uk/minimumstandardsuk](http://www.Selwynco.co.uk/minimumstandardsuk).

Our supply chain is empowered and committed to continually develop these standards with us to ensure they remain leading standards. Suppliers must also ensure they maintain a trained and competent workforce appropriate to the duties they are undertaking.

### Communication

Selwynco considers that the need to co-operate and co-ordinate health, safety and wellbeing issues is central to successful health and safety management, therefore:

- Suppliers must provide Selwynco with all relevant safety documents relating to the work that they are tendering for, risk assessment and method statements. Important messages must be communicated through pre-task briefings and provide the opportunity for effective two-way dialogue between workers, supervisors and management
- When requested by Selwynco suppliers must attend pre-start and other site meetings at which health, safety, wellbeing and welfare matters pertinent to the work shall be discussed, agreed and formally recorded, ahead of being implemented on site
- Suppliers are encouraged to share best practice and innovation with Selwynco and others on our projects. Health and safety goals, messages and vision should be shared, embraced and acted on by all

- Suppliers shall pro-actively report events, issues or concerns to identify opportunities for improvement and, through discussion, help to change behaviour

## Controls

Suppliers must have in place effective Health and Safety management systems, appropriate for the nature and scale of their business and services provided, ensure compliance with health and safety law generally, as well as standards and codes specific to their area of work. Suppliers shall ensure that all occupational health and safety risks are mitigated by using appropriate risk management strategies and establishing a suitable assurance regime.

Suppliers should seek to drive performance beyond management system requirements and demonstrate innovation and continual improvement.

## Contractors

Suppliers must ensure that any sub-contractors or other third-party organisations engaged by them on Selwynco projects are fully aware of and compliant with the aforementioned provisions by employing an appropriate prequalification and capability assessment and approved by the contract Director and safety manager. Further requirements are detailed in the Selwynco UK EHS standards document and useful guidance can be obtained from the Health and Safety Executive (HSE) leadership and worker involvement toolkit (<https://www.hse.gov.uk>).

## Occupational health and wellbeing

Selwynco's health and wellbeing strategy has three areas of focus: Workplace, Worker and Wellbeing but it is recognised that there are significant health risks within the construction industry and therefore, we have placed significant importance to demonstrate that we manage our health risks and we expect suppliers to show the same attention to the workplace and worker. Selwynco has a responsibility and accountability to ensure our supply chain partners can meet the terms of the contract and this includes health and wellbeing. All suppliers will be subject to periodic inspection and audit of their health and wellbeing programme.

Selwynco also actively show recognition of Mental Health in the industry.

Fatigue has been recognised as a factor which can lead to accidents or incidents through reduced vigilance and alertness, increased errors, impaired decision making and deterioration in mood and motivation. Selwynco recognise that there are human performance risks from fatigue which may cause injuries and that fatigue cannot be overcome by an individual making more effort.

Selwynco will meet our legal and regulatory obligations aimed at mitigating the risk of fatigue including where relevant, those pertaining to working time and rest breaks.

Our senior management recognise that fatigue management is not a unique activity or process but is a continuous improvement system requiring the following commitments:

- Development of a fatigue management procedure and risk control strategy for implementing it
- Exploration of what working hours and shift patterns best support individuals at work in line with business requirements
- Identification of ways to monitor and track working hours and travel time
- Provision of adequate resources to support effective, ongoing control of fatigue risk
- Identification of exceptional circumstances and management within these to ensure fatigue risk is controlled
- Raising awareness of fatigue and appropriate interventions with employees and the supply chain
- Engaging employees and the supply chain in implementing and monitoring fatigue risk controls

All management, employees and the supply chain are expected to co-operate with the implementation of Selwynco's strategy for managing fatigue through their personal behaviours.

#### Use of sub-contractors and third parties

Suppliers are not permitted to use sub-contractors or other third-party organisations to supply products or services to Selwynco (other than those specified in their tender submission) without first gaining prior written approval from Selwynco.



## Responsible sourcing

Suppliers must undertake to act in accordance with the Selwynco Code of Conduct including the Supplier Code of Conduct, or an equivalent of its relevant core principles, in the performance of any agreement. This undertaking shall also include their own subsidiaries or sub-contractors. This means that all products and services supplied must have been produced in compliance with all applicable laws and regulations throughout the entire supply chain.

Suppliers shall ensure that products and services are sourced and produced under a set of internationally acceptable environmental, social and ethical guidelines and standards. Suppliers are required to provide information to show full transparency on the origin of products and materials, including all stages of extraction, manufacturing and distribution and the identity of all parties in the supply chain. Where required, these must be disclosed at the tender stage when requested.

### The tendering process

Application of the policies within this document will be managed through our prequalification and tendering process. Selwynco will inform prospective suppliers when specific action is required in relation to this document. Selwynco will have sustainability objectives it wishes to achieve from a tendering process. These will be communicated to all prospective bidders at an appropriate time. However, although for the most part our sustainability objectives will be clearly stated, we will often encourage suppliers to be innovative in their response to how they would meet them.

The evaluation criteria used by Selwynco at the Invitation to Tender (ITT) stage will include a range of criteria. Additional sustainability criteria may also be included, alongside other specific requirements appropriate to the nature of the product or service being tendered.

### Supply of information

All suppliers must be willing to provide information to Selwynco about a product's or service's social, environmental and ethical trade credentials. The supplier should be prepared to disclose the locations of all production warehouse facilities fully to Selwynco. If Selwynco considers that any information provided warrants further investigation, the preferred course of action would be to commission an independent auditor to examine the information provided, which could be at the expense of the supplier.

### Labour practices

All suppliers shall note that not only must they undertake to work in accordance with the Selwynco Code of Conduct including the Supplier Code, or an equivalent of its relevant core principles

Suppliers shall ensure that all factories and premises used in the manufacture and supply of products and services are working towards meeting the provisions of the Ethical Trading Initiative (ETI) Base Code, ([www.ethicaltrade.org](http://www.ethicaltrade.org)) or hold SA8000® certification.

### False self-employment

Selwynco require their suppliers to be compliant with HM Revenue and Customs regulations including IR35 legislation. We expect all UK tax filings due to have been submitted to HMRC and that all taxes arising, have been paid in accordance with the Criminal Finance Act 2017. Selwynco also requires its suppliers to comply with the Onshore Intermediaries Legislation and/or the Offshore Intermediaries Legislation.

#### Modern slavery

Selwynco seeks to work in partnership with all suppliers to tackle and combat the threat of human trafficking and modern-day slavery in the construction industry. Suppliers shall comply not only with all domestic employment legislation but also with the United Nations' Universal Declaration of Human Rights.

To meet this commitment suppliers and their supply chains shall:

- Provide training and education opportunities for employees that support their work plans
- Not employ any person below the age of 15 or applicable higher legal minimum age
- Not use forced labour, slave labour or other forms of involuntary labour at their work sites
- Not allow any practice that would restrict free movement of employees
- MS-Policy where applicable

#### Construction products and materials

All timber products supplied for either temporary or permanent inclusion in the works on Selwynco sites must be certified as legally and sustainably sourced through the Forest Stewardship Council (FSC) or the Programme for the Endorsement of Forest Certification (PEFC). Suppliers must provide Chain of Custody (CoC) 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.

For more information please refer to:

[www.supplychainschool.co.uk/uk/infrastructure/issues/materials/how-can-we-help.aspx](http://www.supplychainschool.co.uk/uk/infrastructure/issues/materials/how-can-we-help.aspx)

Where viable Selwynco will give preference to the use of timber and timber products which are assured as 'Grown in Britain'. For all other construction products and materials, Selwynco UK supports and gives preference to procuring from suppliers who can demonstrate compliance with a recognised responsible sourcing scheme.

Where a project is seeking Environmental Certification such as BREEAM, LEED or CEQUAL, specific product information or certification may be required, and suppliers should refer to the relevant contract documentation. The two methods currently available for demonstrating responsible sourcing in the UK are:

- Certification to the BRE BES 6001 Framework standard for Responsible Sourcing of Construction Products, including compliant schemes like Eco-Reinforcement (suppliers are encouraged to achieve at least a Very Good rating)

- Membership of a sector specific scheme that complies to BS 8902, verified by a third party

Minimum standards of ethical performance can be identified through:

- Membership of, and active participation in the Ethical trading Initiative (ETI)
- Sectoral schemes such as TFT Responsible Stone Programme or the Aluminium Stewardship Initiative (ASI)
- SA8000 certification
- Undertaking a site-specific ethical audit, by a qualified auditor, covering as a minimum SMETA items or the ETI base code. Where an audit identifies Corrective Actions required to meet these minimum standards, a plan must also be produced, implemented and monitored

#### Renewable fuels

Selwynco encourages the use of electric vehicles, biogas and sustainably produced biodiesel. Suppliers 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](http://www.rspo.org)). Biodiesel should not be used from vegetable oils, but the use of 'green' diesel is acceptable from other sources e.g. HVO.

#### Animal welfare and testing

Where products are likely to have been tested on animals, suppliers should seek advice from Selwynco before supplying them. Suppliers should also ensure high standards of animal welfare both for animals that are raised for meat and dairy products, and for animals used for work and transport.

#### Community

Suppliers shall open employment, apprenticeship, trainee and work experience opportunities to local residents, students, under-represented groups and people experiencing long-term unemployment.

Suppliers shall provide opportunities for local organisations (including SME's, charities and Social Enterprises) and where appropriate, provide training and support to these organisations.

In line with the Public Services (Social Value) Act 2012, suppliers shall identify at tender stage, and deliver defined added social value on our projects. In accordance with the Considerate Constructors Scheme (CCS), all suppliers are expected to abide by the Code of Considerate Practice on, and around the near vicinity of our projects.

## Environmental management and green sourcing

Suppliers and subcontractors shall work actively to help Selwynco lower the environmental impact, both of our operations and the projects we build for our clients and aid in our objective to move our projects to Racing Green™. All suppliers and subcontractors are expected to work in accordance with the requirements of Selwynco ISO 14001 Environmental Management System as a minimum and offer innovative best practice across all areas of the Selwynco Racing Green™.

### Environmental management

All members of our supply chain must agree to comply with the Selwynco Environmental Policy which can be found on the following page: [www.Selwynco.co.uk/green](http://www.Selwynco.co.uk/green).

Suppliers shall have in place effective environmental management systems that are appropriate for the nature and scale of their business and services they provide, that identify and mitigate environmental risks. Where appropriate this may be achieved by working under the direction of Selwynco.

### Racing green target areas

The biggest opportunity to lower our environmental impact lies in the efficient and careful use of natural resources. This means being smarter about the materials and water we use, lowering our carbon emissions, and using less and cleaner energy.

### Energy and carbon

Suppliers shall seek to fully exploit and offer opportunities for resource and energy optimisation and efficiency. The supply chain is encouraged to use clean, low energy and cost-effective sources based on whole life value.

### Carbon

Selwynco's objective is to manage and reduce our overall carbon footprint and requires its suppliers to support us in achieving this goal. Selwynco expects suppliers to understand and measure both the embodied, use phase carbon in the products and materials they supply, and the carbon associated with the activities they carry out on site. This will be achieved through early engagement with suppliers, collaborative solutions in identified high impact areas and innovation from the supply chain.

Selwynco will request this information in tender documentation and the cost of carbon may be used as a measure that influences decisions made during the procurement process. Suppliers should note the most significant and cost-effective opportunities to reduce carbon emissions associated with a project to add value to their tender, providing supporting evidence as appropriate. On request suppliers will also be required to provide Public information

Selwynco with all relevant documents relating to the embodied and where appropriate the use phase carbon of the products and services provided. Selwynco would also expect to be kept updated on any carbon savings or losses associated with changes in the manufacturing process of the product or service.

By 2040, our main target is to be carbon neutral, with net-zero emissions.

## Materials

We expect our suppliers to be aware of and promote materials with reduced environmental impacts and be able to provide declarations on the embodied impacts of their products. Selwynco expects all manufacturers and suppliers to be working towards adoption of BS EN 15804 compliant EPD for their full range of products and materials. These should be shared in a neutral format that allows integration with BIM software.

Where specifying materials, the supplier is expected to present options that achieve an area weighted average rating of A+ or A.

These tools help with material selection and we expect suppliers to be able to offer us lower impact alternatives where available. Suppliers shall keep details on the substances and materials associated with products and services supplied.

Project specific requirements may be identified for Environmental Certifications such as BREEAM, LEED and CEEQUAL. Selwynco is committed to using Healthy Materials. Low VOC products and substances on Selwynco's Restricted Substances List should be avoided. Hydrofluorocarbons (HFCs) should be avoided where other safe, technically feasible, cost effective, energy efficient and more environmentally acceptable alternatives exist.

As a guide, suppliers should target refrigerants with a GWP of less than 10 and insulation materials with a GWP of less than 5. Both should have zero ozone depleting potential (ODP). Suppliers shall, as far as is reasonably practicable, minimise the concentrations of heavy metals and brominated fire retardants in products and packaging being supplied. The total content of the heavy metals Cadmium, Hexavalent Chromium Lead and Mercury in packaging or in any packaging components must not exceed 100ppm.

## Water

Suppliers shall support Selwynco in its commitment to reducing demand for, conservation and recycling of water resources. We will work with our supply chain to reduce water consumption on our projects where possible by:

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

Suppliers should note the most significant and cost-effective opportunities to reduce water consumption to add value to their tender, providing supporting evidence as appropriate. Suppliers should also provide information on the embodied water of the products and materials they supply and provide information on high intensity water use in their supply chain especially in relation to water stressed areas.

## Use of recycled and secondary materials

Suppliers shall reuse materials wherever viable and maximise the use of recycled or secondary content in products and packaging. Where applicable, they shall provide evidence of recycled content alternatives in their submitted tender and retain information on the recycled content associated with products and packaging supplied so that it is available, upon request, to Selwynco.

#### Reducing waste

Suppliers shall support Selwynco in its commitment to delivering zero waste to landfill, and shortly, zero waste projects. Where practical, all products supplied will be able to be reused, recycled or recovered, closing the loop as far as possible. They shall provide evidence on waste reducing actions and other opportunities to reduce waste in their submitted tender.

#### Protection of assets, property and equipment

Selwynco safeguards and protects its assets from damage, theft, loss and misuse, as they are essential to our business. Assets are either tangible or intangible. Examples of tangible assets are raw materials, money, products, machines and equipment, computers and real estate. Examples of intangible assets are our brand, patents, trademarks, knowhow, trade secrets, copyrights and data. As a member of the Selwynco supply chain you are required to respect the assets of Selwynco and its stakeholders and only use assets belonging to Selwynco and others as and when appropriately authorised. You do not tolerate theft of assets.

#### Packaging

Use of primary, secondary and tertiary packaging should be minimised to that required to be fit for purpose. As a preference tertiary packaging should be made from materials that can be reused (e.g. plastic returnable transit packaging). All other packaging materials must be able to be recycled or recovered by commonly available methods in the UK. Suppliers shall at their expense, where required by Selwynco, take back any excess or noncompliant packaging relating to the products and services provided for subsequent reuse or recycling.

#### Transport

Selwynco encourages suppliers to use low emission transport modes including considering the use of rail or barge where appropriate. In addition, suppliers shall aim to optimise transport efficiency and minimise transport distances through effective planning, use of telematics and driver training. We may require our supply chain to provide evidence of actions taken to reduce transport impacts on our projects.

## Best value

Selwynco develop strong open and transparent partnering relationships with our supply chain, which empowers all parties to have an equal voice and breaks down barriers to ensure the right approach for each project is embedded within the team.

Selwynco is fully committed to improving the economy, efficiency and effectiveness of all its activities. The aim shall be to create value for our stakeholders while building for a better society on all our projects for all parties involved, supply chain included. All procurement of goods and services will be based on best value principles, having due regard to propriety, regularity and legal obligations.

Selwynco recognises the importance of working closely with certain parties to bring added value to our company, customers and partner's needs. 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.

Selwynco requirements will include social, environmental and other strategic objectives and will be specified at the earliest stages of the procurement cycle. The criterion of best value for money is used at the award stage to select the bid that best meets the requirement.

### Whole life costs

To determine the appropriateness of using whole life costs to evaluate the benefits of a solution the following items should be considered:

- The project type, particularly with which party the operation and maintenance costs sit, as agreement may be necessary between the parties as the investment cost may sit with one party but the benefits with another.
- Assistance and guidance with the development of a lifecycle model or evaluation internally should be sought with members of the expert users group any assessment should follow the principles of ISO 15686 part 4.

Life cycle cost optioneering should be used where variants are compared to a base solution, the results should be evaluated in conjunction with the other elements contained within this document.

### Life cycle costs

Selwynco's objective is ensuring that the best value solutions are delivered, to achieve this requires its suppliers to support life cycle cost analysis. Selwynco expects suppliers to demonstrate the costs associated with the use and selection of their products, maintenance costs, energy/utility usage, durability and the support period for service and like for like replacement of products and components.

Selwynco will request this information in tender documentation and the lifecycle costs may be used as a measure that influences decisions made during the procurement process. Suppliers should note the most significant opportunities to reduce life cycle cost carbon emissions associated with a project to add value to their tender, providing supporting evidence as appropriate. Upon selection suppliers will be required to provide Selwynco with all relevant documents detailing the Capex costs, maintenance costs,

energy/utility usage, durability and the support period for service and like for like replacements.

### Partnering and collaboration

Partnering may be identified through a best value or strategic review to provide opportunities for providing improved delivery. This would necessitate the creation of a sustainable relationship with suppliers to deliver services, carry out major projects or acquire supplies and equipment. The Selwynco process for collaborative working reflects the requirement for BS 11000 Collaborative Business Relationships, which sets out a strategic framework specification to allow establishment and improvement of collaborative business relationships and collaborative methodology to underpin sustainable and successful business relationships. Benefits include:

- Better designed solutions, efficient programs and lower cost
- Economies of scale and scope with access to new and scarce skills
- Improved brand and community impact
- Sharing of best practice in achievement of environmental objectives and information for carbon foot printing
- Sharing of risk, reward and investment
- Improved processes ensuring joint objectives are taken into consideration
- Developing sustainable beneficial partnerships which will enhance our competitive edge and performance

### Relationship management

Relationship management is about embedding the rights behaviours within an integrated team. Clients are looking to demonstrate collaborative behaviours with partners and suppliers.

The key to maintaining a strong sustainable relationship is to ensure that it remains current and drives innovation to bring additional value. Selwynco have examples of using various arrangements to incentivise cost-effective solutions with our customers, partners and supply chain. These have also benefited collaboration by establishing mutual trust through recognition that we are working towards the same goals.

Joint management is crucial if relationships are to mature and support people and the business environment. Effective performance and behaviours should be monitored along with issues and disputes which can strengthen relationships if handled effectively. Selwynco draws on the engagement and collaboration expertise it builds, on project delivery. The benefits gained through working openly with our customers, partners and supply chain are utilised through sharing knowledge and promoting economies of scale.

### Contracting terms and conditions

Selwynco have committed to pay its supply chain promptly. Benefits to the supply chain include:

- Paying in accordance with agreed standard payment terms
- Honouring contractual obligations
- An effective dispute resolution process
- Respecting the commercial confidentiality of information received
- Electronic payment (wherever possible)



## Transparency and fairness

Selwynco seeks to make the procurement process as transparent as possible, within commercial and legal constraints. This is to enable suppliers to understand the elements of the process, including the procedures, timescales, expectations and criteria for selection.

## Incentivisation

We want to reward our best performing supply chain and will introduce incentivisation on key projects to drive collaborative behaviours.

## Quality management

Suppliers shall have in place:

- Effective quality management systems appropriate for the nature and scale of their business and services provided
- Systems to identify customer requirements and a measure of customer satisfaction
- Efficient and effective delivery processes that minimise waste

Suppliers shall work actively towards Selwynco values. The supplier shall inform Selwynco of any potential quality risks related to the products or services supplied.

### Supplier assessment

Selwynco operates its own management systems in order to continually improve areas including security, quality, environmental, health, safety and to manage risk. Knowing about supplier risks and opportunities plays a key part in Selwynco achieving continuous supply chain improvement.

Selwynco's ability to realise these improvements is reliant on supplier co-operation and participation in assessment activity. Selwynco has developed a range of supplier assessment tools and techniques ranging from a simple questionnaire to a full partnership evaluation activity. Selwynco will inform suppliers of what assessment activity is required.

### Key requirements

Suppliers shall at Selwynco's request:

- Provide Selwynco or its authorised representatives with reasonable access and facilities upon reasonable notice at reasonable times in order to perform compliance audits or similar. This may also include the premises of the supplier's supplier chain, including sub-contractors' premises
- Provide information for the purposes of examining and checking the supplier's (and relevant sub-contractor's) compliance with the contract and our management systems.
- Provide Selwynco with samples of products for evaluation
- Participate in continuous improvement activities (lean construction in relation to supplies or services)
- Promptly inform Selwynco from time to time of changes to its business management system status
- Supply Selwynco with a quality plan (updated as appropriate) in relation to supplies or services

Where defects in the product or service are identified, the supplier shall investigate the issue and report to Selwynco its findings and shall implement appropriate correction(s) and corrective action(s) in order to prevent recurrence.

Designers, other professional service providers, sub-contractors and suppliers responsible for delivery of any design and construction activity shall be assessed to determine their ability to meet Selwynco supply chain requirements using available assessment tools and defined criteria. The assessment shall determine the provider's capability to:

- Manage contractual technical compliance and verification of design deliverables.
- Manage design deliverables to cost and programme.
- Comply with other Selwynco sustainability and contractual requirements

The delivery performance of designers and others providing any other service shall be assessed at Selwynco's discretion using appropriate measurement tools. Management systems shall be in place to drive continual improvement of supply chain performance and to inform future selection.

#### Data protection and information security

Suppliers shall;

- Recognise and adhere to the requirements of the Data Protection Act 1998 to safeguard the rights of individuals in relation to the handling of personal data. Furthermore, suppliers and any third parties who hold, use or process Selwynco Personal Data, shall do so only in accordance with Selwynco's instructions
- Safeguard confidential data or methods of working, not disclosing them to third parties without the express permission of Selwynco
- Follow Selwynco's Information Security Policy, Information Technology Policy, Access Control Policy and Baseline Security Policy when accessing or using Selwynco's IT systems
- Comply with Selwynco's Secure Application Development Coding Policy when developing or modifying applications

Suppliers and any third parties are required to operate their own information security standard that meets the requirements of Selwynco's information security management system. These third-party systems may be reviewed by Selwynco as appropriate.

## Equality, diversity and inclusion

Selwynco's vision is to be recognised as a leader in diversity and inclusion. Selwynco is committed to developing inclusive supply and value chains to remain sustainable and help drive innovation. To develop and maintain this, we are committed to creating an inclusive workplace culture for all our employees, customers and supply chain partners and aim to ensure our supply chain mirrors the communities we work in.

How we will promote equality, diversity and inclusion with our supply chain

We will take a proactive approach to promoting equality, diversity and inclusion through our supply chain by:

- 1) Guidance – Setting out the standards that we would like our supply chain to achieve and promote within their own supply chain.
- 2) Support – To support our supply chain to provide opportunities for the next generation of construction workers by promoting the provision of training, skills development and opportunities for local people, under-represented groups and those experiencing longterm unemployment.
- 3) Encourage – Upskilling with the Fairness, Inclusion and Respect training.
- 4) All selection decisions will be based on identifying the best supplier using fair, unbiased and objective criteria.
- 5) Opportunities – To support local, small and/or diverse owned suppliers to tender for procurement opportunities and provide assistance in understanding the bidding process if required. We will actively seek out these diverse suppliers where appropriate
- 6) Monitoring – Be able to clearly specify how suppliers at all levels will provide diversity data and how it will be monitored.
- 7) Awareness – Treating everyone equally with respect and dignity and taking a zero tolerance approach to all forms of discrimination, harassment and bullying. Selwynco has expanded on the 2010 Equality Act's defined protected characteristics to include other groups that will support greater social mobility. The characteristics we consider to be diverse and not to be discriminated against are:
  - Age
  - Disability
  - Gender
  - Gender reassignment
  - Marriage and civil partnership
  - Pregnancy and maternity
  - Race
  - Religion and belief
  - Sexual orientation
  - Social background – ex-offenders, ex-military, long-term unemployed and individuals not in employment, education or training

### Right to work

Selwynco expects all suppliers to conduct right to work checks of their workforce in accordance with the 'Immigration, Asylum and Nationality Act 2006'. This should not however give way to discrimination of any individual on the grounds of race, nationality, religion or any other protected characteristic outlined above.

Date: October 2020

Signed:

Martin Selwyn  
Chairman

Richard Selwyn  
Managing Director