

INTENTION

Customers and suppliers who agree to this charter will help to support Longwood Engineering in delivering a social, economic and environmental benefit from our supply chain whilst continuing to deliver real, long term values.

The purpose of this document is to clearly set out this commitment to the principles and expectations detailed in this charter.

We do not expect a 'one size fits all' approach and we will enter into dialogue with customers and suppliers to understand which areas of the charter apply most prominently to them.

We will work with customers and suppliers to set challenging but realistic objectives to reflect the principles of this charter.

For the purpose of this charter, the term 'supplier' refers to all organisations providing goods, services, works or utilities in return for payment.

We expect our suppliers to adopt the scheme standards with their supply chain.

Ethics

We expect Customers and Suppliers to support our ethical approach. We will not tolerate corruption, bribery and unfair anti-competitive actions and expect our suppliers to adopt the following principles as a minimum standard:

- We will comply with applicable legislation.
- We will not, directly or indirectly offer or accept any undue payment or other consideration.
- We will record the correct nature of all
- Financial transactions in accordance with The Bribery Act 2010.
- We have controls in place in our IT Procedures to ensure adequate levels of data protection for our clients, employees and supply chain.
- We will carry out where appropriate audits of our suppliers.

Employment

We expect all businesses in our supply chain to respect the people they employ and to have in place a dignity at work and equal opportunities policy statement.

We are committed to promoting equal opportunities to all our employees, customers and suppliers. We treat all our people equally with respect and dignity including those contracting to supply goods or services. We do not discriminate on the grounds of age, colour, disability, ethnicity, gender, marital status, sexual orientation, religion, faith or on any other unjustifiable or illegal grounds.

Health and Safety

We endeavour to buy materials that are not harmful to health in the manufacture, use or disposal. We expect our suppliers to comply with relevant legislation such as CoSHH/ REACH where appropriate.

Subcontractors working with ourselves are expected to comply with our health and safety standards and where applicable we will seek evidence that they are compliant.

All sub-contractors must have in place an effective health and safety policy and confirm an ongoing commitment to a structured management system appropriate for the nature and scale of their business and services provided, that ensure compliance with health and safety law generally, as well as standards and codes specific to their industry.

Best Practice

We will work towards adopting best practice standards and techniques in sustainable procurement and expect our key suppliers to do the same.

The most appropriate guidance will be used for the procurement category concerned.

Payment

We will pay our suppliers in accordance with contract conditions and expect all businesses in our supply chain to be treated in the same way.

We expect our suppliers to commit to the principles of this code as a minimum and would encourage them to publish their performance.

Community

We expect suppliers to have an understanding of how their activities impact their local area and wider community. We expect our suppliers to minimise disruption to communities, using the principles of standards such as the Considerate Constructors Scheme, where appropriate.

Climate Change Mitigation and Adaptation

Where applicable, we expect our suppliers to offer solutions that reflect best practice in climate change mitigation and adaptation.

ENERGY

- Suppliers (including designers and engineers) whose work impacts on our energy consumption will take all steps necessary to offer solutions that reduce energy
- Manufacturers or purchasers of energy-intensive products will need to demonstrate an increasingly accurate understanding of their embodied carbon footprint and will demonstrate how they plan to continuously reduce this impact.
- Where possible, we expect our suppliers to purchase low energy products, typically EU energy label and Energy Star rated products, or solutions where appropriate to the size and nature of their products.

CARBON

- We would like our suppliers and subcontractors to consider measuring, managing and reduce their carbon footprint and encourage their supply chain to do the same.
- Suppliers are encouraged to join the BITC Mayday Network and where relevant seek accreditation e.g. Achilles Information LTD's.
- Suppliers are encouraged to use and promote low or zero emission transport modes and to optimise transport efficiency and/ or minimise transport

The Environment

We recognise that a significant change in business practice is needed to use resources sustainably and prevent pollution. We are a member of the Supply Chain Sustainability School (SCSS) which promotes good sustainable practice within our supply chain, and will set continuously improving objectives in this area and expect our suppliers to support these intentions.

Resource Use and Waste

- We expect our suppliers producing waste on our sites to be able to measure and continuously reduce the waste they send to landfill, observing the waste hierarchy of reduce, re-use, and recycle. Incineration without energy capture should only be utilised as a last resort.
- We would like to maximise the use of secondary materials through our supply chain in accordance with best practice as currently exemplified by WRAP or other organisations promoting best practice.
- Packaging should be reduced as much as possible and unavoidable packaging must follow the waste hierarchy.
- Timber products should be certified under Forest Stewardship Council (FSC) or the Programme for the Endorsement of Forest Certification (PEFC) Schemes.

POLLUTION

We expect all businesses in our supply chain to act to prevent pollution to the air, land and water.

BIODIVERSITY

We expect suppliers whose activities significantly impact natural habitats to comply with all legal/planning conditions and to demonstrate best practice in the management of biodiversity.

Laura Battye
Director/Company Secretary
22 December 2017

COMPLAINTS

We would like to hear from any individual or organisation with any legitimate complaint to make about social and environmental conditions with our suppliers or subcontractors. We expect suppliers to ensure that any employee and subcontractors making such a complaint shall not be disciplined or discriminated against.

Complaints can be emailed to: email@longwoodengineering.co.uk with the specific details of the complaint and we commit to taking the complaint seriously, even if it is anonymous:

- We will investigate all legitimate complaints.
- We will reply to establish the full details of a complaint, unless the complaint is anonymous, in which case we will act on the evidence provided.
- We will speak to any other parties involved
- We will inform the supplier and specify remedial action for the supplier or licensee to take in order to address the issue.
- We will not deal with suppliers who do not respond to our request for remedial action.
- Unless the complaint was anonymous, we will contact the organisation or individual to inform them of the results of the investigation and the steps that are being taken.

Longwood Engineering Supporting Policy Statements:

- Sustainability Policy
- Corporate Social Responsibility
- Bribery Act 2010
- Waste Minimisation and Recycling Policy
- Quality Policy
- Health and Safety Policy
- Environmental Policy
- Modern Slavery Act 2015
- NMW and NLW 2015 status