



HAMPSHIRE ENGINEERED TIMBER SOLUTIONS LTD

Sustainable Procurement Policy

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Policy Statement

Hampshire Engineered Timber Solutions Ltd (HETS). are a Timber frame production company based in Hampshire, England who provide well-designed, high-quality, sustainable timber frame buildings. Both our traditional and design & build projects serve a range of construction sector including residential, student accommodation, commercial, schools and community projects. By working within the built-environment, we recognise that the choices we make have both a significant direct and indirect impact on people, organisations and the wider natural environment and therefore acknowledge our responsibility to minimise the environmental impact of our activities and prevent pollution.

In order to address this responsibility we are entrusted with, this *Sustainable Procurement Policy* has been created in line with the principles set out within our company's *Environmental Policy*, as well as those contained within BS 8903. It will be based around the core principles that this company has operated on since its establishment in 2011 and aim to set out the guidelines which, as a company, we will abide by. It also expected that our suppliers and sub-contractors will, as a minimum, adhere to the same procedures as well as look to exceed our own high standards.

Defined within the Brundtland Report carried out by the World Commission on Environment and Development (WCED)¹, sustainability has been defined as:

"Development that meets the needs of the present without compromising the ability of future generations to meet their own needs."

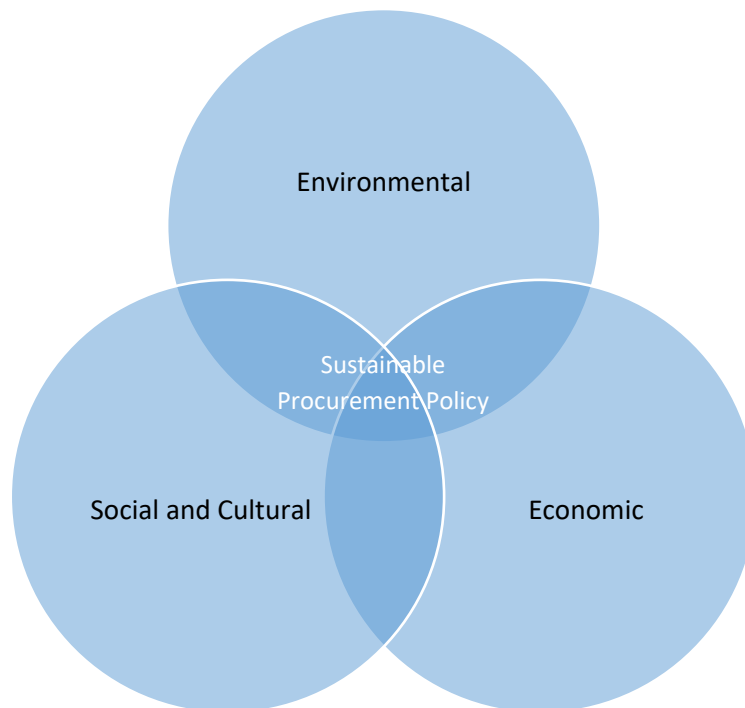


Figure 1 – The three pillars of sustainability that form the basis of JSP's Sustainable Procurement Policy

¹ Our Common Future (1987) – Brundtland Commission

Good procurement helps to ensure that all the stakeholders associated with a project are satisfied with the final outcome. However, based on the definition of sustainability given above, the policy must ensure that additional measures are taken to minimise the potential impacts and maximises the potential benefits of a project on future generations. To ensure that all aspects of the design, construction and post-completion stages are covered by the *Procurement Policy*, it is important to tackle the issues that make up the three pillars of sustainability (see Figure 1).

Whilst the implementation of this procurement policy falls under the responsibility of the Managing Director, every employee and sub-contractor employed by HETS maintains a responsibility to uphold the values of both the company and the *Procurement Policy* by ensuring every project is carried out in the most sustainable manner, securing the needs of future generations for years to come.

This policy will be reviewed annually in order to ensure it remains relevant and up to date.

Company Procurement Aims and Objectives

The HETS *Environmental Policy* states the company's commitment 'developing a relationship with suppliers and contractors so that we all recognise our environmental responsibilities,' whilst also identifying performance targets that are regularly monitored and updated. As a result, the below sections outline HETS's procurement targets with regards to the three issues that form the pillars of sustainability: Environmental, Economic, and Social and Cultural.

Through examining each of these categories, HETS's procurement activities can be split into two main areas: procurement of goods and services to support the operation of the business and procurement of goods and services to support the construction process.

In line with the company's *Environmental Policy*, HETS continually upholds high environmental standards in order to increase the levels of sustainability across all of our projects. One of the starting points, with regards to environmental sustainability, rests with our suppliers and how they source their materials. As a result HETS insist on our suppliers perpetuating the same high standards that we employ, in manufacturing their goods. The sections below set out the aims and objectives of how we will meet the targets we have set ourselves. Those objectives followed by a (C) are relevant to the company procurement and those followed by a (S) are relevant to the site procurement.

Environmental Procurement Targets

Energy Usage

Arguably, one of the most pressing and talked about issues in modern society is the threat of climate change. It can be argued that there is currently not enough being done in order to combat the vast amount of greenhouse gases being emitted into the atmosphere and to mitigate against the future effects of climate change.

As a responsible employer and recognising the effects that HETS's activities may have on the wider international community, HETS aims to source its materials from suppliers that demonstrate compliance with the same or similar standards that HETS employ. This includes prioritising those companies that have registered environmental certifications such as ISO 14001 as a way of decreasing the amount of energy used in manufacturing the product. HETS will seek to only use suppliers who can document the lifecycle of their product, as well as providing robust figures on the amount of energy used in its production.

Manufactured materials such as cement, bricks, concrete, glass, plaster, steel, PVC and asphalt will be selected from suppliers that can supply details on their 'cradle to gate' embodied environmental impacts, with emphasis put on prioritising those supplying verified Environmental Product Declarations (EPDs).

Aims:

- To reduce overall energy consumption throughout the build process.
- To procure materials from suppliers using renewable and low carbon energy sources.
- To use suppliers and sub-contractors who implement modern methods/equipment to maximise energy

efficiency.

-Showing preference for products with a low embodied energy content.

Objectives:

-Only procure from suppliers and sub-contractors who are registered with a RSCS/EMS Scheme. (C, S)

-Procure our own power supplies from renewable sources where possible. (C)

-Demand suppliers provide datasheets demonstrating their power sources. (C, S)

-Selecting suppliers based on how clean their source of energy is. (C, S)

-Ensure suppliers and sub-contractors can supply datasheets demonstrating the energy consumed throughout the manufacture process. (C, S)

-Selecting suppliers based upon those actively taking steps to reduce energy consumption/improve efficiency. (C, S)

-Providing our developments with the most sustainable energy solutions. (S)

-Measure energy consumption at monthly intervals throughout the construction process in kWh. (S)

-Calculate the Carbon Dioxide emissions resulting from on-site construction in total kgCO². (S)

Water Usage

As a resource, water is becoming increasingly scarce, with a higher risk of more frequent and severe droughts occurring in the south² due to the increased effects of climate change. By being based in one of the most vulnerable parts of the UK to the effects of water scarcity, HETS recognise the potential repercussions of not changing the way in which we view water as a vital and valuable resource and consequently, the method in which we operate and select our suppliers. As a result, the importance of decreasing the size of our water footprint is apparent and targets have been created to help keep this footprint to a minimum.

Much like the targets made with regards to our carbon footprint, at HETS we understand that our water footprint starts with our suppliers, and ends with the occupants of each building. Therefore where possible, we will only select products where there is a documented figure of how much water is consumed throughout the manufacturing. This figure will be used to base our assumptions on the procurement whilst also adding value to their tender. Suppliers should demonstrate a meaningful reduction in the total water demand per product, or otherwise show means of supplementing this supply with other sources such as greywater and rainwater recycling.

Preference will also be shown to those suppliers who demonstrate implemented methods which prevent the possibility of any watercourse/groundwater contamination.

Aims:

-To reduce overall water consumption throughout the build process.

-To use suppliers and sub-contractors who implement modern methods/equipment to maximise water efficiency.

-Showing preference for products with a low embodied water content.

² Water UK – Water resources long-term planning framework

Objectives:

- Suppliers must produce datasheets demonstrating the water consumed during the manufacture process. (S)
- Selecting suppliers based upon those actively taking steps to reduce water consumption/improve efficiency. (C, S)
- Procuring water efficient fittings for both our own facilities and within our developments. (C, S)
- Measure water consumption at monthly intervals throughout the construction process in m³. (S)

Refrigerants

Global Warming Potential (GWP) is a measure of how much heat a greenhouse gas contains in the atmosphere. A larger GWP indicates that a substance has a larger infrared absorption and a longer atmospheric lifetime, therein causing more damage to the earth's climate by enhancing the greenhouse effect. Many of the most widely used refrigerants, such as R404a, are not only out-dated and inefficient in comparison to more modern day refrigerants, such as R407f, but also possess GWPs as high as 3922. As a result, actions are being taken to phase these out, to be replaced by more efficient and less environmentally damaging refrigerants.

Refrigerants are integral to large cooling systems such as commercial fridges, air-conditioning units and air-source heat pumps, the latter of which are commonly employed on HETS projects. Bearing this in mind, HETS commits to meeting the BRE target of only procuring refrigerants that have a GWP≤10 and only selecting suppliers and sub-contractors who employ active measures to switch any refrigerants that may be used, to meet the same targets set by HETS. Where these conditions cannot be met, the systems will be limited to having a maximum charge of 5kg, or otherwise implementing a leak detection system. Suppliers and sub-contractors should supply datasheets with each of the refrigerants used in supplying any material materials procured, or those in use within the company e.g. air-conditioning units. Common alternatives refrigerants with low GWPs are listed below in Table 1 sourced from the BREEAM 2014 NC technical manual:

R-number	Chemical name	GWP 100-yr
R-30	Dichloromethane	9
R-170	Ethane	3
R-290	Propane	3
R-600	Butane	3
R-600a	Isobutane	3
R-702	Hydrogen	5.8
R-717	Ammonia	0
R-718	Water	0.2-0.2
R-729	Air (nitrogen, oxygen, argon)	1
R-744	Carbon Dioxide	1
R1150	Ethylene	3
R-1234yf	2,3,3,3,-Tetrafluoropropane	4
R-1270	Propylene	3

Table 1 – Alternatives to refrigerants with high GWPs that meet the BRE/HETS target. (Source: The United Nations Environment Programme, UNEP (2010) Report of the Refrigeration, Air-conditioning and Heat Pumps Technical Options Committee)

Aims:

-To reduce the overall potential impact of any refrigerants procured/used in the procurement process.

Objectives:

-Endeavour to source only refrigerants that are listed in the table above and/or have a GWP of ≤ 10 . (C, S)

-Where it is not possible to implement such standards, system will be limited to a maximum charge of 5kg or the installation of a leak detection system. (C, S)

-Select suppliers and sub-contractors who actively implement steps to switch to refrigerants with a GWP of ≤ 100 . (C, S)

-To ensure that where refrigerants are being used, leak detection systems are in place. (C, S)

Transport of Materials

In order to monitor and further minimise HETS's carbon footprint, the transport of materials from the factory gate to site must be monitored to take into account the indirect emissions created in the procurement of each product. Suppliers are expected to be able to produce datasheets on the distance travelled (km) and as a result, the total fuel consumption (litres) and carbon dioxide emissions (kgCO_2) for each product supplied. In order to keep these figures to a minimum, suppliers and sub-contractors will be considered based upon their locality in relation to the site in question, be it an ongoing project or a regular delivery to the HETS headquarters.

However, it is also crucial to consider the fuel efficiency of our own fleet and the movement of our staff. Our fleet of vehicles also contribute to the overall carbon footprint generated throughout the procurement process. Therefore, not only to benefit the company both financially and environmentally by reducing our carbon footprint, when necessary we will only purchase new additions to our fleet that not only perform to the standard required to facilitate the completion of our projects, but also that are proven to be fuel efficient and meet modern day EU standards e.g. Hybrid Vehicles.

Aims:

-Reduce the overall environmental impact of transporting materials and sub-contractors

Objectives:

-Ensure that with every delivery, the following is recorded about the transport of the delivery to site and suppliers can produce the same documents regarding its manufacture: (S)

-Distance travelled (km)

-Total fuel consumption (litres)

-Carbon Dioxide emissions (kgCO_2)

-Select only local suppliers and sub-contractors for procurement. (C, S)

-Insist on sustainable methods of transport to be used e.g. public transport. (C, S)

-Only purchase new vehicles that meet the highest environmental standard. (C, S)

Resource efficiency and Waste

The design team, sub-contractors and suppliers will ensure that throughout the design of each project, materials will be specified which are the most resource efficient and have the greatest circular economy³ benefits.

All materials should have minimal environmental impact through their manufacture and physical presence within the project. Where possible, preference will be shown to suppliers whose products are independently certified with Environmental Product Declarations (EPDs). Products with first tier EPDs, (third party or independently verified EPDs covering the whole life cycle (i.e. cradle-to-grave)), or second tier EPDs (third party or independently verified EPDs covering the partial life cycle (i.e. cradle-to-gate or cradle-to-gate with options⁴)) will be sought where both available and appropriate to the build, with sub-contractors also expected to follow by example.

It is expected that for all of the materials specified for the project, the area weighted average rating is A or A+ as per the BRE Green Guide, or equivalent, and the relevant documentation to prove this for all materials is collated and provided to the design team.

Wherever possible, Building Information Modelling (BIM) is used and shared to maximise design efficiency throughout the lifetime of the project and the buildings existence.

Waste arising from the project will be minimised from design through to construction, and resources will be reused or recycled within the project wherever possible to prevent onsite wastage and excessive costs. In accordance with BS 8895, waste records and documentation will be provided by the design team and sub-contractors to specify how and where resources have been efficiently utilised and where possible, alternative assets have been sought as a replacement.

The use of packaging for materials supplied to HETS and its subcontractors should be minimised at all costs, with preference shown to those suppliers who actively take steps to reduce the amount of wastage produced. Suppliers and sub-contractors will be required to remove any packaging deemed by HETS to be excessive at their own cost.

Where waste does arise, sub-contractors and suppliers will follow 'duty of care' procedures to ensure it is separated into appropriate material types before being considered for reuse or recycling. Where the above cannot occur, it shall be removed by a licenced waste carrier and or used for energy generation before being landfilled. The use of the waste must be recorded by the carrier and reported back to the design team. Each project will aim to have a landfill rate of <10% for all waste.

The use of Primary Aggregates will be minimised in all instances throughout each project with recycled/secondary aggregates procured where possible. This will include aggregates used within the

³ Materials created from recycled material, used to their specified function before being recycled when they are considered surplus, in order to be reused in an alternative measure.

⁴ Partial life cycle EPD can cover:

- The product stage only: such an EPD covers raw material supply, transport, manufacturing and associated processes; this EPD is said to be "cradle- to-gate";
- The product stage and selected further life cycle stages: such an EPD is said to be "cradle-to-gate with options".

structural frame, bitumen or hydraulically bound base, binder, surface courses for paved areas and roads, building foundations, concrete road surfaces, pipe bedding and granular fill and capping. Where such aggregates have been procured, suppliers must be able to provide copies of their Factory Production Control Manual in order to prove its legitimacy, or otherwise on-site measures implemented to create such materials wherein a demolition has previously taken place.

Where primary aggregates and natural stone are required to be used on-site, the preferred supplier will be certified to BRE BES 6001 standard and verified by a third party, or be active members in a recognised stone trading initiatives. Imported stone will have the CE mark, and all products will have clear Chain of Custody (CoC) evidence.

Aims:

- Increase the efficiency of the procurement process.
- Ensure that wastage is reduced to a minimum.
- Ensure the life-cycle of the product is considered during procurement.

Objectives:

- With every delivery, a note is made of the material's Green Guide Rating with the long term aim of building up a back catalogue. (S)
- Ensure that 80% of hard landscaping materials have a Green Guide Rating of A/A+. (S)
- Where possible, only source materials that have an EPD, with preference shown to those that are Tier 1 (Cradle-to-grave). (S)
- Any primary aggregates sourced should be from suppliers certified to BRE BES 6001 standard and verified by a third party. (S)
- Reuse and recycle as much material as possible including off-site materials in the form of secondary aggregate. (C, S)

Timber Sourcing

All timber or timber-based products sourced by HETS must be legally harvested and imported, and sustainably sourced. This must follow the UK definition as set out in the Central Point of Expertise on Timber (CPET).

Timber must be either Forest Stewardship Council (FSC) or Programme for the Endorsement of Forest Certification (PEFC) certified. To confirm compliance with this issue, suppliers must provide Chain of Custody (CoC) evidence including certificates, delivery notes and invoices.

Timber which is reused or reclaimed may not have the necessary evidence of certification. In this instance, proof of origin should be obtained before purchase. Where any doubts may occur, the use of the timber should not be considered further.

Aims:

- To only source wood that has been sustainably grown and harvested.

Objectives:

- All timber or timber-based products sourced must be legally harvested and imported, and sustainably sourced. (C, S)
- Only use suppliers and products that are either FSC or PEFC certified. (C, S)

-Ensure all datasheets are received from suppliers during the procurement process regarding the timber sourcing. (S)

Responsibly Sourced

Wherever possible, HETS will actively seek to use local suppliers of construction materials on all projects. This includes, where possible, selecting organisations that use active Environmental Management Systems, such as ISO 14001 certification, thereby demonstrating an active reduction in energy usage.

Where any sub-contractors and suppliers do not operate a certified EMS, all sub-contractors and suppliers will follow as a minimum, the policies outlined in the HETS environmental policy. Sub-contractors will highlight all issues and/or processes which may impact the environment, within their risk assessments and document control measures.

All materials used at each site will be sourced from suppliers who are compliant with responsible sourcing schemes. The most preferential scheme is the BRE BES 6001 framework for Responsible Sourcing of Construction, while membership to a BS 8902 compliant scheme which has been verified by a third party will also be accepted.

RSCS/EMS Scheme	Label(s)/Version(s) of the scheme	Additional requirement to be specified	RSCS summary score level for BREEAM assessments
Reusing of products/materials in-situ or on-site with only minor alterations (e.g. cleaning, cutting, fixing)	n/a	n/a	10
FSC	'FSC 100%'	n/a	7
SFI	'SFI Certified Chain of Custody, Promoting Sustainable Forestry'	Certified forest content = 100% of total	6
		Recycled timber/fibre content = 0% of total	5
FSC	'FSC Mix' 'FSC Recycled'	n/a	5
PEFC	'PEFC Certified' 'PEFC Recycled'	n/a	5
Eco Reinforcement Responsible Sourcing Standard, Steel Products for the Reinforcement of Concrete	All	n/a	5
CARES Sustainable Constructional Steel Scheme	All	n/a	5

BES 6001 Framework Standard for Responsible Sourcing	All	n/a	5 (baseline)
Environmental Management Systems (EMS) (certified)	Key Process ¹ and supply chain ² extraction process.	n/a	2
	Key Process ¹	n/a	1

Table 2 - BREEAM recognised RSCS, EMS and their associated summary scores levels (Source: BREEAM NC 2014 Technical Manual v5.0)

Aims:

-Ensure that material purchased are manufactured in a sustainable manner with independent certification.

Objectives:

- Only appoint sub-contractors and source from suppliers who employ any of the listed RSCS/EMS Schemes in the table above. (S)
- Ensure suppliers provide records for the manufacture of all materials. (S)

Dust Control

Dust generated from construction processes has the potential to cause serious harm to peoples' health. Dust can exacerbate previously existing medical conditions with greater effects being on the young and the old. HSE (Health and Safety Executive) have conducted research to indicate that silica dust, a common feature on construction sites, is responsible for the deaths of around 500 people in the UK every year who have worked in construction⁵.

HETS therefore have in place, a *Dust Control Policy* to which seeks to actively reduce the impact of any potential harmful dust particles ejected from the construction sites. HETS actively promotes the use of dust extraction tools and ensures that the equipment used is regularly inspected and maintained. Staff required to implement measures are suitably trained to ensure they are operating equipment correctly and to the required standard. This can be achieved through the regular undertaking of 'toolbox talks' to focus on both health and safety and the required performance standard. These standards are expected to be echoed throughout the supply chain with suppliers selected based on their steps taken to actively reduce dust pollution.

Aims:

- Encourage the dust extraction tools where possible

Objectives:

- Forge partnerships with hire companies that supply dust control devices. (S)
- Select suppliers who have their own policy or adhere to the HETS dust control policy when appropriate. (S)
- Only procure dust extraction equipment based on its performance and maintenance history. (S)
- Only hire sub-contractors appropriately trained in the use of such equipment. (S)

⁵ <http://www.hse.gov.uk/construction/faq-dust.htm>

VOCs

Volatile Organic Compounds (VOCs) are organic chemicals that easily form as vapours due to their high vapour pressure and low boiling points. These chemicals, used in many different construction materials such as sealants, paints, glues and roofing products, have the potential to cause damage to human health as well as to the surrounding natural environment.

Many VOCs such as Formaldehyde, commonly used in industrial resins and paint products, are carcinogens and therefore, HETS commits to using low or zero VOC products across all of its sites. Suppliers will be selected based on their capability to uphold this commitment throughout the manufacture of their products, with sub-contractors also expected to advocate the same standards.

Aims:

-Ensure products specified contain safe levels of VOCs.

Objectives:

-Only source products that meet the required BREEAM criteria defined in the table below. (S)
 -A commitment is made to not use the materials listed in the 'Appendix A – Red list' and to avoid the materials listed in the 'Appendix A – Grey list'. (S)

Ref	Product	Requirements
A	Paints and varnishes	
	Performance requirements	VOC content limit
	Compliant performance standard	EU Directive 2004/42/CE ('Paints Directive')
	Compliant testing standard	BS EN ISO 11890-2:2013 – Paints and varnishes – Determination of VOC content, Part 2 – Gas Chromatographic method
	Manufacturer also to confirm	Paint to be fungal and algal resistant in wet areas e.g. bathrooms, kitchens, utility rooms
B	Wood panels (including particle board, fibreboard including MDF, OSB, cement bonded particle board, plywood, solid wood panel and acoustic board)	
	<i>Option 1</i>	
	Performance requirements	Formaldehyde E1 class
	Compliant performance standard	BS EN 13986:2004 Wood-based panels for use in construction - Characteristics evaluation of conformity and marking
	Compliant testing standard(s)	BS EN 717-1:2004 Wood-based panels – Determination of formaldehyde release - Part 1: Formaldehyde emission by the chamber method
	Manufacturer also to confirm	The absence of prohibited wood preservatives/biocides.
	<i>Option 2</i>	
	Performance requirements	Formaldehyde level of 0.1mg/m ³
	Compliant testing standard(s)	1. BS EN ISO 16000-9:2006 Indoor air - Part 9: Determination of the emission of volatile organic compounds from building products and furnishing - Emission test chamber method. OR

		<p>2. Standard method for the testing and evaluation of volatile organic chemical emissions from indoor sources using environmental chambers, version 1.1 - Emission testing method for California Specification 01350, Californian Department for Public Health, 2010.</p> <p>Note: For either method the resultant emission/surface area obtained from the chamber test method must be extrapolated to predict what the emissions would be in a theoretical model room (as detailed in the standard) and this extrapolated emission rate compared with the required formaldehyde level of 0.1mg/m³.</p>
	Manufacturer also to confirm	The absence of prohibited wood preservatives/biocides.
C	Timber structures (e.g. glue laminated timber)	
	<i>Option 1</i>	
	Performance requirements	Formaldehyde E1 Class
	Compliant performance standards	BE EN 14080:2005 Timber structures - Glues laminated timber - Requirements
	Compliant testing standards	BS EN 717-1:2004 Wood-based panels – Determination of formaldehyde release - Part 1: Formaldehyde emission by the chamber method
	<i>Option 2</i>	
	Performance requirements	As category B Option 2.
	Compliant testing standards	As category B Option 2.
D	Wood flooring (e.g. parquet)	
	<i>Option 1</i>	
	Performance requirements	Formaldehyde E1 Class
	Compliant performance standard	BS EN 14342:2005+A1:2008 Wood flooring - Characteristics, evaluation of conformity and marking
	Compliant testing standards	BS EN 717-1:2004 Wood-based panels – Determination of formaldehyde release - Part 1: Formaldehyde emission by the chamber method
	<i>Option 2</i>	
	Performance requirements	As category B Option 2.
	Compliant testing standards	As category B Option 2.
E	Resilient textile and laminated floor coverings (e.g. vinyl, linoleum, cork, rubber, carpet, laminated wood flooring)	
	<i>Option 1</i>	
	Performance requirements Compliant performance standard	Option 1 - Formaldehyde E1 Class BS EN 14041:2006 Resilient, textile and laminate floor coverings - Essential characteristics

	Compliant testing standards	BS EN 717-1:2004 Wood-based panels – Determination of formaldehyde release - Part 1: Formaldehyde emission by the chamber method
	<i>Option 2</i>	
	Performance requirements	As category B Option 2.
	Compliant testing standards	As category B Option 2.
F	Suspended ceiling tiles	
	<i>Option 1</i>	
	Performance requirements	Formaldehyde E1 Class
	Compliant performance standard	BS EN 13964:2004+A1:2006 Suspended ceilings - Requirements and test methods
	Compliant testing standards	BS EN 717-1:2004 Wood-based panels – Determination of formaldehyde release - Part 1: Formaldehyde emission by the chamber method
	<i>Option 2</i>	
	Performance requirements	As category B Option 2.
	Compliant testing standards	As category B Option 2.
G	Flooring adhesives	
	Performance requirements	Carcinogenic or sensitising volatile substances are substantially absent
	Compliant performance standard	BS EN 13999-1:2013 Adhesives - Short term method for measuring the emission properties of low-solvent or solvent-free adhesives after application - Part 1: General procedure
	Compliant testing standard	<ol style="list-style-type: none"> 1. BS EN 13999-1:2013 Adhesives - Short term method for measuring the emission properties of low-solvent or solvent-free adhesives after application - Part 1: General procedure 2. BS EN 13999-2:2013 Adhesives - Short term method for measuring the emission properties of low-solvent or solvent-free adhesives after application - Part 2: Determination of volatile organic compounds 3. BS EN 13999-3:2007+A1:2009 Adhesives - Short term method for measuring the emission properties of low-solvent or solvent-free adhesives after application - Part 3: Determination of volatile aldehydes 4. BS EN 13999-4:2007+A1:2009 Adhesives - Short term method for measuring the emission properties of low-solvent or solvent-free adhesives after application - Part 4: Determination of volatile diisocyanates
H	Wall coverings	

	Performance requirements	Vinyl chloride monomer (VCM) content
	Formaldehyde level	Migration of heavy metals
	Compliant performance standard	<ol style="list-style-type: none"> 1. BS EN 233:1999 Wallcoverings in roll form - Specification for finished wallpapers, wall vinyls and plastic wall coverings 2. BS EN 234:1997 Wallcoverings in roll form - Specification for wallcoverings for subsequent decoration 3. BS EN 259-1:2001 Wallcoverings in roll form - Heavy duty wallcoverings - Part 1: Specifications
	Compliant testing standard	BS EN 12149:1998 – Wall coverings in roll form. Determination of migration of heavy metals and certain other elements, of vinyl chloride monomer and of formaldehyde release

Catering

HETS Construction's duty of care also extends to those products that may not be directly used in on-site construction, but yet are widely procured across the company. Where possible, by selecting food that has highly recognised Food Standards Agency accreditations, HETS can ensure that the purchased product is not only sustainably sourced, but also ethically sourced.

By selecting RSPCA Assured, Soil Association and British Farm Standard labelled products and Free Range Eggs, HETS are active in promoting the benefits of animal welfare and therefore also expect our sub-contractors to do the same. Through procuring Organic and Rainforest Alliance foods, the potential damage to the environment through the use of pesticides, insecticides and deforestation is reduced, and the carbon footprint of each product is reduced. Any fish products bought by HETS or any of its sub-contractors should also be pole and line caught in order to reduce the damage that harmful trawlers cause to already depleted fish stocks.

Where possible, HETS and any sub-contractors it employs should seek to use mains fed water supplies, to reduce the consumption of bottled water/bottled water dispensers in order to reduce the amount of wastage. This should extend not only to construction sites, but also to use within the office environments.

Aims:

- To only purchase food that has the relevant labels ensuring it has been sustainably and ethically sourced.

Objectives:

- Where possible, only purchasing free-range eggs, organic/RSPCA Assured Milk and meat and Pole and Line caught fish when required. Any sub-contractors should also look to keep to the same standards where possible. (C, S)
- Any produce purchased should be organic and/or Rainforest Alliance assured. (C, S)
- Where possible, any drinking water supplied to site should be mains fed. (C, S)

Office Supplies

Whilst the procurement of office supplies is broadly covered by the range of headings explored within this *Procurement Policy*, the following objectives should also be a:

- Paper and paper-based products are to be FSC certified. (C)
- Cleaning and office equipment procured come from ecologically sound suppliers where possible. (C)
- Electrical Equipment and White Goods should be Energy Star certified or achieve a minimum rating of A+ against the EU Energy Labelling Scheme. (C)

Economic Procurement Targets

Safeguard against unfair economic practice

HETS recognise the effects that financial foul play can place on any business, most of all on small local firms. Not only can it cause financial insecurity, but it can also sever the relationship between the supplier and the client. Therefore HETS commits to ensuring that it meets a fair and understanding compromise, with regards to the cost of the goods and services being supplied, with all of its sub-contractors and suppliers, a commitment it also expects to be made by each relevant party and their 2nd tier suppliers. This approach also extends to making timely payments as established in the agreed contracts (see section below).

Aims:

- To guarantee the fair payment of suppliers and sub-contractors

Objectives:

- Obtain the payment history of all materials procured. (C, S)

Schedule of Payments

As a major construction firm, HETS employs and depends on numerous different small and local suppliers and sub-contractors in order to complete each project to the high standard expected and demanded by our clients. Prompt and timely payment can make a big difference to a small business, allowing it to meet payments and make future investments. HETS acknowledge the responsibility this entrusts with us and therefore commit to paying suppliers and sub-contractors on time, as agreed in the respective contract agreed between the two parties.

As a result, HETS also expect the same standards to be adhered to by the suppliers and sub-contracts that it employs in order to decrease the potential for disputes and delays within the procurement process, and therefore will show preference to these companies based who can provide evidence of a favourable track payment history. Should evidence be found that proves otherwise, alternative companies/providers will be sought until the issues have been resolved.

Aims:

- Guarantee that HETS and all sub-contractors and suppliers employed agree to settle any fees agreed on-time and to the same price.

Objectives:

- HETS and its suppliers and sub-contractors should aspire to be signed up to the Prompt Payment Code. (C, S)

Social and Cultural Procurement Targets

Exploitation and Criminal Activity

HETS takes a strict zero tolerance view against any evidence of modern day slavery, under the Modern Slavery Act 2015, and criminal activity within the company itself, its suppliers and also its sub-contractors. Suppliers and sub-contractors will be excluded from the procurement process if there is evidence of convictions relating to specific criminal offences including, but not limited to, bribery, corruption, conspiracy, terrorism, fraud and money laundering, human trafficking and slavery or if they have been the subject of a binding legal decision which found a breach of legal obligations to pay tax or social security obligations. Any evidence to prove this claim will be immediately reported to the authorities and alternative providers immediately sought. The same high standards are also expected to be committed to by the suppliers and sub-contractors themselves with the same action procedures followed.

Aims:

-To ensure that there is zero evidence of modern slavery breaches under the Modern Slavery Act 2015, or any criminal activity within, and past, the first tier of the supply chain.

Objectives:

-Background checks will be undertaken against new and existing suppliers and sub-contractors. (C, S)
-Suppliers and sub-contractors will truthfully answer the 'Appendix B – Modern Slavery Questionnaire' on an annual basis. (C, S)

Fairtrade

Much like the provision of the minimum wage in the UK guarantees workers receive a fair wage for their work undertaken whilst in employment, HETS believes that the same should also apply to those living in developing countries. Many of the products that we take for granted, such as bananas and coffee are imported from nations where the minimum wage is not implemented and farmers rely on exporting products to western retailers.

As a result, HETS implements a policy whereby all products and commodities, such as exotic fruit, tea and chocolate, originally sourced from developing nations should be bought from brands that display the Fairtrade International (FLO) logo on their packaging where available. Suppliers and sub-contractors are also expected to endeavour to apply the same standards, with preference being shown to suppliers who can demonstrate with invoices and datasheets that their products are sourced from Fairtrade certified farms.

Aims:

-To ensure that those at the base of the supply chain receive a fair fee for their work undertaken.

Objectives:

-Where such products are available, HETS and all of its suppliers and sub-contractors should only procure products bearing the Fairtrade International logo. (C, S)

Equal Opportunities

Under the laws defined within the Equality Act 2010, HETS is an Equal Opportunities Employer that does not discriminate between age, gender, sex, race, religion, sexual orientation, marital status, pregnancy,

nationality or physical or mental impairment. We safeguard our employees to ensure they are all treated with respect they deserve and therefore operate a strict zero tolerance policy against any discrimination or harassment, be it physical, mental or sexual, within the work place.

HETS will aspire towards becoming an accredited member of the Investors in People scheme, in order to demonstrate its dedication to setting a high standard with the management of its staff and supply chain.

Aims:

-To guarantee that there is no discrimination between current and potential employees, suppliers and sub-contractors

Objectives:

- HETS and all of its suppliers and sub-contractors will oblige by the laws outlined in the Equality Act 2010 with preference shown to those identified as Equal Opportunities Employers. (C, S)
- Aspire towards becoming an accredited member of the Investors in People scheme. (C)

Health and Safety

HETS recognise the dangers of working within the construction industry and the danger of potentially fatal accidents occurring in all aspects of our work. We take every measure to guarantee the health and safety of our work teams and strive to maintain a clean and safe working environment in line with our *Health and Safety Policy* and safe systems of work. Consequently, we expect all of our sub-contractors and suppliers to do the same. Therefore, preference will be shown with companies who have clean records/well documented history of health and safety

Aims:

-To guarantee the same high standards of health and safety are mirrored throughout the supply chain, that are implemented by HETS.

Objectives:

- To employ and work with suppliers and sub-contractors that are The Contractors Health and Safety Assessment Scheme (CHAS) registered. (C, S)
- To select suppliers and sub-contractors based upon their history and current health and safety standards. (C, S)
- To ensure that risk assessments have been undertaken by sub-contractors and suppliers employed, with appropriate measure implemented to avoid any incidents. (C, S)

Transparency and Communication

Transparency within a supply chain is vital in order to be able to prove the claims made against each product and stakeholder within the chain are valid. It also allows an analysis of the process to take place, whereby recommendations and improvements can be made to increase the efficiency of the process.

HETS therefore requires, from all of its suppliers and sub-contractors, that all information regarding the procurement process, as stated within this document, should be available upon request from HETS. Should the supplier or sub-contractor be unable to provide any documentation or if any of the information warrants further investigation, HETS will have the right to commission an independent auditor to examine the information on offer at the expense of that party.

Aims:

-Guarantee that all information regarding the supply chain is accessible upon request by any stakeholders.

Objectives:

- To only procure from suppliers and sub-contractors who are willing and able to provide details regarding the sourcing of their goods and services, with appropriate datasheets to use as evidence. (C, S)
- To develop an area of the HETS website dedicated to the procurement of goods and services. (C)

Company Procurement Strategy

Headquarters Name:

Headquarters Address:

.....

.....

Managing Director:

Signed:

Date:

Objective:	Responsibility:	Comments:
Environmental Procurement		
Energy		
Only procure from suppliers and sub-contractors who are registered with a RSCS/EMS Scheme.		
Procure our own power supplies from renewable sources where possible.		
Demand suppliers provide datasheets demonstrating their power sources.		
Selecting suppliers based on how clean their source of energy is.		
Ensure suppliers and sub-contractors can supply datasheets demonstrating the energy consumed throughout the manufacture process.		
Selecting suppliers based upon those actively taking steps to reduce energy consumption/improve efficiency.		
Water		
Selecting suppliers based upon those actively taking steps to reduce water consumption/improve efficiency.		
Procuring water efficient fittings for both our own facilities and within our developments.		
Refrigerants		

Source only refrigerants that are listed in the table above and/or have a GWP of ≤ 10 .		
Where it is not possible to implement such standards, system will be limited to a maximum charge of 5kg or the installation of a leak detection system.		
Select suppliers and sub-contractors who actively implement steps to switch to refrigerants with a GWP of ≤ 100 .		
To ensure that where refrigerants are being used, leak detection systems are in place.		
Transport of Materials		
Select only local suppliers and sub-contractors for procurement.		
Insist on sustainable methods of transport to be used e.g. public transport.		
Only purchase new vehicles that meet the highest environmental standard.		
Resource efficiency and Waste		
Reuse and recycle as much material as possible including off-site materials in the form of secondary aggregate.		
Timber Sourcing		
All timber or timber-based products sourced must be legally harvested and imported, and sustainably sourced.		
Only use suppliers and products that are either FSC or PEFC certified.		
Catering		
Where possible, only purchasing free-range eggs, organic/RSPCA Assured Milk and meat and Pole and Line caught fish when required. Any sub-contractors should also look to keep to the same standards where possible.		
Any produce purchased should be organic and/or Rainforest Alliance assured.		
Where possible, any drinking water supplied to site should be mains fed.		
Office Supplies		
Paper and paper-based products are to be FSC certified.		
Cleaning and office equipment procured come from ecologically sound suppliers where possible.		
Electrical Equipment and White Goods should be Energy Star certified or achieve a minimum rating of A+ against the EU Energy Labelling Scheme.		
Economic Procurement		
Safeguard against unfair economic practice		
Obtain the payment history of all materials procured.		
Schedule of Payments		

HETS and its suppliers and sub-contractors should aspire to be signed up to the Prompt Payment Code.		
Social and Cultural Procurement		
<i>Exploitation and Criminal Activity</i>		
Background checks will be undertaken against new and existing suppliers and sub-contractors.		
Suppliers and sub-contractors will truthfully answer the 'Appendix B – Modern Slavery Questionnaire' on an annual basis.		
<i>Fairtrade</i>		
Where such products are available, HETS and all of its suppliers and sub-contractors should only procure products bearing the Fairtrade International logo.		
<i>Equal Opportunities</i>		
HETS and all of its suppliers and sub-contractors will oblige by the laws outlined in the Equality Act 2010 with preference shown to those identified as Equal Opportunities Employers.		
Aspire towards becoming an accredited member of the Investors in People scheme		
<i>Health and Safety</i>		
To employ and work with suppliers and sub-contractors that are The Contractors Health and Safety Assessment Scheme (CHAS) registered.		
To select suppliers and sub-contractors based upon their history and current health and safety standards.		
To ensure that risk assessments have been undertaken by sub-contractors and suppliers, with appropriate measure implemented to avoid any incidents.		
<i>Transparency and Communication</i>		
To only procure from suppliers and sub-contractors who are willing and able to provide details regarding the sourcing of their goods and services, with appropriate datasheets to use as evidence.		
To develop an area of the HETS website dedicated to the procurement of goods and services.		

Site Procurement Strategy

Site Name:

Site Address:

.....

.....

Site Manager:

Signed:

Date:

Objective:	Responsibility:	Comments:
Environmental Procurement		
Energy		
Only procure from suppliers and sub-contractors who are registered with a RSCS/EMS Scheme.		
Demand suppliers provide datasheets demonstrating their power sources.		
Selecting suppliers based on how clean their source of energy is.		
Ensure suppliers and sub-contractors can supply datasheets demonstrating the energy consumed throughout the manufacture process.		
Selecting suppliers based upon those actively taking steps to reduce energy consumption/improve efficiency.		
Providing our developments with the most sustainable energy solutions.		
Measure energy consumption at monthly intervals throughout the construction process in kWh.		
Calculate the Carbon Dioxide emissions resulting from on-site construction in total kgCO ² .		
Water		

Suppliers must produce datasheets demonstrating the water consumed during the manufacture process.		
Selecting suppliers based upon those actively taking steps to reduce water consumption/improve efficiency.		
Procuring water efficient fittings for both our own facilities and within our developments.		
Measure water consumption at monthly intervals throughout the construction process in m ³ .		
Refrigerants		
Source only refrigerants that are listed in the table above and/or have a GWP of ≤10.		
Where it is not possible to implement such standards, system will be limited to a maximum charge of 5kg or the installation of a leak detection system.		
Select suppliers and sub-contractors who actively implement steps to switch to refrigerants with a GWP of ≤100.		
To ensure that where refrigerants are being used, leak detection systems are in place.		
Transport of Materials		
Ensure that with every delivery, the following is recorded about the transport of the delivery to site and suppliers can produce the same documents regarding its manufacture: -Distance travelled (km) -Total fuel consumption (litres) -Carbon Dioxide emissions (kgCO ₂)		
Select only local suppliers and sub-contractors for procurement.		
Insist on sustainable methods of transport to be used e.g. public transport.		
Only purchase new vehicles that meet the highest environmental standard.		
Resource efficiency and Waste		
With every delivery, a note is made of the material's Green Guide Rating with the long-term aim of building up a back catalogue.		
Ensure that 80% of hard landscaping materials have a Green Guide Rating of A/A+.		
Where possible, only source materials that have an EPD, with preference shown to those that are Tier 1 (Cradle-to-grave).		
Any primary aggregates sourced should be from suppliers certified to BRE BES 6001 standard and verified by a third party.		

Reuse and recycle as much material as possible including off-site materials in the form of secondary aggregate.		
Timber Sourcing		
All timber or timber-based products sourced must be legally harvested and imported, and sustainably sourced.		
Only use suppliers and products that are either FSC or PEFC certified.		
Ensure all datasheets are received from suppliers during the procurement process regarding the timber sourcing.		
Responsibly Sourced		
Only appoint sub-contractors and source from suppliers who employ any of the listed RSCS/EMS Schemes in the table above.		
Ensure suppliers provide records for the manufacture of all materials.		
Dust Control		
Forge partnerships with hire companies that supply dust control devices.		
Select suppliers who have their own policy or adhere to the HETS dust control policy when appropriate.		
Only procure dust extraction equipment based on its performance and maintenance history.		
Only hire sub-contractors appropriately trained in the use of such equipment.		
VOCs		
Only source products that meet the required BREEAM criteria defined in the table below.		
A commitment is made to not use the materials listed in the 'Appendix A – Red list' and to avoid the materials listed in the 'Appendix A – Grey list'.		
Catering		
Where possible, only purchasing free-range eggs, organic/RSPCA Assured Milk and meat and Pole and Line caught fish when required. Any sub-contractors should also look to keep to the same standards where possible.		
Any produce purchased should be organic and/or Rainforest Alliance assured.		
Where possible, any drinking water supplied to site should be mains fed.		
Economic Procurement		
Safeguard against unfair economic practice		
Obtain the payment history of all materials procured.		
Schedule of Payments		
HETS and its suppliers and sub-contractors should aspire to be signed up to the Prompt Payment Code.		

Social and Cultural Procurement		
<i>Exploitation and Criminal Activity</i>		
Background checks will be undertaken against new and existing suppliers and sub-contractors.		
Suppliers and sub-contractors will truthfully answer the 'Appendix B – Modern Slavery Questionnaire' on an annual basis.		
<i>Fairtrade</i>		
Where such products are available, HETS and all of its suppliers and sub-contractors should only procure products bearing the Fairtrade International logo.		
<i>Equal Opportunities</i>		
HETS and all of its suppliers and sub-contractors will oblige by the laws outlined in the Equality Act 2010 with preference shown to those identified as Equal Opportunities Employers.		
<i>Health and Safety</i>		
To employ and work with suppliers and sub-contractors that are The Contractors Health and Safety Assessment Scheme (CHAS) registered.		
To select suppliers and sub-contractors based upon their history and current health and safety standards.		
To ensure that risk assessments have been undertaken by sub-contractors and suppliers, with appropriate measure implemented to avoid any incidents.		
<i>Transparency and Communication</i>		
To only procure from suppliers and sub-contractors who are willing and able to provide details regarding the sourcing of their goods and services, with appropriate datasheets to use as evidence.		

Appendix A

Restricted Material Usage

Red list of materials: Do Not Use

The following shall not be used within the delivery of any HETS contract or construction of any of our works under any circumstances:

- Alkylphenols
- Asbestos
- Chlorofluorocarbons (CFCs)
- Formaldehyde (added) - The requirement is to eliminate the formaldehyde content in bound boards and products used in internal fit-out and structures.
- Hydrochlorofluorocarbons (HCFCs) - The requirement is to eliminate HCFC use in line with UK legislation
- Polychlorinated Biphenyls (PCBs)
- Phthalates
- Short Chain Chlorinated Paraffins
- Wood treatments containing crHETSote, arsenic or pentachlorophenol

Grey List of materials: Avoid or Minimise Use

The following are materials where HETS seeks primarily to avoid, or where no suitable alternative is available, to minimise their use:

- Non-FSC or PEFC Timber - The requirement is to Procure 100% of timber products including packaging from recognised responsible sources preferably FSC or PEFC in line with our procedure for Responsible Timber Procurement
- Cement and Virgin Aggregates - The requirement is to maximise the use of cement replacement products in concrete mixes and to maximise the use of Recycled Concrete Aggregate (RCA).
- Hazardous Chemicals - The requirement is to eliminate the use of hazardous chemicals covered by the Stockholm and OSPAR Conventions, whilst ensuring management in line with the European Chemicals Regulations.
- Scarce Minerals - The requirement is to substitute the use of scarce minerals wherever possible otherwise apply the principles of the waste hierarchy to ensure use is reduced or minerals are reused or recycled.

The following have been identified as being harmful to living creatures and where possible alternatives shall be sought:

- Bisphenol A (BPA)
- Cadmium
- Chlorinated polyethylene
- Chlorosulfonated polyethylene (CSPE)
- Chlorobenzene
- Chloroprene (neoprene)
- Chromium VI
- Chlorinated Polyvinyl Chloride (CPVC)
- Halogenated flame retardants (HFRs)
- Lead (added)
- Mercury
- Perfluorinated Compounds (PFCs)
- Polyvinylidene Chloride (PVDC)
- Hydrofluorocarbons (HFC's)
- Aldrin
- Chlordane
- p,p'-Dichlorodiphenyltrichloroethane (DDT) Dieldrin

Appendix B

Modern Slavery Questionnaire

Any Supplier that answers ‘Yes’ to any of the below questions should provide sufficient evidence that provides a summary of the circumstances and any remedial action that has taken place subsequently and effectively “self-cleans” the situation referred to in that question. The Supplier has to demonstrate it has taken such remedial action in each case. In order for the evidence referred to above to be sufficient, the Supplier shall, as a minimum, prove that it has:

- **Paid or undertaken to pay compensation in respect of any damage caused by the criminal offence or misconduct**
- **Clarified the facts and circumstances in a comprehensive manner by actively collaborating with the investigating authorities**
- **Taken concrete technical, organisational and personnel measures that are appropriate to prevent further criminal offences or misconduct.**

The measures taken by the Supplier shall be evaluated taking into account the gravity and particular circumstances of the criminal offence or misconduct. Where the measures are considered insufficient, the Supplier shall be given a statement of the reasons for that decision:

1. Has your organisation been convicted of breaching The Modern Slavery Act 2015, or had any notice served upon it, by any regulator or authority (including local authority)? If your answer to this question is “Yes”, please provide details in a separate Appendix of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served. HETS will not select bidder(s) that have been prosecuted or served notice under the Modern Slavery Act, unless satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches.

☐ Yes

☐ No
2. If you use sub-contractors or suppliers of goods and services, do you have processes in place to check whether any of these organisations have been convicted or had a notice served upon them for infringement of The Modern Slavery Act 2015?

☐ Yes

☐ No
3. Does your organisation have an anti-trafficking/slavery policy (or incorporated as part of another policy) which details your organisations and your supply chains obligations in regards of The Modern Slavery Act 2015, which is Actively promoted and adhered to within your organisation If you answer no please provide details of what plans you have to develop a policy

☐ Yes

☐ No

4. If you use sub-contractors or suppliers of goods and services, do you have processes in place to check whether any of these organisations have an anti-trafficking/slavery policy (or equivalent) which is actively promoted and adhered to within its organisation?
- ☐ Yes
- ☐ No
5. Does your organisation operate a whistle blowing process which is actively promoted within the organisation and suppliers (where applicable) to report any incidents of breaches or suspected breaches of the Modern Slavery Act 2015?
- ☐ Yes
- ☐ No
6. If you use sub-contractors, do you have processes in place to check whether any of these organisations operate a whistle blowing process which is actively promoted within the organisation and suppliers (where applicable) to report any incidents of breaches or suspected breaches of the Modern Slavery Act 2015?
- ☐ Yes
- ☐ No