

# Sustainable Procurement Policy Statement

In creating and maintaining the built environment we select and use a large volume of resources. The choices we make have a significant impact on people, organisations and the wider environment. We have developed a Sustainable Procurement Policy outlining how we and our supply chain will influence procurement choices of goods, works and services to; increase value for money; reduce consumption of primary resources; mitigate impacts on the environment; and deliver a healthier built environment. By operating in line with this policy we will play our part in reducing risks, safeguarding natural resources, delivering value to our Clients, improving resource efficiency, traceability and transparency, as well as leaving a positive legacy on biodiversity and safeguarding natural capital.

Our approach to sustainable procurement is in line with the principles contained within BS8903. This standard was created to help pursue best procurement practice. Our Sustainable Procurement Policy's aims and objectives are to:

- Use fewer resources and less energy through continuous improvement and the use of innovative solutions.
- Procure all timber and timber products from legal and sustainable sources, and procure other construction materials with a preference for recognised responsible sourcing schemes.
- Specify and procure materials and products that strike a responsible balance between social, economic and environmental factors and generate benefits to society and the economy.
- Use resource-efficient products and give due consideration to end-of-life uses.
- Promote, specify and source materials which can be reused, and consider future deconstruction and recovery of resources to embrace the circular economy to leave a sustainable legacy across the built environment.
- Where possible procure locally, providing opportunities for small and medium sized enterprises (SMEs), collaborate with the voluntary sector and increase the use of social enterprises to support local employment, diversity and training.
- Ensure that fair contract prices and terms are applied and respected, and that ethical, human rights and labour standards are met, in line with our Modern Slavery Policy and the United Nations Global Compact principles.
- Source goods, works and services that embody our

environmental policy, health & safety policy and support the delivery of our Sustainable Development Strategy.

- Enhance the health and wellbeing of the people and communities we work with by promoting materials and products that improve indoor environmental quality.

Our Sustainable Procurement Policy is one of a number of ways in which Universal Group demonstrate social, environmental and economic responsibility.

# Corporate Social Responsibility Policy - Rail

- We are committed to honesty and transparency in our communication with customers

## Workplace

We recognise the value and importance of our employees and managing talent within our business is a priority. Our employment policies not only comply with all relevant legislation, but seek to exceed standard requirements in order to ensure that the working environment across the business embraces diversity and offers fairness and equality of opportunity in every respect.

The key employment policies within our organisation include:

- Recruitment
- Training and development
- Remuneration
- Diversity and Equal Opportunities
- Anti-discrimination
- Family friendly working policies
- Talent management
- Employee consultation and internal communications
- Health & Safety in the workplace

## Environment

Universal Group actively seeks ways to minimise our environmental impact within the communities where we have facilities. We implement programmes that reduce waste, conserve resources and prevent pollution.

### Reducing Energy consumption

Low energy lighting, low energy IT hardware and associated devices.

### Carbon Footprint

Universal Group is currently in the process of calculating their carbon footprint. We hope that this will set a benchmark for us as a company to track our continual improvement processes, and our intention to become a carbon neutral company.

## Water

Society often overlooks that water is a scarce resource, but we actively strive and encourage our team-members to conserve water usage throughout our business

## Waste Management

Waste streams are segregated at all offices and paper and cardboard are recycled. We continue to work with suppliers to reduce excess packaging and increase the use of recycled cardboard

## Responsible purchasing

We ensure that all our suppliers are aware of our environmental goals and have their own environmental policies in place. Wherever practical, we purchase products made from renewable and ethically sound sources. Universal Group recognises that people are paramount to environmental success and all employees are encouraged to be environmentally responsible through regular training, instruction and awareness raising activities, our environmental policy is also available on our internal intranet site. This policy is regularly monitored by the management team and updated to reflect new initiatives and processes that can further drive the reduction of our impact on the environment both locally and on a national level

## Community

Universal Group works with our stakeholders, clients and customers to understand community priorities and identify how we can play a role in addressing these.

Our commitment to the community includes:

- Supporting local charities at individual branches
- Forming and maintaining links with local schools and colleges for work experience placements
- Making it possible for our employees to make a difference in the community through volunteerism and support of non-profit organisations.