

## **Responsible Procurement Charter**

**This responsible Procurement Charter presents some basic principles working with VWUK.**

VWUK seeks to be a Responsible buyer of goods and services. We set high standards to ensure that all our business is conducted ethically, sustainably and within the laws of the Country that we operate in. We also expect our Suppliers to comply with all applicable local, national, international laws and regulations (including regulatory bodies) and to respect internationally recognised human and labour rights. Note that the term 'Supplier' includes Sub-Contractors, Agents, suppliers of goods, services, plant hire as well as products.

### **Health and Safety**

VWUK believes that all accidents are preventable, so we do everything safely and responsibly or not at all. All VWUK employees, representatives and those working on our behalf have a responsibility to ensure that all operations are undertaken to ensure the prevention of accidents, injuries and ill health as well as protecting the environment in which they work.

We aim to provide staff with the training, work methods and equipment necessary to achieve the highest level of health and safety performance. We expect our suppliers to comply with health safety environment and quality legislation.

Suppliers working on our sites are expected to respect VWUK's operational business requirements in respect of behavioural safety initiatives and where necessary we will seek evidence that our suppliers are working towards our stated goals for zero harm.

### **Drugs and Alcohol**

VolkerWessels UK is committed to maintaining healthy, safe and productive working conditions throughout its activities. We recognise that alcohol and drugs have an impact on an individual's ability to work safely and correctly and, as such, aim to provide an environment free from the misuse of drugs and alcohol. VolkerWessels UK operates a strict Drugs and Alcohol policy which must be adhered to. All subcontractors and suppliers must be aware of the requirements and the implications of failing to comply.

### **Ethics in the market**

The business of VWUK and its subsidiaries should be carried out with integrity, trust, respect and honesty at all times. Suppliers must comply with Bribery Act Legislation, plus local laws against bribery of state officials. Suppliers must not engage in any form of commercial bribery or kickback, or offer any inducements to any VWUK employee, their family or friends, in order to win or retain VWUK business.

Suppliers must keep current, accurate written accounts of all payments (including gifts, meals, entertainment and anything of value) made on behalf of, or from funds provided by VWUK and should make a copy of these accounts available upon request.

### **Accounting & Business**

Accurate, reliable information and records are critical to meeting our charter principles plus all financial, legal and management obligations, and to fairly reflect VWUK's transactions. The supplier and VWUK must keep accurate records of all matters related to the supplier's business with VWUK.

### **Employment**

As a Responsible Employer, VWUK is committed to promoting equal opportunities to all of our employees, clients, communities, suppliers and contractors, whether permanent or temporary.

VWUK will not discriminate on the basis of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (which includes colour, nationality and ethnic or national origins), religion or belief, sex or sexual orientation. Everyone shall be treated with fairness

We expect all businesses in our supply chain to respect the people they employ directly or indirectly and offer a safe workplace that is free from harm, intimidation, harassment or fear. Furthermore we expect that businesses will ensure that working hours are not excessive and comply with national laws or benchmark industry standards whichever affords the greater protection.

In addition we believe that paying a decent wage is good for the people who work for us and it makes good business sense too. We encourage our Suppliers to pay fair market rates for all trades and disciplines whether Site or office based.

### **Information Security**

Suppliers should protect confidential information belonging to or vested in VWUK in accordance with all relevant laws, and act to prevent its misuse, theft, fraud, or improper disclosure. Suppliers must take due care in handling, discussing or transmitting sensitive or confidential information that could affect VWUK, its employees, its customers, the business community or the public, even after their assignment or contract with VWUK has expired.

### **Prompt Payment**

VWUK will pay Suppliers in accordance with agreed payment terms and that outstanding monies as a result of disputes or complaints will be dealt with through our system. We expect that their Suppliers to be paid in accordance with fair and reasonable terms in a similar manner.

### **Environment**

VWUK makes every effort to minimise our emissions, waste and unnecessary use of natural resources by reusing and recycling materials. Our guiding principle is Reduce,

Reuse and Recycle and we actively promote sustainable materials and solutions. VWUK actively promotes energy efficiency measures for its clients and customers and increasing the use of products from sustainable and renewable resources. We encourage

our Suppliers to measure manage and reduce their carbon footprint.

### **Community Engagement**

VWUK understands the importance of engaging with small, medium enterprises and local communities on the work we carry out. We encourage our site teams to take a proactive approach and have effective dialogue working with residents and businesses in the locality.

We encourage our Suppliers to engage with the local community and wider local / regional business partnerships to promote and appoint apprentices and management trainees

### **Conflicts of Interest**

Suppliers should avoid any interaction with VWUK employees that may conflict, or appear to conflict, with any employee acting in the best interests of VWUK.

Suppliers should not employ or otherwise make payments to any VWUK employee during the course of any business transaction (other than pursuant to the VWUK contract).

If a supplier employee is a family relation to any VWUK employee, or if the supplier has any other relationship that might represent a conflict of interest, the supplier should disclose this fact to VWUK and ensure that any VWUK employee does so.

### **Reporting**

Suppliers who believe that a VWUK employee, or anyone acting on behalf of VWUK, has engaged in illegal or otherwise improper conduct, should report the matter to VWUK.

Suppliers similarly should report any potential violation of the Charter. A supplier's relationship with VWUK will not be affected by an honest report of potential misconduct.

### **VWUK Policies**

This Responsible Supplier Charter shall be read in conjunction with various VWUK policies and guidelines as they are introduced and amended from time to time. Please seek further information from the individual operating business as appropriate.