

Policy on Sustainable Procurement



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Document purpose and scope

This document sets out the Sustainable Procurement Policy of JBA Group Limited and its subsidiary Operating Companies, collectively known as 'JBA'. It covers activities undertaken by the Group throughout all office locations and operations worldwide.

This document will be reviewed for continued suitability, will be communicated within the JBA Group and, if appropriate, made available to interested parties. The review interval for this document is 1 year.

Aim

This policy aims to help us undertake procurement in an ethical and sustainable manner. In conjunction with our **Sustainability and Environmental Management**, **Corporate Social Responsibility** and **Health and Safety** policies, it promotes continual improvement in our operations and supports our core aim to have a positive impact on our staff, client, suppliers, and the local communities and environments in which we work.

Policy statement

JBA is committed to The Ten Principles of the UN Global Compact and acting responsibly in all aspects of the areas of human rights, labour, environment and anti-corruption.

We are committed to purchasing goods, services, works and utilities that achieve value for money on a whole life basis and also meet high standards in relation to quality, health, safety and wellbeing, environmental protection and information security practices.

We recognise our responsibility to promote sustainability through our purchasing and will use our consumer power to reward suppliers who support our objectives and business values. We will engage with and encourage our suppliers to take a proactive approach to sustainability matters and to deliver sustainable goods and services, and we will work in partnership with our suppliers to continually improve our collective sustainability performance.

We will apply the highest legal and ethical standards in dealing with our supply chain and will review the sustainability risks and impacts of the goods and services we use. We will treat all suppliers fairly and with integrity.

We will promote the principles of a circular economy and resource efficiency through our procurement practices and will seek to minimise our use of energy and natural resources. We will strive to continually reduce the adverse environmental and climate impacts of our procurement and the associated greenhouse gas emissions.

We will apply processes that encourage local and regional businesses, small and medium sized enterprises, and social enterprises to be part of our supply chain.

We will comply with all legislation, standards, statutory and other obligations and best practices which are relevant to our activities and the jurisdictions in which we operate. We will seek to comply with client policies where required and reasonably possible to do so without conflicting our own policies or other obligations.

Responsibilities

The JBA Group Board is responsible for reviewing and approving the content and implementation of this policy and will help each Operating Company to apply this policy through appropriate procedures, guidance and monitoring.

Overall compliance with the requirements of this policy is the responsibility of each Operating Company within the Group. The Managing Director of each Operating Company will oversee their company's adherence to this policy. Operating Company Directors and Management Teams are responsible for taking measures to promote this policy and help their staff to comply with its requirements.

All staff are required to comply with our policy requirements and share responsibility for our performance in implementing it. Line managers are required to check that their staff are aware of this policy and any associated guidance. Suppliers, including sub-consultants and sub-contractors, are expected to operate in accordance with this policy whilst working for JBA. The policy is available from our websites.

Implementation

We recognise our responsibility to embed sustainability in our procurement processes. In all cases, we will undertake a balanced consideration of the social, ethical, environmental and economic impacts.

We will take all reasonable steps to:

- embed the principles of sustainability throughout our procurement activities and seek opportunities to contribute to the UN Sustainable Development Goals (SDGs);
- maintain and apply our **Supplier Code of Conduct** and Approved Supplier process and aim to use approved suppliers that can demonstrate the highest health, safety, welfare, environmental protection, sustainability, quality assurance, ethical, and information security standards;
- expect our suppliers to operate in accordance with our policies relating to **Bribery and Corruption, Anti-Competitive Behaviour, Modern Slavery and Human Trafficking** and prompt payment;
- provide all approved suppliers with access to our **Health and Safety, Quality, Sustainability** and **Procurement** policies, and our guidance documents **Code of**

Conduct – Working With Our Supply Chain and JBA Guide to Getting Paid: Advice for Suppliers, and encourage suppliers to adopt similar policies;

- seek to provide social value through our supply chain by promoting the use of local and regional businesses, small and medium sized enterprises and social enterprises, and those who comply specifically with all JBA requirements, standards and guidelines;
- apply sustainable procurement principles to our use of sub-consultants and sub-contractors, and remain a signatory to the Prompt Payment Code;
- promote the use of products with a low environmental impact, reused and recycled products, and products that have embedded circular economy principles, minimising waste and use of materials, energy, and other resources, thereby supporting our net zero carbon emissions targets and other environmental objectives;
- promote internally and amongst our supply chain, where relevant and applicable, products that are ethically, socially and environmentally certified to recognised and credible standards, including B-Corp, Soil Association, Fairtrade, Forest Stewardship Council (FSC) (or equivalent), Round Table on Sustainable Palm Oil (RSPO), Vegan Society, etc; and
- deliver training and develop practical tools to increase staff knowledge and understanding of our procurement policy and sustainable procurement principles.

Approval

This document was approved by the Board of JBA Group Limited on 13/07/2023.



Executive Chair

JBA Group