

OFFICE MANUAL, SECTION 15
SUSTAINABLE PROCUREMENT

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KEY

[A31] = Electronic Folder Reference

REVISION TABLE

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| 1 | 03/07/2020 | First issue |
| 2 | 07/07/2021 | Minor re-formatting, corrections to policy references |
| 3 | 23/07/2024 | Front cover and logo updated, example d) added in section 4 |

1. SUSTAINABLE PROCUREMENT POLICY STATEMENT

Robert Walpole and Partners (RWP) recognises that its activities have commercial, social and environmental impacts. We are committed to applying Corporate Social Responsibility principles to our business decisions including the procurement process.

Our policy for sustainable procurement is to acquire products and services that meet our and our customer's needs, deliver long term value for money, maximise social and economic benefits, and minimise damage to the environment and health.

Robert Walpole and Partners recognises its role in achieving more sustainable future in line with United Nations [Sustainable Development Goals](#). To bring us closer in achieving these goals we will:

- a) Promote awareness of this policy amongst employees and our supply chain.
- b) Use local suppliers and sub-contractors where possible to minimise the environmental impact associated with transportation and to support the local economy.
- c) Include sustainability criteria when appointing the services of sub-contractors.
- d) Procure from ethical and legal sources.
- e) Avoid the use of materials or substances with hazardous properties or manufactured using processes that could cause damage to the environment and health.
- f) Encourage the reuse of materials rather than the purchase of new materials.
- g) Encourage the specification of materials with a recycled content, or materials that can be easily recycled at the end.
- h) Have zero tolerance policy regarding slavery and human exploitation.

Signed: _____

M.J. Walpole

M.J. Walpole
Partner

Date: 23.07.2024

2. WHAT IS SUSTAINABLE PROCUREMENT?

HMRC Sustainable Procurement Strategy defines Sustainable Procurement as:

“a process whereby organisations meet their needs for goods, services, works and utilities in a way that achieves value for money on a whole life basis in terms of generating benefits not only to the organisation, but also to society and the economy, whilst minimising damage to the environment’.

Principles of Sustainable Procurement are incorporated into many of our policies. The following sections describe these relationships in more detail.

3. ENVIRONMENT

At Robert Walpole and Partners, we believe that outstanding environmental performance is a central part of being a responsible and successful company. Sustainable environmental legacy for future generations is a key part of our vision. RWP Environment Policy (Part 3 of our Office Manual) sets out our approach to environmental management and helps us to protect and enhance the UK’s environment.

We endeavour to minimise consumption of resources and utilities across all business activities. For example:

- a) We constantly seek ways to reduce paper usage and only buy one that is manufactured from sustainable sources; double sided printing is encouraged and only use colour printing when necessary; scrap paper is used for notes; all paper waste is separated at source and sent for recycling.
- b) Our office equipment is of a high energy efficiency rating whenever possible; our equipment has automatic setting for “sleep” or “power down” modes; all devices are switched off when not in use.
- c) We aim to hire specialist equipment rather than purchase.
- d) All our electrical waste is either traded in or taken to appropriate recycling point.
- e) We aim to reduce the use and impact of our vehicles by encouraging car sharing, use of public transport or cycling; our vehicles are also regularly serviced and maintained in good condition.

4. SOCIAL RESPONSIBILITY

RWP is committed to treating all job applicants, employees and customers fairly and with respect. This commitment is underpinned by our Equality Policy (Part 4 of our Office Manual). Our recruitment process is designed to promote and maintain diversity across our workforce. This message is reinforced during an induction period and throughout employment via regular staff meetings or informal briefings. The percentage of females fulfilling engineering and support roles at RWP is approximately 25% which is twice the industry average.

RWP is committed to training its employees at all levels to provide career opportunities and advancement and to ensure that the management of the Company is carried out by highly trained professional personnel. Our approach is described in our Quality Policy (Part 1 of our Office Manual). Training opportunities include technical knowledge, health and safety, and site-based activities.

RWP has a zero-tolerance policy to slavery and human exploitation and maintains an Anti-Slavery Policy (Part 12 of our Office Manual) to effectively communicate this issue to staff and our supply chain. Our salaries and benefits packages are linked to skills and experience and in line with fair and equal pay principles.

RWP is committed to conduct all its business in an honest and ethical manner as described in our Anti-Corruption Policy (Part 5 of our Office Manual). Our goal is to act professionally, fairly and with integrity in all our business relationships.

Specific examples for social context of our business activities include:

- a) Commitment to support the local community by employing students and undergraduates of engineering faculties for summer holiday or year-in-industry placements.
- b) We have established Training Programme which has been approved by the Institution of Civil Engineers to assist in preparation for the Professional Review.
- c) We give full consideration to flexible working arrangements when requested; individuals are able to adjust their working hours to fit around young families, or to avoid rush hour traffic when commuting.
- d) We make a full use of remote working arrangements to enhance work-life balance for our employees.
- e) Risk assessments for our survey visits consider noise, particularly when these are undertaken at night; we promote quiet conversations and switching off engines of stationery vehicles.

5. ECONOMIC ASPECTS

As stated above we are applying principles of sustainability whilst ensuring that the needs of the business and its stakeholders are satisfied. In our designs we strive to provide our clients with solutions representing the best value for money, carefully balancing costs of installation and further maintenance. Often our analysis goes beyond scope of works thus enabling us to advise asset owners based on actual engineering needs of an entire system.

We are aware of socio-economic consequences of tax evasion and the subsequent tax gap. RWP has a zero-tolerance approach to all forms of tax evasion, whether under UK law or under the law of any foreign country and is governed by our Preventing Tax Evasion Policy (Part 14 of our Office Manual). We do encourage our employees to report any misconduct or suspected behaviour in line with our Whistleblowing Policy (Part 8 of our Office Manual) and protect them from any reprisal for doing so.

The biggest scope to deliver the best socio-economic results is through management of our supply chain. We promote long term collaborations with our carefully pre-selected suppliers. Sustainability criteria such as supplier's location and their approach to sourcing goods or products are important factors in our choices.

Examples of actions taken to further our and our clients' economic goals include:

- a) We aim to collaborate with the delivery and interfacing discipline teams throughout the design process to ensure a co-ordinated and buildable solution is presented. We have historically successfully integrated our engineers into project delivery teams to manage long-term programmes of works.
- b) We contributed to introducing trenchless pipe renewal techniques such as CiPP lining on LUL networks and assisted in the development and approval of new cost- and time-saving products such as GRP chambers and precast concrete channels.
- c) We co-operate closely with our surveying contractor to generate savings by combining visits to multiple sites during a single shift and by applying bespoke technological solutions to survey a larger area within the same timeframe.