

# Ethical Trading & Sustainable Procurement Policy

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## Introduction and Scope

JPA Workspaces are committed to operating in a way which meets the needs of stakeholders up and down our supply chains and planet through responsible business activity and we support the 10 principles of the Ethical Trading Initiative. Supply chains account for over 90% of our impact so we are increasing levels of review and monitoring in relation to core labour rights, waste, carbon, biodiversity and resource depletion.

## Internally

The business will continue to develop its own ethical trading standards and policies, submitting them to Ecovadis for annual review and improvement.

## Externally

When seeking new suppliers or re-auditing existing suppliers, we take a range of factors into consideration to mitigate risk and impacts, alongside any known or proven track record. We retain the right to take action or cease trading with suppliers who fail to meet legal and regulatory standards.

We aim to ensure that suppliers are compliant with the Modern Slavery Act 2015 and all applicable national legislation.

**Financial Probity:** DUNS credit rating reports, company accounts and bank references.

**Insurances:** Liability cover Employers, Public, Product, Professional Indemnity.

**Experience:** Examples of previous work, warranties, professional memberships.

**Business Continuity:** The ability to continue operations in the event of disruption and successfully complete the project when these events occur.

**Quality:** Evidence of Business Management System e.g. ISO9001:2015

**Environment:** Evidence of Environmental Management System e.g. ISO14001:2015, Scope 1, 2 & 3 emissions calculations, published carbon reduction plans, timber CoC, product lifecycle reports and materials use, FISP or other industry certifications.

**EDI:** Evidenced awareness of business impacts on all stakeholders and community covering Equality, Diversity, Inclusivity, Modern Slavery and core labour requirements.

**Materials :** Evidenced by high levels of materials re-use within products, take-back schemes and renewable or highly sustainable materials within products. Low chemicals

**Health & Safety :** Ideally compliance to an externally accredited scheme such as OHAS8001, CHAS, Safe-Contractor to evidence of how all stakeholders are kept safe.

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## **Our Commitments**

The allocation of sufficient resources to ensure the development of a robust supply chain against minimum baseline ESG criteria. The business will obtain, track and review data for improving reporting to all stakeholders, looking for future automation to enable processing of increasingly large volumes of data.

## **Goal**

The establishment of baseline criteria for suppliers across environmental and social criteria by the end of 2026

## **Approval and Review**

This policy has been approved by our leadership team to ensure it is appropriate to the nature, scale and purposes of the business. It is subject to regular review with a formal update at least once within a 3-year period to ensure continuing suitability.