

Sustainable Procurement Policy 2023

The design is the key to ensuring that the projects we undertake are environmentally, economically and socially sustainable, with low maintenance. Buildings need to be designed to contribute to the local environment so every aspect of the design should be challenged from a sustainable perspective. Our well trained design & build coordinators together with our experienced design team partners own will identify and focus on the issues that impact most upon overall performance.

Regin Group Ltd endeavours to continually improve its sustainable procurement performance such that all relevant policies, guidance and training are continually reviewed and updated. The effectiveness of this approach will be measured and reported upon annually. Regin Group Ltd is committed to the responsible management of its procurement process in order to deliver value for money, whilst actively pursuing environmental and socially responsible products, services and buildings.

- Taking into account the need to minimise emissions and reducing the negative impacts of transportation when purchasing goods and services
- Taking steps to minimise carbon dioxide and other greenhouse gas emissions through the detailed consideration of products and services procured.
- Considering the environmental performance of all our clients and suppliers, and encouraging them to conduct their operations in an environmentally sensitive manner
- Maximising the use of recycled products and products derived from reclaimed materials
- Considering a basic life cycle analysis of products to minimise the adverse effects on the environment resulting directly or indirectly from products
- Selecting products / services that have minimal effect on the depletion of natural resources and biodiversity
- Giving a preference to Fairtrade, or equivalent, and ethically sourced and produced goods and services
- Working more effectively with diverse suppliers* and ensure that local enterprises are encouraged to tender for our projects
- Ensuring all relevant procurement contracts and tenders contain sustainability specifications as appropriate to the product or service being procured
- Maximising the opportunities for employment and economic gain within local communities
- Comply with all UK and EU statutory regulations and legislation and ensuring our suppliers do the same
- Training all procurement staff on sustainability considerations within the Policy and Strategy
- Communicate the policy to all staff, suppliers and partners

Monitoring of CO₂ emissions - The majority of a building's CO₂ emissions derive from energy use within that building. Reduction can be through using natural and enhanced natural ventilation, maximising the use of daylight and specifying energy systems that are affordable to run and simple to manage and maintain. We have several years' experience in building projects that use natural ventilation, photovoltaic cells, ground source heat pumps, the mass of a structure for heating and cooling, and wind turbines, amongst other eco-friendly solutions, to reduce the carbon emissions of a building during its life.

Avoiding non-renewable materials and using only benign materials, with minimal embodied toxins, low emissions, the use of which contributes significantly to the wellbeing of the user. We have excellent relationships with suppliers, who are leaders in renewable, recycled, reusable and low maintenance products.

Other opportunities to reduce transport and the waste generated by our construction activities at the design stage also include looking to use standard components and pre-fabrication as well as using off-site storage facilities to help reduce the local impact of deliveries. We look to specify materials with a recycled content, for example, concrete blocks or fill from crushed concrete so reducing the impact of non-renewables by using WRAP's Recycled Content Toolkit to maximise the amount of recycled material used.

Staff awareness to environmental issues and Staff training - Information and training is provided to all employees to promote awareness and understanding of environmental issues such as our (a) aim to minimise the total quantity of waste produced by our operations; (b) maximisation of recycling of any waste produced (c) wherever possible hazardous and polluting materials to be kept to a minimum on site unless large quantities of a material are required urgently. On all projects, we instigate a SWMP.

Local employment and the local economy - We are a local contractor which works on a regional and national basis. This has enabled us to develop and maintain a supply chain of local subcontractors and suppliers from within the areas in which we work. Regin Group Ltd are registered as a Buyer on Constructionline, and as such will use this to recruit sub-contractors and suppliers from the areas in which we work. We operate a sustainable procurement policy that aims to procure 75% of sub-contractors and suppliers from within the area in which it is working. Any additional labour requirements are sourced using the local Job Centre Plus and Connexions and specialist agencies that provide local labour and are especially targeted at priority groups such as the long term unemployed and NEETS. We also aim to source plant and materials locally to our projects. We believe that by implementing these strategies through our sustainable procurement policy we will benefit the local economy by providing business and jobs to the area and improve the environmental impact of the project.

Subcontractors and supply chain awareness to environmental issues - Information and training with regard to our environmental requirements is provided to sub-contractors as part of the partnering process and environmental issues which are discussed during the site safety inductions and tool box talks. These are given at least once per project and more frequently based on the length of the project or in regards to any issues identified by project/site management.

Environmental Performance of our supply chain - Purchases must be made from an approved supplier except where the MD authorises a new supplier or specifies a supplier to satisfy particular requirements. In conjunction with an order being placed with a new supplier, where the supply directly affects quality or environmental impact of a service, the supplier is requested to complete a Supplier Questionnaire and any other information deemed necessary to enable supplier evaluation.

Records of the performance of suppliers, including any environmental issues, are to be maintained. Any delivery issues such as damage, shortage, incorrect supply, late delivery, excess / environmentally unfriendly packing materials etc is recorded at goods receipt. If significant supplier nonconformity occurs, a Management System Report is raised and sent to the supplier for corrective action resolution. Key supplier performance is also reviewed at Management Review meetings.

For key suppliers / outsource partners that can affect Regin Group Ltd environmental policy compliance, an in-depth supplier assessment is conducted. This may include detailed audits, on site meetings, evaluation of supplier documentation, references and review of market sector information.

Where Service Agreements, Statements of Work and/or Duty of Care requirements are defined, supplier performance is monitored against these where appropriate and areas for performance improvement agreed.

Subcontractors are approved by the MD and subcontract services are inspected on completion by the CD or PD or delegate; the subcontractor's job acceptance paperwork is then signed with a copy being retained by the company. This includes any environmental performance records.

Regin Group Ltd have developed environmental policies and procedures that comply with EU regulations and ISO14001. As a business we set environmental targets and objectives that aim to reduce the carbon emissions of our daily business activities. We aim to reduce our carbon emission by 20% through fleet management and Co2/millage recording. During construction we set targets for energy and water usage. We monitor our usage by recording meter readings and controlling access to water usage. We also set targets for commuting and material deliveries to site and record millage.

Managing and reducing carbon emissions may be achieved at every level through the building process. The most significant results are achieved when this philosophy is embedded into the thinking of all those engaged on the project and implemented through active management and procurement of the works. Monitoring and presenting performance against sustainability criteria will be a continuous process throughout the life of the project and we would expect to actively participate in monthly reporting and project target setting.

Reducing carbon starts with thoughtful design, balancing building form & functional requirements with orientation, material selection, passive techniques and envelope performance and adopting low energy solutions in the selection and control of building services.

Responsible selection of materials, utilising local supply chains and management of resources during construction to minimise adverse environmental impacts each play their part in contributing to reducing the overall carbon intensity of a project.

We operate a sustainable procurement policy which aims to source materials and contractors locally and reduce adverse environmental impacts wherever possible. Assessment against ISO 14001 provides further evidence of suppliers' commitment

and approach to environmental responsibilities. These checks contribute to sustaining local economic development as well as reducing direct carbon emissions in connection with a particular project.

For many town centre developments we have encouraged and facilitated through our induction processes the ability to use park and ride schemes or other forms of local transport including **car share schemes** for operatives.

We shall identify, through the development of a Waste Management Plan, the potential waste streams generated by our sites and premises. We will then put in place measures to avoid or reduce the creation of waste and to recycle or reuse any surplus material. Effective planning, ordering, delivery, storage and handling of materials will eliminate or reduce the production of unnecessary waste. Below are some examples of the activities we undertake:

- Reused soil
- Reused brick/rubble crushed brick on site
- Not removed any fill from site, etc
- Altered levels to reduce fill, etc
- Support the Local Community during the lifetime of the project
- Separating Waste on site
- Using One Click to reduce power consumption for all computers and peripherals
- Policy of turning all lights off when possible
- Heaters on low/off overnight
- Photocopiers turned off not left on power save
- Sustainable, recycles, reused materials
- Using local deliveries
- Shared car journeys
- Use of Public Transport
- Using Local labour
- All Timber from sustainable Source
- Reducing traffic movement, noise, dust and spread of debris onto the highways via a well thought and supervised Traffic Management Plan
- Light pollution prevention
- Specific noise reduction/prevention methods
- Removed vegetation, mulched stored in skip and used in Landscaping on completion
- Donate any surplus materials to the local community

Regin Group Ltd complies with the use and legislation of the Chartered Institute of Purchasing & Supply. Waste will be reused on site and shared with other contractors. Grey water will be collected to clean the waste before re-use. We have a robust and proactive approach to timber procurement. Our key objectives which include:

- Preference will be given to suppliers and sub-contractors who can provide timber and timber products that have been independently certified by a credible forest certification scheme.

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- Wherever practicable, we will look to use reclaimed timber or products made from recycled timber, such as chipboard.
- If as a result of this policy, we are unable to procure timber / timber products specified by the client/ designer/architect, we will advise them of the issues and request that the appropriate change be made to the specification. This may include proposing an alternative species, fit for purpose, which has the appropriate certification.

Signed 
KAREN SOUTHERN
DIRECTOR

January 2023