

## Policy: Sustainable Procurement

### Revision History

Revision Date	Rev	Description	Section	Revised by	Approved by
08/02/2021	0	Approved for issue	Full document	RP	MS
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## Sustainable Procurement Policy Statement

Traffic Safety and Management Ltd ('TSM') recognises its responsibility to carry out its procurement activities in an environmentally and socially responsible manner and believes that one of the greatest opportunities for improving its sustainable performance and that of its customers and supply chain is through its procurement processes.

This policy outlines the principles TSM will follow to take continual and positive steps to improve our performance with focus on:

- The use of responsibly and ethically sourced equipment and resources
  - The re-use of materials and use of materials with a high recycled content
  - Waste minimisation, recycling, and management
  - The avoidance of toxic or hazardous materials
  - The use of durable materials
  - Labour sourcing
  - Increasing accessibility to a diverse range of suppliers
  - Supporting local communities through employment and skill programmes
  - Energy supplies and carbon
  - ICT hardware
  - Vehicles, fuel, and logistics, and
  - Communication and training

TSM will address these performance areas through the following processes:

### **Equipment and materials procurement**

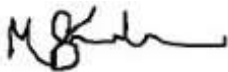
TSM will purchase Signs, and materials used in their manufacture which will be compliant with the Traffic Signs Regulations and General Directions 2016. Procurement of materials and equipment will have regard to the 'carbon' invested in its production, required use, and disposal. The aim being to minimise the net carbon during the expected use or life.

### **Supply chain selection and management**

TSM require their supply chain to subscribe to the principles of procurement as set out in this policy, and/or the requirements imposed on TSM by their clients or customers. Information about potential suppliers will be collected via prequalification questionnaires. When shortlisting TSM will rank suppliers with evidence of a documented Environmental Management System, such as ISO 14001, ahead of those suppliers who do not have such a system.

### **Facilities management**

This refers to directly purchased energy supply; office and depot standards, office refurbishment and office procurement activities including ICT.



Martin Sheridan  
Director

## 1. Purpose

To support the requirements of TSM Sustainable Procurement Policy Statement and to set out minimum standards for sustainable procurement and deliver sustainable improvements.

## 2. Scope

This policy statement will apply to all TSM work activities in agreement and through negotiation with customers and contract specific objectives.

The objective of this policy is also to identify measures and requirements for inclusion and community engagement on all projects.

## 3. Policy

### 3.1 The use of responsibly sourced equipment and resources

The implications of sourcing and using materials connected with child and forced labour, illegal activities, significant environmental damage, or where worker rights are not respected can have significant impact on business reputation.

To mitigate this risk TSM will evaluate, and select, suppliers based on verifiable evidence to reduce the likelihood that members of their supply chain are engaged in unethical practices.

### 3.2 The re-use of materials and use of materials with a high-recycled content

TSM encourage the re-use and sourcing of materials with high recycled content to help stimulate market provision and reduce the impact on the environment.

TSM will engage with its supply chain to source and use products that have a high recycled content where possible. This commitment extends from products used on its job sites to those used in its offices e.g. office stationery.

### 3.3 Waste minimisation, recycling, and management

The application of the waste hierarchy is fundamental to the TSM approach to waste minimisation and management. TSM look to avoid or eliminate the production of waste as a first step.

When waste is generated then whatever cannot be reused is segregated into recyclable and non-recyclable waste. The aim is to ensure that recyclables are diverted from landfill or incineration and are sent for processing to recover materials for future use.

Waste which cannot be recycled is sent for treatment and disposal.

All waste is collected, transported and processed by registered waste contractors and appropriate records of type, quantity and waste handler are kept.

### 3.4 The avoidance of toxic or hazardous materials

Exposure of the workforce and the wider environment to materials that contain potentially toxic or harmful materials, while often strictly governed by legislation, will in addition be avoided wherever possible.

It is recognised that some specialist materials, may well have toxic or harmful properties but cannot be avoided, as no alternative is available.

TSM endeavour to seek out and use non-toxic materials, or where unavoidable to consider less harmful materials. Where toxic materials are to be used, these will be sourced from manufacturers that have environmental management systems, to ISO 14001 or other appropriate standards, and where they are working to reduce the environmental impact of production and use of those goods.

### 3.5 The use of durable materials

The selection of materials that are durable can contribute to an overall reduced impact that would otherwise arise due to the need to conduct repairs, maintenance and replacement works that would draw on natural resources.

A balance needs striking between highly specified and highly durable materials, those that are less resilient and the business case for use and selection of durable materials.

TSM aim to identify, promote the selection of more durable materials mindful of the overall business case and life cycle costing.

### 3.6 Labour sourcing

Respecting worker rights is fundamental to TSM's approach of all protecting the health, safety, and wellbeing of employees and those impacted by their activities.

TSM comply with all applicable national employment laws. We also expect our supply chain partners to comply with applicable national laws, to observe fair employment practices, not to act in an unlawful or discriminatory manner and demonstrate this through policies, procedures, and other evidence.

TSM will seek to expand and draw upon the widest possible group of individuals, including those from under-represented groups, to enhance its approach to inclusivity and diversity.

### 3.7 Increasing accessibility to a diverse range of suppliers

TSM seek the best suppliers, at competitive rates. TSM want to increase the accessibility to opportunities of a range of diverse suppliers including SMEs, social enterprises and organisations owned by underrepresented groups. TSM evaluate all those wishing to join their supply chain in an open, fair, and consistent way which will allow a transparent selection process and will support diverse suppliers' access to opportunities.

### 3.8 Supporting local communities through employment and skill programmes

TSM are asked to demonstrate social value and to provide support for local economies.

TSM will always look to provide apprenticeship, employment, and work experience opportunities for individuals in the communities in which they have job sites. The aim is to develop sustainable, local employment opportunities and address skill gaps and shortages in the workforce.

### 3.9 Energy supplies and carbon

TSM has identified that travel, and electricity supply are their largest contributors to their carbon emissions footprint. TSM has a commitment to reducing its energy consumption and carbon emissions as well as an associated target.

TSM will reduce these impacts through the selection and use of energy efficient vehicles and influence behaviours in use.

Measures will be implemented to monitor, record, and manage energy consumption with a view to seeking to reduce usage. Through its supply chain, TSM will continue to assess new vehicle and equipment options, sources of renewable energy, and innovations. TSM will implement use where the business case allows.

### 3.10 ICT hardware

The provision and use of ICT hardware can have a significant impact both in the use of materials in the hardware, its usage and power consumption, and its ultimate reuse, recycling or disposal.

TSM will assess the types of equipment purchased, the potential harmful content, and energy performance with the objective of sourcing hardware with the lowest impact subject to business case.

The purchase of hardware will be undertaken being mindful of the durability, reuse, and recyclable potential.

### 3.11 Vehicles, fuel, and logistics

TSM operate a fleet of company vehicles, and the potential impact associated with the poor selection of vehicles both on business efficiency, driver comfort and carbon impact can be high.

TSM's sustainable approach to the procurement of vehicles will be to encourage the assessment of a number of factors including, but not limited to: usability, practicality, carbon impact,

maintenance, and useable life (durability), total operating cost, etc. as part of a matrix assessment.

Manufacturers continue to improve vehicle performance and a watching brief will be maintained by the company Directors to make sure that the principles of this policy are re-assessed at regular intervals (minimum annually) and to ensure that the most appropriate vehicles are selected.

Fuel management is a key part of TSM's approach to reducing its carbon footprint. TSM monitor vehicle mileage and fuel consumption of its fleet on a regular basis to ensure the principles of reducing environmental impact are maintained.

### **3.12** Communication and training

This policy statement will be communicated to all employees and supply chain partners so that they are fully aware of the principles set out herein. TSM expect members of their supply chain to work with them in a sustainable manner.

TSM are members of the Supply Chain Sustainability School initiative that seeks to up-skill members in the subject of sustainability. TSM will ensure that their staff have a role appropriate level of knowledge in sustainability.

## **4.** Arrangements

A TSM Director will review this policy at least annually.

To ensure consistency of approach, and application across the business the TSM senior management team will also review the principles of this policy.

This policy will be available on the cloud-based system used by TSM and will be communicated to all employees and will be provided to clients and supply chain partners.