



We, the Directors of SDC Builders Ltd, undertake to conduct our business in an ethical way taking into account our impact economically, socially and environmentally on key stakeholders (employees, clients and supply chain) as well as the communities in which we operate.

The Company has worked hard to build and maintain a business to benefit employees, our clients and the wider communities we work within. Our basic principles are honesty, trust and integrity with respect for the human rights and interests of our employees. We aim to encourage social, environmental and ethical responsibilities in our employees and supply chain while improving business performance and client focus.

Our approach can be demonstrated under the following headings:

## Environmental Responsibility

Our Environmental Policy Statement demonstrates our commitment to effectively managing our environmental performance whilst minimising the impact of our business on the planet.

To fulfil our environmental responsibilities we:

- have established environmental processes across all respective work streams and continue to work on implementing these across the business and supply chain. These include procedures to control pollution and protect biodiversity.
- operate an Environmental Management System that meets the requirements of ISO 14001:2015.
- invest in the training and development of our staff to ensure they are aware of the environmental issues and best practice solutions.

## Carbon

- report our energy usage through the UK Government's Energy Savings Opportunities Scheme and Streamlined Energy Reporting Requirements, setting targets to continuously improve our operations.
- aim to reduce our carbon emissions by energy reduction improvements to our premises, our site accommodation, and by encouraging greener transport. This will include more electric vehicles in the company fleet supported by the provision of charging points at our premises. We are also investing in electric plant for our construction sites.
- utilise plant that is energy efficient, well maintained and cost effective to run. We encourage our supply chain to do the same.
- endeavour to provide temporary site accommodation that is energy efficient with photovoltaic panels where appropriate and water saving measures in WC units
- source from local suppliers (where feasible) to reduce carbon emissions in our supply chain

## Waste

- are committed to reducing waste and strive to continually improve the management of waste on construction projects and in our offices.
- operate Site Waste Management Plans on projects to control and minimise construction waste.
- encourage waste segregation within our offices and site accommodation to allow for maximum recycling of waste.
- design out waste on projects where the opportunity arises and promote the use of recycled materials where suitable.
- are engaging with our supply chain to minimise the use of packaging whilst encouraging packaging to be collected for re-use. Where this is not possible, we request that it is recyclable.

## Sustainability

- support the view that sustainable development should meet the needs of the present without compromising the ability of future generations to meet their own needs.
- are determined to continually improve the integration of sustainability into our working environment and business processes.
- aim to play a proactive role in contributing to achieving sustainability where we have influence.
- Our Responsible Sourcing Policy Statement details our approach to the selection and procurement of goods and materials. It demonstrates our commitment to consider our impact on natural resources when choosing goods or materials for any of our activities and to promote the use of sustainable or recycled materials.

## Community

We acknowledge the effect that our activities may have on local communities and seek to make a positive social contribution to those neighbourhoods in which we operate whilst minimising the negative impacts. In order to achieve these aims we:

- actively engage with the neighbourhoods in which we operate and act as though we are a member of the local community.
- provide information regarding the project and our intentions to interested parties with continual liaison throughout the scheme.
- develop site procedures to minimise local nuisances such as noise, dust, vibration, light, odours and mud with logistical arrangements planned to minimise the impact of deliveries and other site related traffic on the local community.
- recognise that each construction project is an opportunity to support the local economy, to promote local procurement of materials, labour and services to our employees and supply chain.
- encourage interest from local schools and community groups. Our Community Fund will continue to provide a mechanism for supporting the wider community, from charities to local interest groups. This includes schools, community centres, youth groups and sports clubs.

## Procurement & Supply Chain

- We act in a socially responsible manner throughout our procurement process, behaving with integrity and treating others with respect.
- We are always open, transparent and fair in our interactions with business partners, fulfilling all payment terms, working to agreed contract conditions.
- Procurement is undertaken in accordance with our Responsible Sourcing Policy Statement, promoting local procurement of materials, labour and services.
- A robust supplier selection process ensures that our supply chain meet our own standards regarding social and environmental issues. We insist our subcontractors have an environmental policy and comply with SDC's environmental procedures.
- We seek to build relationships with our supply chain with the management of subcontractors and suppliers being undertaken in a non-adversarial manner.
- We are committed to the continuous development of our supply chain. We offer health, safety, environmental and supervisory training to ensure our standards are met.

## Clients

We provide a professional service to our clients with management systems in place to ensure that we meet or exceed their expectations. As with our supply chain, we conduct our business relationships in a non-adversarial manner, promoting a collaborative approach.

We have developed a management tool known as CHIPSQFC which is applied at all stages of a project to monitor progress under the following headings, to ensure we deliver on our promises:

- **Contract**
- **Health & Safety**
- **Information**
- **Public Face**
- **Supply Chain**
- **Quality**
- **Finance**
- **Client**

A Board Director will take ownership of each project to look after the interests of the client and deliver the quality that our reputation is built upon.

We operate an Integrated Business Management System that is certified to the international standards:

- ISO 45001:2018 Occupational Health & Safety Management System,
- ISO 14001:2015 Environmental Management System

## Employees

All employees, whether part-time, full-time or temporary, will be treated fairly and with respect. As an equal opportunities employer, selection for employment, promotion, training or any other benefit is based on aptitude and ability. Our aim is that our workforce will be truly representative of all sections of society with each employee feeling respected and able to make best use of their skills, free from discrimination or harassment.

As an Employee Benefit Trust there are no private shareholders within the business. This improves the stability of the company and helps to protect the long-term future of our staff.

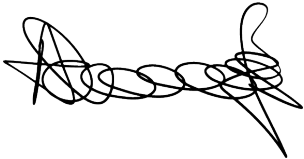
Employees are provided with safe and healthy working conditions. We have an excellent health & safety record recognising that our credibility as a respected employer depends on us maintaining our standards. Everybody working for the Company has the right to stop work if they believe their safety is being compromised.

We fully support our employees with a training and development programme. The continuous improvement of the Company's performance requires the on-going development of all employees and our supply chain.

We operate employment schemes for young people including apprenticeships, graduate recruitment and industrial placements all as part of our Management Trainee Scheme.

This policy will be communicated to all employees and all persons working under our control with a copy published on the company website. It will be reviewed annually and amended accordingly to ensure that its aims remain current.

## Signed



**Adam Knaggs**  
Managing Director




**Francis Shiner**  
Chairman



**Gary Wykes**  
Director



**Andrew Mitchell**  
Finance Director



**Andrew Shiner**  
Director



**Carl Bennett**  
Director



**Dan Changer**  
Director



**Jonathan Richardson**  
Director

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