

HUB SOUTH EAST SCOTLAND LIMITED RESPONSIBLE SOURCING POLICY



Hub South East Scotland recognises that the manufacture and distribution of the materials we use has the potential to cause adverse social, economic and environmental impacts. We purchase the overwhelming majority of our materials from our Preferred Suppliers (either directly or via a sub-contractor) and are committed to selecting, supporting and collaborating with Preferred Suppliers that are taking steps to address sustainability issues. We deliver this commitment by:

- Considering sustainability issues in the selection of our Preferred Suppliers. Above and beyond our expectation of compliance with UK legislation, we prioritise the selection of suppliers that meet the following standards: o Certified health and safety (OHSAS 18001/ ISO 45001), environment (ISO 14001) and quality (ISO 9001) management systems.
 - Active management of environmental impacts, including energy/climate change, waste, water, biodiversity and pollution.
 - Policies or procedures covering employee right to work in the UK, employee rights (e.g. working hours, benefits and training), equality/diversity, grievance/whistleblowing and payment of the living wage.
 - A community or corporate responsibility policy or procedures. o Active membership of the Supply Chain Sustainability School.
 - Procedures to reduce the risk of modern slavery (including forced, compulsory and child labour) occurring in their supply chain.
- Actively engaging with our Preferred Suppliers to build effective relationships. As well as regular dialogue and meetings, we provide transparency of our dedicated supply chain contacts and project pipeline (including tender activity, project progress and subcontractor appointment).
- Committing to paying Preferred Suppliers in line with our mutually agreed contract terms.
- Providing sufficient information, resources and training to employees involved in the implementation of this policy.
- Communicating this policy to all potential and existing Preferred Suppliers.

Overall responsibility for responsible sourcing and this Policy rests with the Board. The Chief Executive is responsible for ensuring the requirements of this Policy are implemented.

This Policy statement applies to all our current and potential Preferred Suppliers and is available to all employees. The Policy is also made publicly available on our website. The contents of this Policy will be reviewed and updated as necessary on at least an annual basis.

Hub South East Scotland is not an employer however we operate under a series of management services and/or secondment agreements for providing staff members to Hub South East Scotland. References to Hub South East Scotland staff in this document includes all such staff members

This policy is available on Hub South East Scotland website <https://www.hubsoutheastscotland.co.uk> and/or shared with Supply Chain partners.

Signed for and on behalf of the Board:

A handwritten signature in blue ink that reads "Paul J McGirk".

Paul McGirk
Chief Executive
Hub South East Scotland Limited

Last Reviewed: November 2023