

ADAMS HENDRY CONSULTING LIMITED

ETHICAL SOURCING, ANTI SLAVERY and HUMAN TRAFFICKING POLICY

1. Introduction

Adams Hendry Consulting Ltd is a Town Planning and Environmental Consultancy based in Winchester and is one of the leading consultancies in southern England. The projects in which the Company is involved provide some of the most complex challenges to town planners within the UK. The Directors and staff are very conscious of the role that the Company has, alongside others, in promoting sustainable development with minimal environmental impact.

The Company is firmly committed to the protection of the environment in which we live and work, and the communities and peoples that we interact with. It places great value on a responsible approach to sustainable development, environmental management, and professional and ethical standards. The values and principles inherent in the forgoing areas are also considered to be sound business practice.

2. Policy

It is the policy of Adams Hendry Consulting Limited (the Company) to seek to purchase goods and services that:

- are produced and delivered under conditions that do not involve the abuse or exploitation of any persons;
- have the least negative impact on the environment; and
- comply with the criteria for purchasing under the Company's Quality Policy

Such considerations will form part of the evaluation and selection criteria for all goods and services purchased by the Company.

3. Purpose

The purpose of our policy is to:

- promote good labour and environmental standards in the supply chains of the Company;
- to safeguard the Company's reputation; and
- to keep our costs to the minimum commensurate with our Quality criteria and our business plan objectives.

3. Standards

The Company expects suppliers to accept responsibility for labour and environmental conditions under which products are made and services provided and commit to continuous improvement towards compliance with the labour and environmental standards specified below, both in their own companies and those of their suppliers.

Anti-Slavery and human trafficking

The Company is below the threshold (£36m global turnover) at which it has a legal duty to comply with the requirements of the Modern Slavery Act 2015. Nevertheless the Company takes its ethical and moral obligations in relation to these areas seriously, and so has undertaken a voluntary assessment and disclosure of information, as set out below.

Having regard to the organisation's structure, business areas and supply chain, the Company has assessed its level of risk of directly or indirectly encountering slavery or human trafficking as low.

In relation to direct employment of staff, the Company undertakes right to work checks as part of its standard employment processes and secures employment references from past employers. Should any of these checks, or as part of ongoing staff performance review or general welfare checks, give rise to any concerns in relation to slavery or human trafficking for either a prospective or existing employee, this must be immediately reported to the Board for appropriate action to be taken. The importance of identifying and tackling modern slavery and human trafficking has been specifically briefed to staff.

In relation to its supply chain, the Company does not engage direct labour on a sub-contract basis. It procures goods and services from UK based companies who themselves have a duty to comply with the Modern Slavery Act requirements (appropriate to their size).

Employment Standards

- Suppliers should demonstrate care and concern for the physical environment in which they operate. Workers shall receive regular and recorded health and safety training and shall be provided with proper welfare and hygiene facilities.
- Employment discrimination based on race, caste, national origin, religion, disability, gender, age, sex, orientation, union membership or political affiliation is not acceptable.
- It is not acceptable to use forced, bonded or involuntary prison labour and children below 16 years of age should not be employed; inhumane treatment whether physical, sexual or verbal is prohibited.
- Workers must be paid a fair, living wage for the type of work they undertake; this must meet national legal or industry standards as a minimum.
- Workers shall not normally be required to work in excess of limits prescribed by the European Working Time Directive (1993), or any other time prescribed by their national law. All overtime work must be accepted voluntarily.

Environmental Standards

Suppliers should, as a minimum, comply with all statutory and other legal requirements relating to the environmental impacts of their business. Detailed performance standards are a matter for suppliers, but should address at least the following:

- **Waste Management:** Waste is minimised and items recycled whenever this is practicable. Effective controls of waste in respect of ground, air, and water pollution

should be adopted and in the case of hazardous materials, emergency response plans are in place.

- Packaging and Paper: Unnecessary use of materials is avoided, and recycled materials used whenever appropriate.
- Conservation: Processes and activities are monitored and modified as necessary to ensure conservation of scarce resources.
- Energy Use: All production and delivery processes, including the use of heating, ventilation, lighting, IT systems and transportation, are based on the need to maximise efficient energy use and to minimise harmful emissions.

4. Implementation

The vast majority of goods procured by the Company fall into the category of:

- materials for the delivery of professional services (e.g. paper, ink, binders, etc); and
- welfare (catering and sanitary) and cleaning products.

Wherever practicable, the Company will procure such goods through fairly traded items or from renewable or sustainable sources, mindful of the standards set out in the policy.

Signed: 

Andy Blaxland

Date: 1st September 2018

Review Date: 31st August 2020