

SUSTAINABLE PROCUREMENT POLICY

March 2020

Willmott Dixon Holdings



WILLMOTT DIXON

SINCE 1852

SUSTAINABLE PROCUREMENT POLICY

Link to [SUSTAINABLE PROCUREMENT POLICY STATEMENT](#)

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1 SCOPE OF THIS POLICY

This policy demonstrates the sustainable procurement requirements for Willmott Dixon Holdings, made up of Willmott Dixon Construction, and Willmott Dixon Interiors as shown in our company structure.

The policy applies to all procurement activities undertaken by or on behalf of Willmott Dixon and our supply chain partners, including designers, consultants, specifiers, trade contractors, product manufacturers and product distributors. It covers:

Construction Products / Goods – The materials from manufacturers and suppliers that are purchased by Willmott Dixon, either directly or on our behalf.

Note: the requirements are applicable to all partners (Goods and Mandated Supply Chain Partners) unless otherwise stated in the table. For example, there is now a specific section for Mandated Partners only.

Works – The procurement of labour and trade contractors that work on our projects.

Note: there are new specific clauses that relate to Category A+ and Cat A partners only

Services – The procurement of professional skills and expertise including design consultancy, site security, waste and information technology.

The requirements set out in this Policy are categorised as:

Mandatory – Must be complied with by all relevant parties.

Mandatory in Development – must be complied with by all relevant parties within 2 years from the date published on this document.

Preference – We will procure with a preference for these requirements when all other aspects of delivery are equal.

2 SUMMARY OF SUPPLY CHAIN REQUIREMENTS

Below is a summary of the key supply chain requirements and preferences.

PROCUREMENT ACTIVITY	CATEGORY	DESCRIPTION	MANDATORY	MANDATORY IN DEVELOPMENT	PREFERENCE	
GOODS PARTNERS						
CONSTRUCTION PRODUCTS	ALL GOODS SUPPLY CHAIN PARTNERS (mandated & non-mandated)	To have a full & relevant Environmental Policy to demonstrate they are undertaking initiatives to promote greater environmental responsibility & development of environmental products in line with the environmental principles of the UN Global Compact Principles. New	X			
		To provide technical and transparent evidence to support any performance related product claims when requested by Willmott Dixon.	X			
		To ensure collaboration with Willmott Dixon through sharing best practice, new products & innovation.	X			
		To comply with the requirements of the Modern Slavery Act and Willmott Dixon's Modern Slavery Policy.	X			
		To ensure that all materials and substances used comply with relevant UK legislation. Added UK requirements	X			
		Upon request all partners must demonstrate evidence of adherence to the waste hierarchy as set out in the Waste Regulations (2011). New	X			
		To be an active member of the Supply Chain Sustainability School, with a preference for bronze, silver or gold membership. Made mandatory with a preference requirement added	X			
		To demonstrate their social value offering in the contract when requested by Willmott Dixon. New	X			
		All mandated, Cat A and Cat A+ Partners to develop a Sustainability Policy and, or a Sustainable Procurement Policy within 2 years. New		X		
		To provide evidence to show full transparency on origin of products (extraction, manufacturing, distribution, transportation distance) and identify all parties in their supply chain tiers within two years when requested by WD. New		X		
		Products to comply with a recognised scheme for responsible sourcing of materials such as BES 6001 or BS 8902.			X	
		To maximise the recycled content of products, in particular; steel, plastics, packaging and concrete elements. New			X	
		All mandated, Cat A and Cat A+ partners to identify and demonstrate opportunities to reduce reliance on virgin materials in products entering the production chain. New			X	
		To provide lifecycle costing information to inform product selection e.g. associated maintenance & deconstruction costs over 60-year building life. (amended to 60-year building life)			X	
		To work and engage with SME's and Social Enterprises and provide detail of spend and engagement. New			X	
	To pay the real living wage to their workforce. New			X		
	To ensure and promote equal opportunities for women and men in their workforce. New			X		
	MANDATED GOODS PARTNERS ONLY	To have, or be able to demonstrate a commitment to securing, a fully accredited environmental management system. e.g. EMAS, ISO 14001 or BS8555 from a UKAS registered certification body within two years (Made mandatory in development)			X	
		To measure the embodied carbon, plastic and recycled content in their key products we procure when requested or via BS EN 15804 complaint Environmental Product Declarations (EPDs) within two years. New			X	
To have a waste reduction strategy in place that goes beyond minimum compliance and includes take back and reuse of excess products; minimising packaging waste and eliminating all single use plastics within 2 years. New				X		

CONSTRUCTION PRODUCTS	NON-MANDATED GOODS PARTNERS	To have, or be able to demonstrate a commitment to securing, a fully accredited environmental management system. e.g. EMAS, ISO 14001 or BS8555 from a UKAS registered certification body			X
		To measure the embodied carbon, plastic and recycled content in their key products we procure when requested or via BS EN 15804 complaint Environmental Product Declarations (EPDs) within two years. New			X
		To provide locally sourced goods other than where a mandated agreement exists. Wording amended			X
	FINISHES & SEALANTS	No paints or other finishes to contain lead.	X		
		To ensure only low and zero VOC paints, finishes and sealants are offered to Willmott Dixon e.g. water based instead of solvent based paint for external walls. Wording amended to 'offered' and made mandatory	X		
	INSULATION	The Global Warming Potential (GWP) of insulants to be less than 5, or less than 8 if aerosol based. Added aerosol requirement	X		
	TIMBER & TIMBER PRODUCTS	All fixed timber & temporary timber must be from legal and sustainable sources (PEFC or FSC), or Grown in Britain, and accompanied by Chain of Custody information and evidence of this issued to Willmott Dixon Added Grown in Britain priority	X		
		All supply chain members providing timber must be able to evidence compliance with obligations of the EU Timber Regulation (EUTR) when required.	X		
		Avoid products with added urea formaldehyde.			X
	NATURAL STONE	To procure natural dimensional stone from suppliers demonstrating leadership in the ethical stewardship of their supply chain (such as Earthworm or the Ethical Stone Register). Made mandatory and examples added	X		
	CONCRETE & CEMENT PRODUCTS	To comply with a recognised scheme for responsible sourcing such as BES 6001 or BS 8902. New	X		
	STEEL & ALUMINIUM PRODUCTS	To comply with a recognised scheme for responsible sourcing such as BS 8666 or certification to CARES, ECO reinforcement or the Aluminium Stewardship Initiative. New			X
	POLYVINYL CHLORIDE (PVC) PRODUCTS	PVC manufacturers must have phased out or be working towards and reporting on the phasing out of heavy metals.	X		
To either operate a take-back scheme that offers a closed-loop recycling system or identify a mechanical recycling system for unbonded installation waste.		X			
All chemicals used in manufacture of PVC to be registered under REACH.		X			
To provide alternatives to, or design out the use of, PVC products containing Phthalates.				X	
WORKS PARTNERS					
WORKS SUPPLY CHAIN PARTNERS	LABOUR AND TRADE	All partners to have a full & relevant Environmental Policy.	X		
		To comply with the requirements of the Modern Slavery Act and Willmott Dixon's Modern Slavery Policy.	X		
		To collaborate with Willmott Dixon to ensure continuous development & improvement.	X		
		To comply with all UK employment legislation to ensure that workers have the right to work in the UK and provide evidence and compliance with WD when requested. Added compliance requirement	X		
		Upon request all partners must be able demonstrate evidence of a waste reduction plan for how they will minimise construction waste arisings. Added waste reduction plan requirement	X		
		Be an active member of the Supply Chain Sustainability School, with a preference for bronze, silver or gold membership. Made mandatory with a preference requirement added	X		
		Maintain a trained and competent workforce appropriate to the duties they are undertaking and provide evidence if requested.	X		
		To demonstrate their social value offering in the contract when requested by Willmott Dixon. New	X		

		All Cat A and Cat A+ partners to develop a Sustainability Policy and / or a Sustainable Procurement Policy within 2 years. New		X	
		To have, or demonstrate a commitment to securing, a fully accredited environmental management system. e.g. EMAS, ISO 14001 or BS8555 from a UKAS registered certification body			X
		Promote, create and manage apprenticeship opportunities.			X
		To work and engage with SMEs and Social Enterprises and provide detail of spend and engagement. New			X
		To pay the real living wage to their workforce. New			X
		To ensure and promote equal opportunities for women and men in their workforce. New			X
		To engage with local labour and locally sourced goods other than where a mandated agreement exists. Wording amended			X
	GROUNDWORKER TRADES	Cat A & Cat A+ groundworker partners to have a plan in place to reduce diesel use within 2 years. New		X	
	Where technically feasible, site plant machinery to have telematics to track fuel usage and ensure optimal efficiency. New			X	
SERVICES					
PROFESSIONAL SERVICES	ALL SERVICE PROVIDERS	All consultants, designers, professional services and their employees must ensure that their services meet the principles and objectives set out within our Sustainable Procurement Policy. Wording amended	X		
		Comply with the requirements of the Modern Slavery Act and Willmott Dixon's Modern Slavery Policy.	X		
WASTE MANAGEMENT	ALL WASTE MANAGEMENT & DEMOLITION PARTNERS	Construction waste management partners to demonstrate a minimum diversion from landfill of 95% for construction waste, unless agreed with the Group Environment Manager.	X		
		Demolition Partners: Upon request to, demonstrate evidence of a waste reduction plan in line with the waste hierarchy as specified in the Waste Regulations (2011) for demolition waste arisings. New	X		
		All waste contractors: Upon request to provide a report to evidence compliance with clauses 4 -11 of PAS402: 2013 within 2 years. Made mandatory in development and added compliance to specific clauses.		X	
AGENCY & SECURITY STAFF	AGENCY LABOUR & SITE SECURITY	Where agency staff, cleaners, site labour or site security personnel are engaged by WD or on our behalf by work supply chain partners, supply chain companies must have appropriate systems and processes in place to ensure compliance with all UK employment legislation (including the National Minimum Wage, the Agency Worker Regulations 2011, the Asylum and Immigration Act 2006 and the Modern Slavery Act 2016). They must also comply with Willmott Dixon's Modern Slavery Policy.	X		
		Use security services from companies approved by the Security Industry Authority (SIA) and to ensure all security guard personnel have a current SIA licence.	X		
		To pay the real living wage to all their workforce within 2 years. New		X	
		Engage local labour and provide opportunities for SMEs.			X
SETTING UP WILLMOTT DIXON SITES	PLANT & EQUIPMENT	Site lighting to use LEDs. Made mandatory	X		
		Non-road diesel engines should be minimum Stage IIIA or Stage IIIB unless local policy stipulates more onerous requirements e.g. London low emissions zones.	X		
		Preference will be given to those partners that demonstrate compliance to Stage IV and / or are working towards commitment to Stage V. New			X
		Site plant machinery including generators to be energy efficient and no more than 18 months old. Added energy efficient requirements			X
	SITE ACCOMMODATION	Temporary accommodation units must comply with the Willmott Dixon requirements on energy and water saving measures. E.g. cabin zoning and sub-metering.	X		
	PAPER PRODUCTS	All procurement of paper products must adhere to the Government Buying Standards (GBS). New	X		

OFFICE CONSUMABLES		External publications to use standard paper sizes, uncoated paper stock is preferred.			X
		Vegetable oil ink should be specified for external publications.			X
		Minimise the use of printed media and publications.			X
	INFORMATION TECHNOLOGY	Photocopiers and networked printers (excluding wide format printers) to have secure print and have default setting of double-sided and black and white printing. Added black & white requirements	X		
		Products to be rated low energy consumption as recognised by Energy Star or similar.	X		
		Must include built-in power management features.	X		
		Equipment manufacturers to have a managed asset recovery service to take back and recycle equipment.	X		
		Information on the full life-cycle performance of a product must be made available by the supplier so it can be considered during procurement.	X		
	CATERING	All tea and coffee to be either Fairtrade or Rainforest Alliance certified.	X		
		Where technically feasible, mains supplied filtered water dispensers will be installed to avoid the use of bottled water and bottled water dispensers. Made mandatory	X		
Supply chain caterers to offer food using Fairtrade produce, locally sourced and currently in season where technically feasible. Wording amended to 'offer'				X	
TRANSPORT	COMMERCIAL VEHICLES	All commercial vehicles procured, by or for Willmott Dixon, must comply with the latest European engine emission standards, and be fitted with speed restrictors.	X		
		Tyre pressure monitoring systems (TPMS) should be specified to all commercial vehicles used by Willmott Dixon, if not fitted as standard vehicles must be supplied with manual tyre pressure gauges.	X		
		Consider the use of telematics systems and adopt where there are commercial benefits to WD vehicles to allow effective route planning and reduce unnecessary mileage. Wording amended	X		

3 GOODS

3.1 CONSTRUCTION PRODUCTS

3.1.1 ALL GOODS SUPPLY CHAIN PARTNERS

Mandatory for mandated and non-mandated companies who manufacture, fabricate, assemble goods or distribute them to:

- have a full and relevant environmental policy to demonstrate they are undertaking initiatives to promote greater environmental responsibility and development of environmental products in line with the principles of the [UN Global Compact principles which stipulate:](#)
 - Businesses should support a precautionary approach to environmental challenges.
 - Businesses should undertake initiatives to promote greater environmental responsibility.
 - Businesses should encourage the development and diffusion of environmentally friendly technologies.
- provide technical and transparent evidence to support performance related product claims when requested by Willmott Dixon.
- collaborate with Willmott Dixon e.g. share best practice, new products & innovation.
- comply with the requirements of the Modern Slavery Act & Willmott Dixon's Modern Slavery Policy.
- ensure that all materials and substances used comply with relevant UK legislation
- be active members of the Supply Chain Sustainability School. (Preference will be given to those that have or work towards bronze, silver or gold membership).
- demonstrate their social value offering in the contract when requested.

Willmott Dixon is committed to reducing waste, as a minimum, it is mandatory that all our partners, upon request, demonstrate evidence of adherence to the waste hierarchy as set out in the [Waste Regulations \(2011\)](#) and share best practice with us.

To demonstrate adherence to the waste hierarchy, the actions listed below are considered best practice:

- use of larger pack sizes to reduce the amount of packaging per unit
- collect and reuse packaging and protective materials as many times as possible
- using cardboard wrapping where appropriate instead of plastic wrapping e.g. bubble wrap
- supply products that are available in concentrated forms
- promote the use of manufacturer branded pallets to ensure clear ownership and encourage repatriation
- avoid polystyrene packaging as it cannot be easily recycled or reused

Requirements to be met within 2 years of the date of publication of this policy.
Companies must:

- develop a Sustainability Policy and, or a Sustainable Procurement Policy within two years. (Applicable to mandated, Cat A & Cat A+ partners only)
- provide evidence to show full transparency on the origin of their products (extraction, manufacturing, distribution, transportation distance) and identify all parties in their supply chain tiers within two years when requested by Willmott Dixon

Preference will be given to those who go beyond our mandatory requirements and:

- provide products that comply with a recognised responsible sourcing scheme. This includes certification to BES 6001 or through the development of a sector specific scheme that complies to BS 8902, verified by a third party.
- maximise the recycled content of products, in particular, steel, plastics, packaging and concrete elements
- identify and demonstrate opportunities to reduce reliance on virgin materials in products entering the production chain (applicable to mandated, Cat A & Cat A+ partners only)
- provide lifecycle costing information to inform product selection e.g. associated maintenance and deconstruction costs over a 60-year building life
- work and engage with SMEs and Social Enterprises and provide detail of spend and engagement.
- pay the real living wage to all their workforce.
- Promote equal opportunities for women & men in their workforce

3.1.2 MANDATED PARTNERS GOODS ONLY

Applicable only to Willmott Dixon's selected Mandated Partners who within 2 years must:

- have or demonstrate a commitment to securing a fully accredited environmental management system e.g. EMAS, ISO 14001 or BS8555 from a UKAS registered certification body with two years.
- measure the embodied carbon, plastic and recycled content in their key products we procure when requested or via BS EN 15804 compliant Environmental Product Declarations (EPDs) that can be shared in neutral format to allow integration with BIM software within two years.
- have a waste reduction strategy in place to include take back and reuse of excess products; minimise packaging waste and eliminate all single use plastics within 2 years.

3.1.3 NON-MANDATED GOODS PARTNERS

Preference will be given to our non-mandated partners that go beyond our mandatory requirements and:

- have, or demonstrate a commitment to securing, a fully accredited environmental management system. e.g. EMAS, ISO 14001 or BS8555 from a UKAS registered certification body.
- measure the embodied carbon, plastic and recycled content in their key products we procure when requested or via BS EN 15804 compliant Environmental Product Declarations (EPDs) that can be shared in neutral format to allow integration with BIM software within two years.
- provide locally sourced goods other than where a mandated agreement exists.

3.1.4 FINISHES & SEALANTS

Long-term exposure to VOCs can have a serious negative effect on human health. These chemicals can be found in paints, sealants, glues and internal finishes. To limit the impact of materials containing VOCs, we will directly, and through our supply chain:

- not use paints or other finishes containing lead
- use low or zero-VOC paints, finishes and sealants (e.g. water based in place of solvent based paint) where technically feasible
- design out the use of high-VOC products by selecting alternative materials and finishes where technically feasible and appropriate

3.1.5 INSULATION

To reduce the contribution we make to climate change, we require our supply chain to specify and use insulants with a Global Warming Potential of less than 5 or less than 8 if aerosol based e.g. expanding and fire foam products

3.1.6 TIMBER & TIMBER PRODUCTS

Willmott Dixon is committed to sourcing timber and timber products for both temporary and permanent inclusion in our projects from legal and sustainable sources as defined by the UK Government Central Point of Expertise on Timber (CPET). There are two types of evidence required to prove the legality and sustainability of timber and timber products:

- Cat A evidence is preferred and can be provided through a scheme recognised by CPET, both PEFC, FSC and Grown in Britain are acceptable with a full chain of custody.
- Cat B evidence is alternative documentary evidence which provides assurance that the source is legal and sustainable. This type of evidence can be used where the supplier or contractor is not certified. However, this is classed as being a “broken chain of custody”. In these cases, an auditable trail to the certified supplier must be provided. We also recognise timber traceable to a forest with a fully implemented forest management plan in line with the UK Forestry Standard (UKFS).

In support of the above requirements our supply chain partners must provide a Chain of Custody certificate and delivery notes quoting the Chain of Custody reference from the certificate for that delivery.

Willmott Dixon is a supporter of [Grown in Britain](#) and alongside FSC and PEFC recommends the use of timber and timber products which are assured as ‘Grown in Britain’, to create a more sustainable future for our forests and woodlands.

All supply chain members providing timber must be able to evidence compliance with obligations of the [EU Timber Regulation](#) (EUTR) when required.

Where possible we also have a preference for products with no added urea formaldehyde.

3.1.7 NATURAL STONE

Willmott Dixon recognises the inherent risks in sourcing dimensional natural stone and will give preference to suppliers demonstrating leadership in the ethical stewardship of their supply chain. This can be evidenced through compliance with a recognised responsible sourcing scheme certified by a third party. We also recognise membership of, and participation in the [Ethical Trading Initiative](#) (ETI Stone Group), [The Ethical Stone Register](#), [the TFT Responsible Stone Program \(Earthworm\)](#), or the United Nations Global Compact and membership of the [Stone Federation GB](#).

3.1.8 CONCRETE & CEMENT PRODUCTS

To provide products that comply with a recognised responsible sourcing scheme. This includes certification to BES 6001 or through the development of a sector specific scheme that complies to BS 8902, verified by a third party.

3.1.9 STEEL & ALUMINIUM PRODUCTS

Willmott Dixon recognises the inherent risks in sourcing steel and aluminium products, and will give preference to suppliers demonstrating compliance with recognised schemes for responsible sourcing such as BS 8666 or certification to [CARES](#), [ECO reinforcement](#) or the [Aluminium Stewardship Initiative](#).

3.1.10 POLYVINYL CHLORIDE (PVC)

The manufacture and disposal of PVC creates toxic chemicals. When considering alternatives to PVC, we must consider the economic, environmental and social impacts across their whole life cycle, including fitness for purpose, exposure, workability, maintenance, dismantling, and ease of recycling.

Where PVC is required, we seek to work with suppliers who minimise impacts by having the following processes in place:

- PVC manufacturers must have phased out, or be working towards and reporting on, the phasing out of heavy metals such as lead, mercury or cadmium
- PVC products must be recyclable, and all manufacturers must be able to demonstrate that waste produced during the manufacturing process is recycled
- all chemicals used in the production of virgin PVC must be registered for use under the regulations with the European Chemical Agency (REACH)
- either operating a take-back scheme that offers a closed-loop recycling system or identifying a mechanical recycling system for unbonded installation waste

Willmott Dixon also has a preference for PVC products with recycled content (unless specifically precluded by third-party performance requirements such as BBA). We also expect our suppliers to provide alternatives to, or design out the use of, PVC products containing Phthalates where possible.

4 WORKS

4.1 WORKS SUPPLY CHAIN PARTNERS

4.1.1 LABOUR AND TRADE

Mandatory for all works supply chain partners to:

- have a full and relevant environmental policy,
- comply with all UK employment legislation including the Modern Slavery Act & Willmott Dixon's Modern Slavery Policy and ensure workers have the right to work
- upon request, demonstrate evidence of a waste reduction plan for how they will minimise construction waste arising
- be active members of the Supply Chain Sustainability School. (Preference will be given to those that have or work towards bronze, silver or gold membership)
- maintain a trained and competent workforce appropriate to the duties they are undertaking and provide evidence if required
- demonstrate their social value offering in the contract when requested

Willmott Dixon has processes in place to foster collaboration with its supply chain partners to identify best practice and innovative solutions which all supply chain partners must support and engage with to demonstrate continuous development.

To allow companies time to adhere to our procurement requirements, a two-year timeframe, dated from the release of this Policy, is allowed whereby companies must:

- develop a Sustainability Policy and, or a Sustainable Procurement Policy within two years. (Applicable to mandated, Cat A & Cat A+ works partners only)

Willmott Dixon procures works partners with a preference for those who:

- have, or demonstrate a commitment to securing, a fully accredited environmental management system. e.g. EMAS, ISO 14001 or BS8555 from a UKAS registered certification body
- are receptive to the promotion, creation and management of apprenticeship opportunities and/or training and development of site operatives
- work and engage with SMEs and Social Enterprises
- pay the real living wage to all their workforce
- promote equal opportunities for women and men in their workforce
- engage with local labour and locally sourced goods, other than where a mandated agreement exists

Where our supply chain partners are procuring on our behalf, we also expect them to procure with the same preferences.

4.1.2 GROUNDWORKS PARTNERS

Willmott Dixon will work with those partners that demonstrate that they are actively trying to decarbonise their business by carbon emissions associated with diesel use. Within a year 2-year time frame, Willmott Dixon expects our Cat A and Cat A+ groundworker partners to have a plan in place to reduce diesel use.

Willmott Dixon procures groundworker partners with a preference for those that install telematics in their plant machinery to track and reduce fuel usage and ensure optimal efficiency.

5 SERVICES

5.1 PROFESSIONAL SERVICES

We rely on our design and consultant supply chain partners to help deliver sustainable procurement and sustainable development. All providers and their people who create designs and specifications must be familiar with, and adhere to, the principles and objectives set out within this policy. We require that all personnel and key stakeholders involved have the necessary skills, knowledge and experience, and provide evidence if requested. They must also adhere to the requirements of the Modern Slavery Act & Willmott Dixon's Modern Slavery Policy.

5.2 WASTE MANAGEMENT

5.2.1 ALL WASTE MANAGEMENT & DEMOLITION PARTNERS

Willmott Dixon carries out regular audits of waste contractors to ensure that they have advanced waste management capabilities that guarantee maximum segregation and recovery.

To support our zero waste to landfill ambition, we only work with Construction waste management partners who can demonstrate a minimum diversion from landfill of 95% for mixed construction waste, unless agreed with the Group Environment Manager. Works supply chain partners employing their own waste contractors to remove waste material from our projects must operate to the same standard.

Demolition waste management partners must, upon request, demonstrate evidence of a waste reduction plan for adherence to the waste hierarchy as specified in the [Waste Regulations \(2011\)](#) for demolition waste arisings.

A two-year timeframe, dated from the release of this Policy, is allowed whereby all waste contractors, upon request, must provide a report to evidence compliance with clauses 4 – 11 of PAS402 2013.

5.3 AGENCY & SECURITY STAFF

Where agency staff, cleaners, site labour or site security personnel are engaged, supply chain companies must have appropriate systems and processes in place to ensure compliance with all UK employment legislation (including the National Minimum Wage, a commitment to paying the living wage within two years, the Agency Worker Regulations 2011, the Asylum and Immigration Act 2006 and the Modern Slavery Act 2016).

They must also comply with Willmott Dixon's Modern Slavery Policy.

For the procurement of security services, we will only use companies approved by the Security Industry Authority (SIA) which is the organisation responsible for regulating the private security industry. All security guard personnel on our projects must have a current SIA licence.

We will also procure with a preference for locally sourced labour and provide opportunities to small and medium sized enterprises where possible to ensure we invest in the communities we are working in. Where our supply chain partners are procuring on our behalf, we also expect them to procure with the same preferences.

5.4 SETTING UP WILLMOTT DIXON SITES

5.4.1 PLANT & EQUIPMENT

To reduce carbon emissions and fuel we will endeavour to procure all site plant machinery, including generators to be no more than 18 months old with a strong emphasis on energy efficiency and being efficiently sized for the task in hand. Where technically feasible we encourage plant machinery to install telematics to track fuel usage and ensure optimal running efficiency.

Non-road diesel engines should be minimum Stage IIIA or Stage IIIB unless local Policy stipulates more onerous requirements e.g. London low emissions zones., Preference will be given to those partners that demonstrate compliance to Stage IV and / or are working towards commitment to Stage V. As this plant is cleaner, more energy efficient and cost-effective to run. We encourage our supply chain to do the same.

Our policy on plant is in line with [European emission standards](#) for new non-road diesel engines which apply to any machine either built in or imported for sale into the UK. The standards have been developed to radically reduce particulates, CO₂ and NO_x emissions from engines.

Temporary lighting systems should only use LEDs.

As part of our commitment to reducing emissions on our sites powered by diesel generators (e.g. linked to site cabins and/or lighting) we will assess whether a 'hybrid battery unit' is suitable and procure where viable.

5.4.2 SITE ACCOMODATION

Temporary accommodation units provided by Willmott Dixon must comply with the current Group requirements on energy and water saving measures. This includes but is not limited to cabin zoning and sub metering. Hand towels are not to be provided where hand dryers are installed, and all white goods provided must be a minimum of A-rated under the EU Energy Efficiency Labelling Scheme.

5.5 OFFICE CONSUMABLES

The following section relates to office consumables procured by Willmott Dixon and Interiors.

5.5.1 PAPER PRODUCTS

All procurement of paper products must adhere to the Government Buying Standards (GBS). This includes minimising the use of printed media through larger screens and the use of mobile devices where appropriate. However, where this is not possible, in line with our Corporate Brand Manual, all paper for printing, photocopying and external publications must be sourced under a certified forest management scheme to either PEFC or FSC. Paper products should minimise the use of virgin fibre and contain a minimum of 50% recycled fibre.

All paper products must be elemental chlorine free, processed chlorine free or total chlorine free including oxidising and reductive bleaching. Printed publications must utilise standard paper sizes to minimise waste. Uncoated stock is preferred, and vegetable oil ink should be specified where possible with the environmental impact of specialist finishes carefully considered.

5.6 INFORMATION TECHNOLOGY

Willmott Dixon will ensure that, when purchasing or leasing IT equipment, including mobile phones, the following objectives are met:

- all networked photocopiers and printers (excluding wide format printers) must be capable of double-sided printing and secure print
- the procurement and use of stand-alone desktop printers is to be discouraged where larger Multi-Functional Devices (MFDs) exist
- products must be rated low energy consumption as recognised by Energy Star or a similar standard with built-in power management features and automatic switch off when not in use, except for equipment that needs to run all the time, such as servers
- the full life-cycle performance of a product should be considered during procurement
- equipment manufacturers must have a managed asset recovery service to take back and recycle equipment

5.7 CATERING

Willmott Dixon has an established process for the procurement of catering services delivered across our sites, offices, events and conferences. Our supply chain caterers are encouraged to select Fairtrade produce, locally sourced and food currently in season. All tea and coffee should be either Fairtrade or Rainforest Alliance certified.

Where water dispensers are required, we use reasonable endeavours to install mains supplied filtered water dispensers and avoid the use of bottled water and bottled water dispensers.

5.8 TRANSPORT

5.8.1 COMMERCIAL VEHICLES

All commercial vehicles procured by, or on behalf of, Willmott Dixon Holdings must comply with the latest European engine emission standards and be fitted with speed restrictors. Tyre pressure monitoring systems (TPMS) should be specified, if not fitted as standard, and vehicles must be supplied with manual tyre pressure gauges.

Telematics systems should be considered and adopted where there are commercial benefits and fitted to all vehicles to allow effective route planning and reduce unnecessary mileage.

In collaboration with our supply chain Willmott Dixon will also consider the following measures; GPS trackers, engine remapping for improved efficiency, low rolling resistance tyres and the use of electric/hybrid vehicles.