RESPONSIBLE PROCUREMENT & SUPPLY CHAIN DUE DILIGENCE POLICY

Our Commitment

Hall and Kay are a UK leading fire protection and security business. We recognise that we have a responsibility to ensure that our purchases are making a positive contribution to the environment, our economy and communities.

We commit to incorporate social and climate justice principles when setting procurement requirements, and through our Sustainability Manager and Senior Leadership Team, we promise to work hard in identifying and eradicating any potential risk and disruption that could impact us and our stakeholders.

This policy applies to all procurement activities undertaken by Hall and Kay, including all suppliers, subcontractors, manufacturers, distributors and service providers.

This policy sets out how Hall and Kay will ensure that goods and services procured across our supply chain are sourced responsibly, ethically, and sustainably, while supporting the safety critical nature of our fixed fire protection and security activities.

Our Approach

To successfully achieve and maintain responsible procurement and effective supply chain due diligence, we commit to the review, investment, and management of:

- ✓ Procuring products and services that meet applicable Environmental, Safety, and Quality standards.
- ✓ Continued alignment and commitment to ISO20400 and associated improvement actions.
- ✓ A transparent, ESG risk-based approach to supply chain audit and assessment.
- ✓ Continued assessment and commitment to Ecovadis and associated improvement actions.
- ✓ Incorporating a supplier target and rating system against key sustainability framework KPI's.
- ✓ Incorporating the six principals of supplier relationship management and setting procurement priorities.
- ✓ Providing free of charge resources to our key supply chain through our Supply Chain School Partnership.
- ✓ Invest in systems and tools which allow effective horizon scanning to support and further improve upon our PESTLE and SWOT framework to identify and mitigate procurement climate and social risk factors.
- ✓ Encouragement of supply chain responsible sourcing evidence such as BES6001, ISO20400, ISO14001
- ✓ Increased use of diverse supply chain partners.
- ✓ Increased use and promotion of social enterprises by Hall and Kay and our key supply chain partners.
- ✓ Applying extra enthesis on the impact to worldwide communities from our supply chain operations.
- ✓ Alignment with UN Sustainable Development Goals (UN SDGs) when developing our procurement strategies.
- ✓ Ethical supply chain practices including prevention of modern slavery, forced labour, human rights abuses and anti-bribery and corruption.
- ✓ Encouragement of third-party verification for supplier ESG related data, including lifecycle assessments.
- ✓ Procurement related training to key Hall & Kay personnel.
- ✓ Revisiting PQQ and tender processes to ensure they are in line responsible procurement practices.
- ✓ Incorporating responsible procurement and supply chain due diligence risk and opportunities into our climate change adaption strategy.

Policy Progress Monitoring

Progress will be monitored by:

- Annual management review of this Policy and its commitments at board level.
- Regular supply chain audits, assessments and data collection surveys.
- Increase of supplier engagement and membership of The Supply Chain School.
- Supply chain meetings with our senior leadership team and sustainability manager.
- Our sustainability progress report.
- Customer and stakeholder feedback.
- Scope 3 emission reductions in line with SECR and ESOS.

Key Benefits of Effective Due Diligence

1. Avoid supply chain related risks and disruption.
2. Protect and improve brand reputation.
3. Ability to rank suppliers making the selection process more streamlined.
4. Build relationships and trust with suppliers and clients.
5. Prevent project delays and rework needs.
6. Improved environmental, social and economic impact.
7. Ensuring we offer reactive, resilient, reliable and responsible services to our clients and the built environment.

Supportive Documentation

This policy also interlinks with aspects of other separate documents including:

- Hall & Kay Sustainable Supplier Charter
- Hall & Kay ESG_CSR Policy.
- Hall & Kay Energy & Greenhouse Gas Policy
- Hall & Kay Sustainability Policy.
- Hall & Kay Environment 14001 Policy
- Hall & Kay Health & Safety Policy
- Hall & Kay Quality 9001 Policy
- Hall & Kay Human Rights Policy
- Hall & Kay Modern Slavery & Human Trafficking Policy

Responsibilities

The responsibilities for effective responsible procurement and supply chain due diligence are as below:

Procurement personnel are responsible for implementing the policies due diligence processes.
Project and operational teams must only use our listed approved suppliers.
Key Suppliers are expected to comply with this policy and its objectives.

All employees have a responsibility in their area to ensure that the aims and objectives of the policy are met, and to undertake any training that is offered.

Richard King (Managing Director) has overall responsibility for ensuring that sufficient resources are made available to enable the business to achieve our objectives and targets and that the policy is implemented and circulated to all relevant parties.

Richard King

Managing Director
Hall & Kay Fire Services Limited

This policy is communicated to all Hall and Kay employees and is available for other interested parties on our website