

Sustainability Procurement policy

Introduction

Sustainable procurement includes responsible selection and sourcing of products and services, considering environmental, social, economic and ethical aspects across the whole lifecycle. Sustainable procurement ensures that procurement decisions not only meet organisational needs but also contribute to society and the environment. We acknowledge our responsibility in sustainable procurement and recognise that our decisions influence impacts across the supply chain.

Purpose

The purpose of this policy is to embed sustainability into all procurement activities. It ensures that purchasing decisions reduce our environmental impact, whilst supporting social responsibility, ensures ethical conduct and promotes economic activity.

Scope

This policy applies to the procurement of all goods, services, works and utilities purchased by Cluttons including direct purchases, tenders and supplier contracts.

Policy Statement

Cluttons will:

- Preferentially source sustainable products and materials, with preference given for certified materials (e.g. FSC, ISO 14001)
- Preference that materials are sourced to reduce our impact on climate change, for example materials with lower embodied carbon, materials with a high recycled content, and the purchase of energy efficient products and materials.
- Purchase of materials and products which are non-toxic and environmentally friendly.
- Ethically source services, products and materials in accordance with measures to prevent modern slavery and human trafficking.
- Implement the principles of a circular economy and reduce creation of waste.
- Phase out the purchase of single-use items where possible.
- Consider the sustainability of materials from the outset and specify sustainable products throughout any design process.
- Select contractors and suppliers based on their sustainability credentials.
- Work with our supply chain to promote sustainability.

Implementation

Cluttons shall:

- Develop a Responsible Procurement Procedure in support of this policy.
- Develop a Sustainable Material Specification Guidance.
- Embed the Sustainability Code of Practice for Contractors across all applicable contracts – contractors must sign up to these requirements to work within our supply chain and across the services we deliver.
- Implement the ESG Contractor Framework questionnaire on our live and future contracts. Contractors must pass this questionnaire to work across our supply chain.
- Work to improve performance of contractors who fail to meet our required standards.

Policy review

This policy will be reviewed annually

John Gravett

Chief Executive Officer

Reviewed date: 5 January 2026
