



**\*Note that their policy covers both Service Ceilings Limited t/a SCL Interiors & SCL Interiors (London) Limited\***

Service Ceilings Limited t/a SCL Interiors define sustainable specification and procurement to be the responsible selection and sourcing of products and services, taking into account environmental, social, economic and ethical aspects over their whole lifecycle. We recognise that we have the potential to have a negative sustainability impact through the use of a vast number of products and services from a global marketplace. Through careful consideration and management of our supply chain we seek to reduce any negative impacts and have a positive impact where possible. We aim to:

1. Consider the sustainability of materials from the outset and specify sustainable products through the design process.
  - a) Specify products with consideration to the likely source and processing locations of materials, ensuring that adequate due diligence processes can be put into place for any materials sourced from other countries.
  - b) Incorporate our sustainable specification aspirations with our consultants and architects.
  - c) Give preference to materials and products which:
    - Have a low environmental impact and minimise biodiversity impacts.
    - Have a high recycled content or can be re-used
    - Help to mitigate issues such as climate change, ecological damage, waste production and water scarcity
    - Perform well in recognised sustainability ratings, such as energy efficient labelling.
2. Preferentially source sustainable products and materials
  - a) Review the sustainability credentials of materials and their suppliers as part of the procurement process.
  - b) Refer to internal standards and guidance during the sourcing of products and materials, including MSP16 Environmental Policy and MSP41 Sustainability Policy, as well as relevant external standards and guidance such as BES6001 The Framework Standard for Responsible Sourcing for Construction Products, ISO14001 Environmental Management.
  - c) Ensure all timber and wood-based products are sustainably sourced and from known and legal sources:
    - Never knowingly become involved in, collude with or procure timber from illegal operations
    - Never procure any species listed on the Convention on International Trade in Endangered Species (CITES) of Wild Fauna and Flora
    - Only procure timber and timber-based products that have been independently certified to either the Forest Stewardship Council (FSC) or Programme for the Endorsement of Forest Certification (PEFC) schemes, therefore avoiding conflict timber. It is recognised that in rare occurrences full certification may not be available; in these instances, we will source products in partnership with organizations which have full Chain of Custody procedures in place and that can demonstrate that the forests from which the timber originates, are legally managed and are committed to improving forest management practices.
    - Require suppliers to provide relevant evidence as required.
  - d) Consider transportation distance and mode, including from the original source of extraction/manufacture.
  - e) Require suppliers of goods to ensure that slavery and human trafficking does not take place within their supply chain, line with SCL Interiors MSP12 Anti-Slavery Policy.



3. Select suppliers based on their sustainability credentials and work in partnership to create a more sustainable supply chain
  - a) Assess suppliers based on overall value rather than cost alone during each tender process, ensuring sustainability impacts form part of the consideration.
  - b) Provide opportunities for a range of companies within the tender process, including local, small and medium-sized businesses.
  - c) Follow SCL’s policy against Bribery and Corruption as set out within MSP20 Bribery & Corruption Policy.
  - d) Ensure prices and terms are ethical, fair and respected and make payments promptly in line with the Prompt Payment Charter that SCL have signed up to.
  - e) Use the resources of the Supply Chain Sustainability School and ensure that appointed contractors ensure that the environmental and social impacts of their work are minimised and that each operative is appropriately trained.
  - f) Encourage and support everyone in the provision of training and skills development in line with our Apprenticeships and Skills Development Policy MSP74 Apprenticeships and Skill Development Policy.
4. Reduce demand for procurement in divisional offices and on sites
  - a) Use energy, water and materials efficiently
  - b) Store and handle materials carefully and re-use materials where possible
  - c) Operate a materials exchange service between sites as long as it has authorisation from the Procurement Manager in the first instance.
5. Strive for continual improvement and be innovative in our approach
  - a) Work in partnership with our supply chain to understand how sustainability can be improved and tackle any issues.
  - b) Keep up-to-date with emerging standards, materials and practices

**Responsibility and Monitoring**

This policy will be reviewed at least annually and amended where appropriate and is supported by our MSP41 Sustainability Policy. The policy should be implemented throughout the whole procurement cycle, unless there are compelling prohibitive reasons for it not to be. We expect everyone to apply the sustainable procurement principles outlined in this policy during any procurement on behalf of SCL Interiors and we reserve the right not to do business with companies where it can be demonstrated that significant violations of this policy exist. Ultimate responsibility for all matters related to sustainability, including sustainable procurement rests with the Managing Director.

Signed: A. Nurse

Date: 7/8/23

Name: A. Nurse

Position: Director