

RESPONSIBLE PURCHASING POLICY

Crown Workspace provides business class standard moves and changes including office and IT relocation services, storage, specialist relocations, interior refurbishment, IT refurbishment, sustainable office furniture and equipment solutions. Our approach is underpinned by our Business Management System, certified to ISO 14001, ISO 45001 and ISO 9001. This

We do this by:-

- **Integrating sustainability into the heart of our service offering**, which we deliver through the Renew Centre and Renew IT. Through these services we encourage our clients to reuse existing furniture and IT equipment via our remanufacturing, repair and refurbishing services.
- **Being a fair employer**. As a Living Wage Service Provider, we pay all our site-based staff the Living Wage as a minimum and encourage our clients to offer this through their contracts. We also seek to ensure there is no modern slavery (as defined by the Modern Slavery Act 2015) in our business or supply chains.
- **Working to the principles of the Social Value Act** in recognising and prioritising positive social outcomes from procurement.
- **Managing our supply chains** via our supplier selection process whilst at the same time supporting small businesses – typically, over 90% of Crown Workspace's suppliers are SMEs.
- **Procuring goods and services locally and supporting local employment**. Crown Workspace delivers nationally and engages with local subcontractors, utilising local knowledge and supporting the economy and workforce where the operations are being carried out.

Responsible Purchasing Policy supports our Environmental and Sustainability Policies.

As a market leader, Crown Workspace not only seeks to minimise environmental impacts. We also embrace the social and economic aspects of sustainable procurement.

- **Supporting social enterprise and local charities** by providing our clients with an opportunity to give back to society via our 'Giving Back' scheme, and supporting a variety of fundraising events.
- **Providing sustainable employment opportunities**, for example, by providing apprenticeships.
- **Specifying the most up-to-date environmental specifications for hired vehicles** to complement our own fleet of vehicles.
- **Specifying only wood products that are FSC certified** for our furniture remodelling services and our own office furniture.
- **Specifying reusable packaging where possible**, for example, crates and blankets – and ensuring that all packaging contains a high recycled content.
- **Employing sustainable catering services** by using sustainable caterers and specifying organic and local products for catering functions where possible.
- **Recognising where we could do better** and seek to strengthen these by developing EMS objectives and targets

Responsibility for ensuring the policy is fully implemented lies with the Regional Director. All Crown Workspace employees have a duty to adhere to this policy.



Phil Oram

Regional Director, Crown Workspace
28th February 2020