

## Responsible Sourcing Policy

Window Systems Division is a leading UK manufacturer and supplier of PVC-u window and door profiles and RCM.

We are committed to operating a strong management system that promotes continual improvement while maintaining the observance of all relevant legal requirements, good industry practice and ethical behaviour in relation to quality, occupational health and safety, the environment and human resources. To this end our sites have obtained certification to ISO 9001, ISO 14001 and OHSAS 18001.

We will encourage our material suppliers to adopt management systems that promote good environmental practices, social responsibility and a commitment to improvement.

We purchase a wide variety of materials as part of our manufacturing and associated operations. This policy sets out our aims in promoting **corporate and purchasing responsibility policies** throughout our activities and in spreading this ethos where we have influence. We will disseminate this policy to our business partners and promote its application throughout the supply chain.

### Environmental

We place great importance on **water conservation, waste reduction, energy management** and the reduction of **transport** impacts. These are identified in our various **policies** and can be viewed on our websites.

We look to our suppliers to have similar policies in place to monitor and promote the efficient use of resources including water and energy (in all non renewable forms including fuel for transport).

We are committed to using energy in the most efficient, cost-effective and environmentally responsible manner possible to minimise the emission of greenhouse gases. We will continually look for ways of reducing energy consumption and will explore ways in which renewable energy can make an effective contribution to our activities.

Our policy is to ensure that any waste from our manufacturing and office operations is minimised and any residual waste recycled wherever possible. We look to our suppliers to minimise the amount of waste created in the course of their activities and to recycle materials wherever possible.

We will consider the environmental impact of goods when making decisions to purchase. We will look to reduce waste by continually reviewing the specification and volume of materials we buy and positively considering the purchase of recycled products and materials.

Wherever possible, we will source products and materials that consume less energy and water during production, and have lower embodied carbon than alternatives.

We will comply with industry recommendations and norms concerning the use of non hazardous materials and will minimise or discontinue the use of materials with a hazardous content wherever feasible.

Our suppliers are expected to have an environmental policy in place and to comply with all applicable legislation covering environmental protection. We also look to our major suppliers to have ISO 14001 or the equivalent environmental management system in place.

We are committed to developing products that improve the quality and sustainability of the built environment. We look to our suppliers to work with us to develop materials and working practices that help us meet this aspiration.

We will find appropriate opportunities for skills, training and apprenticeships to promote career progression and to support local economic regeneration. We expect our suppliers to demonstrate a similar commitment to their local community.

### **Health and Safety and Human Rights**

We have a strong commitment to health and safety at work, and can demonstrate this. We have obtained OHSAS 18001 as evidence of our commitment to protect our employees, contractors and visitors.

We expect our suppliers to share this commitment and where practicable to obtain this certification themselves or to have and operate equivalent written policies and procedures that demonstrate their commitment to the safety and welfare of their employees

We will always seek to procure from suppliers that demonstrate a commitment to ethical working conditions including fair wage, working hours and equal opportunities.

### **Local Community and Stakeholders**

Wherever possible we will source materials and products from local suppliers to minimise the impacts of transportation and to contribute towards the local economy.

Wherever possible we will make available to our local community and industry stakeholders information concerning our performance under the Community Policy and will be open to the views and concerns of those parties.

### **Implementation and Review**

In order to ensure that any new and existing suppliers conform to the principles and practices set out in this policy we will operate an annual supplier assessment and review.

Where we identify suppliers who are not operating as set out in this policy, we will initially work with them to improve their performance, but will reserve the right to change suppliers if progress is not deemed to be sufficient.



**Clare O'Hara**  
**Managing Director**