



DENTON

Responsible Procurement Policy

DENTON POLICIES

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Denton Associates (London) Limited

As a responsible business, specialising in commercial office design and fit-out, furniture procurement and Landlord Cat A & Cat A+ services, Denton recognises its environmental impact, beyond legal and regulatory requirements.

This Responsible Procurement Policy (RPP) sets out a framework for the sourcing of materials, services, and subcontracts, and aligns the approach adopted by all involved for the specification and procurement of construction materials and services.

The policy has been adopted at an organisational level, and outlines the following information:

- *Risks and opportunities identified against a broad range of social, environmental, and economic issues.*
- *Aims, objectives and targets to guide sustainable procurement.*
- *The assessment of sustainably sourced materials both locally and nationally.*
- *Implement procedures and policies, and verify a sustainable procurement strategy, on a project specific basis.*

Where possible, Denton will influence the supply chain to reduce environmental impact, reduce the consumption of natural resources, and ensure that materials are responsibly sourced.

Denton responsible procurement policy objectives are as follows:

- Limit, or exclude where possible, the sourcing of timber products from illegal and controversial sources and increase products from well-managed sources, covered by FSC, PEFC or other recognized schemes.
- Procure materials and products with a preference towards manufacturers that have Responsible Sourcing sector certification schemes for construction products, such as BES 6001 or BS ISO 20400:2017.
- Identify and propose systems that are easy to deconstruct and reuse, once dismantled. Promote recycling processes.
- Where possible, use existing fit-out materials.
- Create opportunities for smaller organisations, social enterprise, charities.
- Encourage, where possible, clients to choose products produced locally. The aim is to reduce the project carbon footprint and support our clients along their journey towards net-zero targets.
- Venture to work with major materials and product manufacturers that either have or are working towards ISO 14001, BES 6001, Environmental Product Declarations (EPD's), Green Book Live products, EU Ecolabel, ETL, WTL or are members of a recognised trade body such as the furniture industry scheme FISP.
- Encourage the use of products that have low or zero VOC & formaldehyde emissions and have either EU or recognised international healthy workplace accreditations such as Eurofins or other low VOC accreditations.
- Work with labour personnel agencies that have clear procedures relating to compliance with the UK employment legislation, such as Agency Worker Regulations and the Asylum and Immigration Act.
- Reduce site and office waste by encouraging re-use of packaging materials and working with waste contractors that can demonstrate recycling rates, waste reduction, and aim to maximise the proportion of material diverted from landfill.
- Track and reduce water and energy consumptions, in Denton's offices and project sites.

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- Where possible, donate any site 'waste' in good condition to local charities and community projects.
- Implement a Carbon Reduction Plan, with publication of scope 1, 2 and 3 records, with measurement criteria, methodologies, and performance indicators to assess progress and demonstrate success.

Table 2: Roles and responsibilities

Role	Summary of responsibilities
Project Directors	Allocate sufficient resources and authorities to meet contractual obligations. Support and enable the project Team to deliver an environmental beneficial and sustainable project.
Divisional Director	Assign adequate resources and roles and responsibilities for sustainable sourcing management within commercial Teams.
Contract Manager	Responsible for the commercial approach to deliver sustainability objectives after the award of the contract. Implement the procurement strategy, policy, and sustainability requirements. Communicate to the supply chain.
Pre-Contract Manager	Develops a procurement strategy and plan that meets projects sustainability requirements. Assign adequate resources, roles, and responsibilities for sustainable sourcing management within Procurement Teams.
Head of Sustainability and Environment	Works with the Commercial and Procurement Teams to support sustainable sourcing and conformance to 14001:2015. Reports and escalates any non-conformance to the Head of Sustainability and Environment and to the Sustainability Director.

The organisation will review this policy annually and will update as necessary.



Richard Douglas, Sustainability Director

February 2024¹

¹ Review policy in February 2025