

**1.0 Purpose and Scope:**

- 1.1 Lignacite Ltd recognises that the manufacture and distribution of the materials we use has the potential to cause adverse social, economic and environmental impacts. With this in mind, Lignacite Ltd has implemented a Responsible Sourcing Policy to help the business meet its statutory requirements and minimise the impact its activities may have on the environment.
- 1.2 Lignacite Ltd has achieved certification to BES 6001 Responsible Sourcing of Construction Products and has built the requirements of the standard into its integrated management system.
- 1.3 Lignacite also expects its suppliers to respect the protection of human rights and to ensure they are not complicit in human rights abuses. Lignacite fully expects its suppliers to adhere to all universally accepted employment practices and to prioritise the health, safety and welfare of its employees.
- 1.4 Lignacite expects all its suppliers to conduct business in accordance with all applicable environmental and health and safety legislation and to adopt sustainable practices, to conserve natural resources and minimise their environmental impact.
- 1.5 The purpose of this policy is to outline the arrangements required to ensure that any statutory obligations and requirements of the standard are adhered to.
- 1.6 This policy applies to both the Brandon and Nazeing sites.

**2.0 Procedure:**

- 2.1 Lignacite Ltd has implemented and maintains a raw material approved suppliers list. The business is committed to only purchasing materials from approved suppliers, where reasonably practicable.
- 2.2 The business is fully committed to only purchasing materials from suppliers that are taking steps to address sustainability issues. The business meets this commitment by:
  - Considering sustainability issues in the selection of our preferred suppliers. Above and beyond our expectation of compliance with UK legislation, we prioritise the selection of suppliers that meet the following standards:
    - Certified ISO 45001 (health and safety), to ISO 9001 (quality), to ISO 50001 (energy) and ISO 14001 (environmental) management systems.
    - Active management of environmental impacts, including energy/climate change, waste, water, biodiversity and pollution.
    - Policies or procedures covering employee right to work in the UK, employee rights (e.g. working hours, benefits and training), equality/diversity, grievance/whistleblowing and payment of the living wage.
    - A community or corporate responsibility policy or procedures.
    - Procedures to reduce the risk of modern slavery (including forced, compulsory and child labour) occurring in their supply chain.
  - Actively engaging with our approved suppliers to build effective relationships.
  - Setting targets to drive improvements in the sustainability credentials of our approved suppliers.

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- Providing sufficient information, resources and training to employees involved in the implementation of this policy.
- Communicating this policy to all potential and existing approved suppliers.

**2.3** This policy is implemented through a range of other policies and through the management system.

More detailed arrangements for meeting the requirements of the BES 6001 standard are outlined in the Integrated Management System Manual

**2.4** The Directors of the Company are responsible for ensuring that operation to the principles of responsible and ethical sourcing is maintained through the appropriate management systems detailed in the manual.

**2.5** Aspects of the individual management systems are delegated to appropriate company employees shown on the company organization chart.

**2.6** The senior management team of Lignacite has established and maintains measures to ensure that operation to the principles of responsible and ethical sourcing is appropriately reviewed on an annual basis to ensure its continuing suitability, adequacy and effectiveness. Full details are outlined in the management system manual.

**2.7** Training is provided to all employees who have duties under this policy or under the BES 6001 standard.

**2.8** For full details on the procedure for approving suppliers, please refer to the Vendor Assessment procedure (QA001 V2).

Signed:..... *G. de Lotbiniere* ..... Date:..... *11/4/22* .....  
**Giles de Lotbiniere, Chairman**

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