

Sustainable Supplier Charter

Introduction

TEP is an award-winning UK environmental consultancy serving the private, public and voluntary sectors. Our skills range from landscape design and ecology in urban settings through to rural landscape management, and from environmental assessment to community consultation. Our website gives full details of our services.

We aim to be the practice of choice for those seeking high-quality professional and pragmatic advice, along with a high level of personal service and attention to detail. We are affiliated with professional institutes¹ and are guided by their codes of conduct. We aim for bespoke advice that meets the needs of our clients and contributes to sustainable development and management of land.

TEP wants to work with suppliers who mirror our values and the standards to which we are committed. We like to lead by example, so this document sets out what our suppliers can expect from us. In return we expect our suppliers to demonstrate, through their procedures, practices and standards, that they share our values and will work to the standards set out below.

Business Ethics

Very simply, we aim to be fair, honest and transparent. Our anti-bribery policy sets out our zero tolerance approach to any form of fraud or corruption, and our commitment to compliance with UK competition and procurement laws.

TEP uses transparent accounting principles to record all transactions, and does not use aggressive corporation tax avoidance measures. We have IT procedures and controls in place to protect the privacy of the information of our clients, suppliers, and employees.

We will pay our suppliers within contractually agreed periods, normally 30 days, and will advise suppliers at the earliest opportunity if there is a problem that requires resolution before payment can be made. We specifically ask suppliers to commit to implementing anti-corruption, data protection and prompt payment policies.

Environment

Sustaining the quality of natural and man-made environments is central to everything that TEP does, so we're keen to ensure that we safeguard the environment in our day-to-day practices. Our environmental management system is externally accredited to ISO 14001:2015. The system is holistic, considering our direct impacts, and the impacts of our activities and projects on the environment and local communities through the advice we give to our clients. We also have a strong commitment to protecting and enhancing biodiversity, demonstrated through our environmental planning and design commissions. ⁱ

We specifically request suppliers to commit to specification and use of products which are sustainably-sourced and use recycled materials where available and appropriate (in

technical and financial terms)². We expect suppliers whose activities impact natural habitats to comply with all legal and planning conditions and to demonstrate best practice in the management and survey of biodiversity.

Climate Change

We monitor and review the impacts of our activities including energy, water and resource use, waste and transport. TEP is a Carbon Neutral company, as accredited by the British PAS 2060 Standard. We encourage all our suppliers to look for ways to measure, reduce and offset their greenhouse gas emissions, and will preferentially work with suppliers who demonstrate their shared aspiration to run a carbon-neutral business.

Employment

TEP is an equal opportunities employer and actively values diversity, as is demonstrated through our Equality and Respect policy and the results of our independent ACAS review. TEP does not discriminate on the grounds of age, race, disability, ethnicity, gender, marital status, sexual orientation, religion, faith or on any other unjustifiable or illegal grounds. The conditions for our employees including working hours, remuneration and other benefits are set out clearly in employment contracts, which are in line with UK legislation and the United Nations Global Compact, the United Nations Declaration of Human Rights and the International Labour Organisation (ILO).

TEP is an Investors in People (Gold) organisation. We will preferentially work with suppliers who can demonstrate their commitment to high standards in respect of employment contracts and professional development opportunities for their staff.

Good Practice

TEP's quality management system is accredited to BS EN 9001:2015. As well as ensuring continual review and improvement in our own practice, the management system establishes procedures for the selection and monitoring of suppliers who continue our high standards. The practice has an ethos of continual learning to raise standards, both within the company and when undertaking commissions.

Community

The work we do doesn't just affect environments, it affects people too. From the communities our offices reside in, to the neighbourhoods impacted by our designs, TEP encourages positive investment and contribution, e.g. by supporting local schools and charities, and providing local employment and work experience opportunities.

Health, Safety and Wellbeing

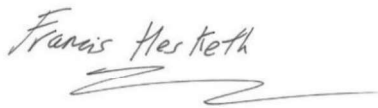
Our health and safety system is accredited to ISO 45001:2015. This framework allows us to consistently identify and mitigate risks to our employees, contractors and the public. Our framework also encourages employees and suppliers to help us to identify any risks, by creating a working environment that is free from intimidation and sustains health and wellbeing. It ensures that safety regulations and practices are clearly communicated to employees and anyone working with us.

We expect our suppliers to have a health and safety system that is also compliant with ISO 45001:2015 or, if not, to work in accordance with our policies and procedures.

Complaints

We would like to hear from any individual or organisation with a legitimate complaint to make about social and environmental conditions brought about either through our actions, or those of anyone within our supply chain. We will investigate any complaints received, speak to the parties involved, and, unless the complaint is anonymous, give feedback to the complainant about any action taken as a result of the complaint. Complaints should be emailed to tep@tep.uk.com

Date of Next Review: January 2024



Person with overall responsibility	Francis Hesketh, Director
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Rev	Date	Description of Amendment	Authorised by
00	January 2013	Original Issue	Francis Hesketh
01	September 2015	Document template altered	Francis Hesketh
02	January 2017	Scheduled review, no amendments	Francis Hesketh
03	January 2018	Updates to ISO accreditations	Francis Hesketh
04	January 2019	Scheduled review, no amendments	Joanne Boothroyd
05	January 2020	Change from OHSAS 18001 to ISO 45001	Hayley Chriscoli
06	October 2021	Scheduled review, updated format to new TEP branding	Joanne Boothroyd

¹ Landscape Institute, Royal Town Planning Institute, Chartered Institute of Ecology and Environmental Management and Institute of Environmental Management and Assessment.

² Where possible, we expect to avoid purchasing plastics such as PVC containing phthalates with health impacts or materials containing cadmium, hexavalent chromium, lead or mercury. Timber products should be certified under Forest Stewardship Council (FSC) or the Programme for the Endorsement of Forest Certification (PEFC) Schemes. We are working towards only specifying quarry products that meet the requirements of the BRE BES 6001 framework standard for Responsible Sourcing of Construction Products, or similar.