

Environmental and Sustainable Procurement Policy

for Subcontractors and Employees

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OUR ENVIRONMENTAL APPROACH

PURPOSE AND COMMITMENT

Changing Footprint aims to make considered environmental choices in its consultancy activities and purchasing. We will comply with applicable environmental requirements and consider practical ways to prevent pollution, avoid unnecessary resource use and reduce waste. Our approach takes account of the nature of the work, service quality, accessibility, safety and cost.

SCOPE AND RESPONSIBILITY

This policy covers business travel, home and office working where we can influence practice, purchased services, IT and equipment, energy, water and waste. Changing Footprint's Director is responsible for applying the policy and approving purchasing decisions. Employees, associates and subcontractors are expected to consider the environmental implications of choices relevant to their work.

CONSIDERING ENVIRONMENTAL CHOICES

When planning work or making purchases, consider whether there is a practical option with a lower environmental impact. This may include avoiding an unnecessary journey, extending equipment life, choosing a repairable product or reducing packaging. Decisions should reflect the circumstances and available information, rather than relying on unsupported environmental claims.

A PROPORTIONATE APPROACH

Environmental considerations should form part of everyday decisions. Changing Footprint's Director will consider suitable opportunities as they arise and encourage practical suggestions from people working with us. Records created through normal business activities will be retained where useful, so they can support a future review of environmental choices and performance if one is undertaken.

WORKING AND PURCHASING PRACTICES

TRAVEL AND RESOURCES

Consider remote meetings where they meet the purpose and maintain service quality. Consider rail, public transport or combined visits where practical, taking account of accessibility, safety, time and location. Retain business travel and expense records generated in the normal course of work. Use sensible equipment settings and consider opportunities to avoid unnecessary energy use, printing and disposable purchases.

PURCHASING DECISIONS

Consider whether a purchase is needed and whether existing equipment can be repaired, reused or replaced with a suitable refurbished option. Where relevant, consider durability, repairability, energy efficiency, recycled content, packaging, end-of-life arrangements and whole-life cost. Retain available purchase information and the reasons for significant decisions, including relevant trade-offs.

WASTE AND POLLUTION

Consider waste prevention, reuse and recycling when using or disposing of materials. Use authorised waste services and retain evidence where required. Keep electronic equipment and batteries out of general waste and arrange secure data erasure before reuse or disposal. Avoid activities that could cause pollution and follow applicable site arrangements. Notify the site host and Changing Footprint's Director promptly of spills or environmental incidents.

SUPPLIER STANDARDS

As part of supplier selection, confirm that suppliers have environmental and sustainability policies and measure their greenhouse gas emissions. Request copies or links to the policies and available evidence of emissions measurement, such as a footprint summary or published disclosure. Retain the information provided with the supplier records. Where evidence is unavailable, seek clarification before appointment and refer the decision to Changing Footprint's Director. Any exception must have a recorded reason. Labour, modern slavery and human rights expectations are addressed in CF POL 05.

RECORDS AND RESPONSIBILITIES

KEEPING USEFUL RECORDS

Keep relevant records arising from normal business activities, including available travel and expense records, energy invoices, purchase decisions, waste documentation, supplier policies, emissions information and selection checks. Record the date and source of supplier information and any clarification or exception agreed. Store records securely and retain them in line with CF POL 06. These records are intended to provide a basis for a possible future review of environmental choices or performance; they do not constitute an ongoing measurement, monitoring or reporting programme.

INCIDENTS AND CORRECTIVE ACTION

Anyone identifying pollution, unlawful disposal, misleading environmental claims or a concern about purchasing practices should notify Changing Footprint's Director. Take safe, appropriate action to limit immediate harm and record the issue and action taken. Changing Footprint's Director will arrange any necessary follow-up, seek competent advice where appropriate and ensure that legally required notifications are made.

COMMUNICATION

Explain the practical expectations in this policy when arranging work, travel or purchases. Respond honestly to requests for environmental information, using records that are available and making their limitations clear. Do not imply that Changing Footprint has measured or verified its emissions, achieved carbon neutrality or obtained environmental certification unless there is evidence to support the claim.

POLICY RESPONSIBILITY AND REVIEW

Changing Footprint's Director is responsible for keeping this policy appropriate to the business and reviewing its wording annually or when activities or applicable requirements change. Any future review of environmental performance may draw on the retained business and supplier records. The scope and timing of such a review would be decided separately.

Reviewed and approved by: Mark Taylor, Changing Footprint Director
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