

SUSTAINABLE PROCUREMENT POLICY AND PRINCIPLES

FORE Partnership is a real estate investment boutique committed to using our business to improve the environment and make a positive social impact. Our vision is a low carbon world where property is a force for social good; we aim to achieve this by championing innovation throughout our business and by advocating for our vision across the property industry and beyond.

We recognise the impact our activities have on the environment and people, and the responsibility we have to our employees, communities, clients, tenants, and the natural world to operate our business ethically and sustainably. As a B Corp, we favour companies that are also certified B Corps or that align with B Corp values.

We have developed this procurement policy to detail how we work with our supply chain. From construction contractors, to suppliers of all goods and materials, to property managers, leasing agents and other service providers, from large vendors to small, from our purchases on behalf of our corporate business to procurement at the level of our individual property investments, we follow this same philosophy and underlying guidelines. And commit to only working with suppliers that are aligned with our ambitions and who meet or exceed our strict procurement criteria.

In this way, together we will lead by example, reducing our environmental impact and promoting sustainability, fairness, equality, and positive social outcomes. And we will ensure that our transition as a society to a low carbon economy is just, and smart.

Within this framework, we are focused on the following three areas in particular:

Environmental

- Mitigate our impact on the environment and climate change by requiring our suppliers to meet or exceed our environmental objectives and targets
- Create minimum standards for all commonly procured goods and aspire to best practice
- Undertake the Life Cycle Analysis on significant projects to ensure environmental impact is minimised at design, operation, and end of life stages
- Source locally to reduce impact of deliveries
- Ensure that materials are certified at the highest levels of environmental sustainability
- Procure all electricity from certified 100% renewable energy sources and promote the same throughout our supply chain

Social

- Work with and enhance the communities within which we work through activities such as apprenticeships, mentoring, volunteering, and training
- Enhance equality and diversity by ensuring the workforce is representative of the areas where we work
- Meet minimum salary and pay levels in line with local living wage guidelines
- Operate to the highest standards of human rights, modern slavery, and labour, in accordance with the United National Global Compact Principles and all applicable legislation
- Meet or exceed best practice in terms of protection against bribery and corruption

Economic

- Enable local, and small and medium sized enterprises be part of our supply chain
- Consider whole life costs prior to any purchase of appropriate goods and services
- Pay all suppliers promptly within agreed terms
- Quantify the local social, environmental, and economic impact of our supply chain

Improving the way we procure goods and services is an ongoing process and we pledge to work with all our suppliers to drive improvement in our performance as well as their's. No doubt, there will be learnings we can take from our peers, and best practices we can adopt together in partnership.

Attached to this Policy and Principles document is a Supplier Code of Conduct. Please read this Code of Conduct carefully and if you are unable to commit to it, or if material breaches occur during our relationship together, please inform us by speaking to your FORE contact, by emailing us at info@forepartnership.com, or by writing to us (anonymously, if you prefer) at:

FORE Partnership
135-137 New Bond Street
London
W1S 2TQ
United Kingdom

We value our relationship with you and look forward to many years of profitable and impactful work together.

Sincerely,

Basil Demeroutis
Managing Partner

Revised: December 2022

Next review: December 2023

SUPPLIER CODE OF CONDUCT

FORE Partnership asks each of our suppliers to commit to the following minimums criteria. This Code of Conduct cannot cover every possible situation, and we are all required to use our best judgment in applying the principles of our Procurement Policy in everything that we do, and to follow the spirit this Policy.

We appreciate that many of you who work with us have developed your own environmental sustainability and social responsibility guidelines, so we don't ask you to replace those with ours. However, we do ask that you respect our Code of Conduct and understand that we have made a fundamental commitment to work only with those firms whose standards are at least as rigorous as our own.

We ask that all key members of your firm who are dealing with us are made aware of this Code of Contact and you encourage them to follow it. We also recommend you pass along our requirements to you own supply chain, and make sure that our requirements are delivered, managed, and reported effectively.

By operating in line with this Code, we can all play a part in safeguarding our natural resources, deliver value to each of our stakeholders, improve resource efficiency, enhance business transparency, safeguard our natural capital, and leave a positive legacy for those who follow us.

Who does this apply to?

- Suppliers of all goods, works, and services
- Firms and individuals
- No minimum value
- Contractors and subcontractors
- Those engaged with FORE Advisors LLP at a corporate level, and with any of our investments and properties, affiliates, subsidiaries, and joint ventures
- Suppliers must ensure their suppliers and subcontractors also comply with these standards and to have in place an up-to-date supply chain code of conduct of their own or agree to adopt ours

We ask that you respect the following guidelines:

Environmental

- Have in place an Environmental Management System, including sustainability and sustainable procurement policies, and provide a copy to us on request
- Take steps to minimise carbon and energy use within your operations and your own supply chain, including: reducing energy use during construction and delivery; enabling energy efficiency in use; developing a suitable management plan to monitor, manage, report and feedback on the performance for the above; and co-operating and co-ordinating with others including contractors, subcontractors and consultants engaged in connection with the works in furtherance of this principle
- Report on annual Scope 1 and 2 greenhouse gas emissions in line with the requirements set out by the relevant government agency

- Reduce impact on air quality by controlling dust and harmful emissions
- We encourage you to have ISO 14001 certification and keep this updated with regular audits. If ISO 50001 certification is not held, then we require you to regularly, independently audit your firm's environmental performance
- Identify environmental risks and manage those risks on any project you are managing for us
- Protect biodiversity and, where possible, deliver measurable net gains in biodiversity, including protecting trees and other habitats and wildlife on site, and complying with ecological and arboricultural mitigation requirements
- Minimise waste and use of materials and give preference to materials, products, and services with greatest circular-economy benefits
- Substitute the use of scarce minerals wherever possible quantify the embodied carbon of key materials
- Procure 100% timber and timber products from independently verified, legal and sustainable sources which meet the requirements of the UK Timber Regulation, certified under a suitable Chain of Custody regime ("CoC"), or the forest of origin should be licensed by the UK Forest Law Enforcement Governance and Trade ("FLEGT") scheme
- Maximise the use of cement replacement products in concrete mixes and to maximise the use of recycled concrete aggregate, ideally sourced / reclaimed from our site where you are working
- Maximise the use of recycled materials in your supply chain and provide certifications of recycled content if requested
- Not to use materials with any of the following substances under any circumstances: alkylphenols; asbestos; chlorofluorocarbons (CFCs); formaldehyde; hydrochlorofluorocarbons (HCFCs); polychlorinated biphenyls (PCBs); phthalates; short chain chlorinated paraffins; wood treatments containing creosote, arsenic or pentachlorophenol; materials containing micro bead plastics
- Eliminate the use of hazardous chemicals covered by the Stockholm and OSPAR Conventions, and ensure management in line with the European Chemicals Regulations
- Take all reasonable steps to minimise water usage
- Undertake training in carbon literacy for your staff
- On construction projects (with no minimum value), have a sustainability representative assigned and make them available to work with us to drive positive environmental outcomes

Waste

- Make available all information associated with primary, secondary, and tertiary packaging in accordance with the Packaging Waste Regulations
- Reduce and, if requested, take back packaging
- Replace and eliminate single use plastics
- Commit that 100% of waste is diverted from landfill and provide certifications if requested
- Resource Management Plan for all construction projects
- Follow the waste hierarchy` and consider waste hierarchy in decision making: Prevent, Reduce, Reuse, Recycle/Compost, Recover, Disposal

Circular Economy

- Where possible, employ closed loop systems that utilise the waste product from one process or product in another product or process.
- Share with us experiences of innovation in the circular economy
- Promote the circular economy principles to all associated supply chain partners

Labour, bullying, discrimination and social

- Pay employees the applicable local living wage, for example in London the London Living Wage and across the UK the National Living Wage
- Have in place and keep updated a Diversity & Inclusion Policy which builds on the relevant statutory provisions relating to race, sex, gender reassignment, age, disability, sexual orientation, religion or belief, pregnancy, maternity and otherwise
- Work with your own suppliers who actively manage diversity and inclusion in their workforce
- Provide details, if requested, of your approach to monitoring against this policy, as well as your recruitment, anti-bullying, and harassment training
- Upon request, provide data on the diversity of your workforce
- Have in place policies to promote local employment, including graduate programmes, apprenticeships and use of local labour
- You may be required to report to us your expected and actual social value delivered on selected projects, and work with our third-party monitors to measure social value against our targets
- On construction projects (with no minimum value), have a CSR/communities representative assigned and make them available to work with us to drive positive social outcomes

Human rights

- Demonstrate a commitment to equality of opportunity for individuals and groups enabling them to live their lives free from discrimination and oppression
- Comply with the United Nations Universal Declaration of Human Rights, the International Labour Organisation's standards on child labour and minimum age, the United Nations Global Compact and the Modern Slavery Act 2015, The Ethical Trading Initiative's (ETI) Base Code, and FORE's own Modern Slavery Code of Contact, a copy of which is available at www.forepartnership.com/modernslavery
- Provide a copy of your Modern Slavery Statement and other documents detailing the steps being taken to ensure that modern slavery and labour exploitation does not occur in your own business or your own supply chain
- Details of any products or materials sourced by you from high-risk countries of origin as defined by the Global Slavery Index 2018 by value and by percentage of total contract value
- If you are providing products or materials that are sourced from high-risk countries of origin we will need to understand more about the steps you are taking to ensure that modern slavery and labour exploitation does not occur. For more information, please visit the Global Slavery Index
- If requested, provide evidence that you conduct regular supply chain audits at least annually
- If requested, provide evidence that all staff, including temporary workers, have a written contract of employment and that they have not had to pay any direct or indirect fees to obtain work

- Commit to notifying the National Referral Mechanism as soon as you or any of your staff or suppliers become aware of any instance of Modern Slavery or Labour Exploitation taking place. The helpline number is 0800 0121 700 and website to report is as follows: www.modernslaveryhelpline.org/report

Economic

- Offer small and medium enterprises, social enterprises and local businesses the opportunity to participate in our supply chain
- If requested, suppliers who are not classified as small or medium-sized enterprises shall provide details of attributable spend with SMEs
- Recruit locally and provide opportunities for graduates, trainees, apprenticeships and work experience
- Work with FORE to quantify the local social, environmental, and economic impact of our supply chain
- Pay your suppliers and subcontractors on time and in accordance with contract conditions

Health and safety

- Embed health and safety as core elements in all that you do
- We ask that you and your staff engender a culture that is intolerant of unsafe behaviour, short cuts and unplanned work
- Support those who challenge these unsafe practices,
- Report potentially unsafe incidents and injuries, and investigate fully in order to learn lessons

Fraud, deception and dishonesty, gifts and hospitality

- Adopt fair operating practices in which they act honestly, do not give or receive bribes, or participate in corruption
- Adhere to FORE's anti-bribery policy, a copy of which is available at the link [here](https://forepartnership.com/fore-anti-bribery-gifts-and-hospitality-policy/) (or at: <https://forepartnership.com/fore-anti-bribery-gifts-and-hospitality-policy/>)

Communities

- Work with and enhance the communities within which you work through activities such as apprenticeships, mentoring, volunteering, and training
- Engage voluntary, community and social enterprises where appropriate to provide support and address wants and needs
- Engage community stakeholders to gain insight into concerns and challenges of a particular project and respond directly to people's wants and needs

Reporting

- Suppliers and their staff are asked to report any potential or actual breaches of our Supplier Code of Conduct to us, via your contact at the firm, via email using: info@forepartnership.com

or by writing to us (anonymously, if you prefer) at:

FORE Partnership
135-137 New Bond Street
London
W1S 2TQ
United Kingdom

Supplier questionnaire

- We require a detailed supplier questionnaire to be completed prior to engaging with us and annually thereafter by 1) our largest 15 suppliers, 2) any supplier providing more than £100,000 (or €100,000) in any one year, and 3) all building works contractors (with no minimum spend)
- All suppliers will be thoroughly vetted and may be requested to complete the questionnaire based on particular details of the nature of our relationship and the type of goods and services supplied

Reporting

- Suppliers and their staff are asked to report any potential or actual breaches of our Supplier Code of Conduct to us, via your contact at the firm, via email using info@forepartnership.com or by writing to us (anonymously, if you prefer) at:

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Revised: December 2022

Next review: December 2023

SUPPLIER QUESTIONNAIRE

Company name: _____

Corporate Social Responsibility

Please confirm if you have the following policies and staff training procedures in place:

Anti-Bribery and Corruption Policy	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Modern Slavery Policy	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Whistleblowing Policy	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Do you pay your workers at least the National Living Wage (or equivalent if outside the UK)?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Do you pay your workers at least the London Living Wage (or equivalent local guideline, if one exists)?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Do you check that all your workers have the right to work in the jurisdiction in which they are employed?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Do you use agency workers?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Do you use subcontractors?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>

Has your company (or any current or former senior executive or company director) been accused of a criminal or civil offence in the last 5 years (whether or not resulting in a conviction) or have any pending actions relating to:

Bribery or corruption	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
Money laundering	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
VAT fraud or tax evasion	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	

Modern slavery or human trafficking	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
Health and safety	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
Environmental legislation	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
Employee discrimination	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
Conspiracy	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
If you have answered yes to any of the above questions, you must provide details of the actions and dates.					

Quality Assurance					
Does your organisation hold a recognised quality management certificate from a UKAS-accredited body, e.g., ISO9001?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
If Yes, please supply a copy of the certificate and continue to the next question. If No, please answer the following:					
Do you have documented procedures for quality management for your company's organisation?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
Do you have procedures for dealing with non-conformance of quality management?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
Do you have a continuous improvement programme in place?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
Do you audit the performance/validity of internal systems?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
Do you use statistical techniques for controlling product/service quality?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	

Business Continuity and Resilience

Does your organisation hold a recognised information security management certificate, e.g., ISO27001? Yes No

If Yes, please supply a copy of the certificate and continue to the next question. If No, please answer the following:

Do you have a documented business continuity plan? Yes No

When was it last updated?

Do you regularly test the plan (minimum annually)? Yes No

Do you provide training to all staff to ensure that they know what to do in the event of a disruption to services? Yes No

Information Security

Please record your ICO registration number here or provide reasons for not being registered:

Does your organisation hold a recognised information security management certificate from a UKAS-accredited body, e.g., ISO27001? Yes No

If Yes, please supply a copy of the certificate and continue to the next question. If No, please answer the following:

Does your organisation comply with the Data Protection Act 2018? Yes No

Do you have a written Data Protection Policy? Yes No

Do you have a procedure for dealing with security incidents? Yes No

Environmental Compliance

Please provide the following information and attach supporting documentation

Has your organisation had any enforcement notices or prosecutions by the Environment Agency (or similar bodies in countries in which you operate) in the past 3 years? If you answer yes, please provide detailed documentation.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Does your organisation operate a formal certified environmental management system from a UKAS accredited body, e.g., EMAS or ISO14001?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If Yes, please supply a copy of the certificate and continue to the next question. If No, please answer the following:				
Do you have documented procedures for environmental management for your company's organisation?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Do you have a continuous improvement programme in place?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Do you audit the performance/validity of internal environmental management systems?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Do you provide environmental awareness training for your workers?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Sustainability

Please provide the following information and attach supporting documentation

Does your organisation have a commitment to be Net Zero Carbon? If yes, please provide details.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Is your company a certified B Corp?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Does your organisation have a green/responsible sourcing procurement policy and standards? If yes, please provide a copy.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Is your company working towards an environmental accreditation? If yes, please provide details as to which accreditation and when you expect to receive it.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Has your organisation undertaken/participated in sustainability initiatives within the past 3 years? (e.g., tree planting, no travel weeks, giving to communities, charitable giving, etc.)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Does your organisations have a sustainability policy towards suppliers? If yes, please provide a copy.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Does your organisation report annually on its environmental/sustainability performance?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
We require our suppliers to deliver goods and services that adhere to our Sustainable Procurement Policy and Procedures, and our Supplier Code of Conduct. Have you received a copy of both these documents and do you agree to adhere to them?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Please provide a response, supported by track record examples, which demonstrates how your organisation will meet this requirement				
What are the potential adverse environmental and social impacts of the products and services that you are proposing to supply to us and what actions have you taken to minimise these?				

Health and Safety

Please provide the following information and attach associated documentation

Current signed and dated Health and Safety Policy and arrangements	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Details of the Health and Safety competent person	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>

Emergency and first aid arrangement details	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Do you supply your mobile employees with emergency first aid packs?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Are your mobile employees trained to administer self-help first aid?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Do you have a lone worker policy?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Do you have an emergency contact system for out of hours working?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Do you provide health and safety induction training for your employees?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Do you provide asbestos awareness training to those potentially at risk?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Do you provide training for any hazardous equipment for anyone using it?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Do you provide training to anyone working at heights and using work at height equipment?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Have you documented that all of the operatives undertaking works of a technical nature are suitably trained and you hold proof of competence?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Do you provide health and safety management training for your managers and supervisors?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Do you carry out site toolbox talks for your operatives on a regular basis?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Please provide information on how training is kept up to date:						

Accident and Incident Statistics

Please provide number of incidents for each of the last three years and the current year to date:

	3 years ago	2 years ago	Last year	Year to date
Total number of employees employed by your company	N/A	N/A	N/A	
Number of fatalities				
RIDDOR reportable accidents				
Over three day lost time accidents				
Number of RIDDOR dangerous occurrences				

Signed:

Name:

Title:

Company Name:

Revised: December 2021

Next review: December 2022