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## Sustainable procurement policy

As a leading provider of office design and fit-out services, Oktra recognises its responsibilities towards the impacts we have on the environment.

Where practically possible we influence procurement choices for our clients that give value for money, reduce consumption of primary resource and use materials with a lower impact on the environment.

Our sustainable procurement policy objectives are as follows:

- Procure all timber and timber products from sustainable sources with FSC, PEFC or other recognised schemes being given preference and which are ideally grown in the UK or EU.
- Identify products that have materials that can be re-used and are easily deconstructed to allow high recycling rates.
- Where possible, use as much of the original structure already present in the building or project.
- Create opportunities for smaller organisations and social enterprises and endeavour to work with charities local to our office and/or site operations.
- Treat our suppliers with respect and in line with the governments Prompt Payment Code.
- Venture to work with major materials and product manufacturers that either have or are working towards ISO14001, BES6001, Environmental Product Declarations (EPD's), have products listed on Green Book Live, EU Ecolabel, ETL, WTL or are members of a recognised trade body such as the furniture industry scheme FISP.
- Undertake to raise awareness of products that are low or zero VOC and have either EU or recognised international healthy workplace accreditations such as Eurofins or other low VOC accreditations.
- Work with labour personnel agencies that commit to having procedures in place to ensure compliance with the UK employment legislation such as Agency Worker Regulations and the Asylum and Immigration Act.
- Reduce the creation of site waste by encouraging re-use of packaging materials and working with waste contractors that can demonstrate recycling rates of at least 97%.
- Where possible, donate any site 'waste' in good condition to local charities and community projects.

This approach is further supported through our Equal Opportunities Policy and our Anti Bribery Policy.

October 2020

A handwritten signature in black ink, appearing to read "Martin Leeper", is written over a horizontal line.

Martin Leeper  
COO, Oktra

This policy will be reviewed in March 2021