

Responsible Procurement Policy

Marcon Fit-Out Ltd is committed to responsible, ethical, and sustainable procurement that supports our wider ESG ambitions and aligns with the United Nations Sustainable Development Goals (UN SDGs). Our procurement practices are critical to managing our environmental footprint, upholding labour standards, and ensuring economic resilience across the supply chain.

1. Commitment to Sustainable Procurement

Our Responsible Procurement Policy explicitly includes environmental criteria and is designed to reduce carbon emissions and environmental harm across our supply chain. We integrate these principles into both our Procurement Policy and our ISO 14001 accredited Environmental Management System, which together guide responsible decision-making from supplier selection through to end-of-life product management.

Where timber products are used, Marcon applies the principles of the Forest Stewardship Council® (FSC®) and maintains FSC® Chain of Custody certification. This guarantees responsible sourcing of timber through every stage of processing, manufacturing, transport, and delivery

2. SME Engagement and Supply Chain Sustainability

We recognise that many SMEs face significant challenges in adopting green practices due to limited resources, knowledge, and capacity. However, these businesses are often key supply chain partners, and by engaging them early and collaboratively, Marcon extends the reach of our environmental and sustainability commitments into the broader business ecosystem.

We prioritise local and regional suppliers where feasible and support their understanding of our environmental and sustainability expectations through our supply chain pre-start procedures, performance reviews, and subcontractor audits

3. Integration with Supply Chain Management (MAR.POL.016)

This Responsible Procurement Policy is implemented in conjunction with our **Supply Chain Management Policy (MAR.POL.016)**, which sets out a rigorous framework for supplier selection, onboarding, performance monitoring, and incentivisation.

The policy includes:

- **Supplier Assessment:** Suppliers/subcontractors are assessed on technical capability, financial stability, and their Health, Safety, Quality, and Environmental (HSQE) systems before being approved.
- **Environmental Responsibilities:** Pre-start procedures clearly define supplier environmental roles and responsibilities on a project-by-project basis.
- **Monitoring and Reporting:** Environmental performance is reviewed regularly via project audits, quality plans, and Key Performance Indicator (KPI) scoring.
- **Continuous Improvement:** Suppliers are encouraged to demonstrate initiative in achieving sustainability outcomes, including through programme ownership, method statement development, and proactive collaboration.

4. Examples of Supporting Evidence

To demonstrate compliance with this policy, the following documentation and data are maintained:

- Environmental supply chain policy documents.
- Supplier selection criteria including environmental weighting.
- Supplier audit schedules and environmental performance indicators.

Responsible Procurement Policy Statement



- List of suppliers engaged on sustainability topics and the nature of engagement (e.g. tool-box talks, compliance checks, carbon reduction strategies).

5. Exclusion Policy

To ensure responsible sourcing and ethical procurement, **Marcon Fit-Out Ltd will not be directly or indirectly involved in:**

- Illegal logging or the trade of illegal forest products
- Violations of traditional or human rights in forestry operations
- Destruction of high conservation value forests
- Large-scale forest conversion to plantations or non-forest use
- Use of genetically modified organisms (GMOs) in forestry
- Violation of ILO Core Conventions

6. Policy Communication

This Responsible Procurement Policy is communicated to all relevant staff, suppliers, and subcontractors and is publicly available via the Marcon Fit-Out Ltd website. It is reviewed annually and forms a core part of our commitment to continuous improvement in sustainability performance

A handwritten signature in black ink, appearing to read 'Mark O'Connor', positioned above a horizontal line.

Mark O'Connor
Managing Director

A handwritten signature in black ink, appearing to read 'Mark McElroy', positioned above a horizontal line.

Mark McElroy
Managing Director

Dated: 05.02.2025