

Allies and Morrison LLP

Supplier Code of Conduct



Introduction

Allies and Morrison recognises the responsibility for stewardship of our people property and the financial resources of the practice.

Each employee must also recognise this commitment and should show the highest degree of concern for the safety and welfare of fellow employees, clients, consultants and others affected by our actions. We promote safety at all times and do the utmost to prevent loss of assets or personal injury - both in our working lives and through our designs.

This Supplier Code of Conduct sets out the standards that we require to operate ethically and responsibly together with our suppliers and sub-consultants.

Professional conduct

As an RIBA Chartered Practice we conduct all our activities professionally, take great care to be objective in our judgement and advice whilst adhering to the RIBA Code of Professional Conduct 2019:

- Principle 1: Members shall behave with honesty and integrity in all their professional activities, promoting and protecting the public interest and social purpose, taking into account future generations.

- Principle 2: Members should conscientiously strive to improve their professional knowledge and skill. They should persistently seek to raise standards of architectural education, life-long learning, research, training and practice for the benefit of the public interest, those commissioning services, the profession and themselves. Members should strive to protect and enhance heritage and the natural environment.
- Principle 3: Members shall respect and seek to uphold the relevant rights and interests of others, treat people with respect and strive to be inclusive, ethical and collaborative and seek to promote social justice.

The Guidance Notes that support this code are available on the RIBA website www.architecture.com.

We expect all our suppliers to align with these principles.

Ethical practice

We always conduct our services honestly and in a responsible and sustainable way, and expect our clients and suppliers to do the same. Our advice, strategic assistance and services take account of ethical considerations. We do business with a high degree of integrity and transparency and expect our suppliers to:

- not enter into unfair practices;

- ensure appropriate policies are put in place for the prevention, detection and reporting of bribery;
- comply with The Bribery Act 2010.

Our actions and advice will always conform to the relevant law and we believe that all businesses and organisations, including this practice, should recognise the United Nations Universal Declaration of Human Rights for all people with whom we deal with as well as their local and wider community.

As an RIBA Chartered member, we support the International Ethics Standard (IES) Coalition and the universal ethics principles for professionals working in land, property and construction. We are an equal opportunity employer and are committed to a policy of treating all our employees, suppliers and job applicants equally. We expect all our suppliers to apply the same high standards in the delivery of their services with particular reference to the Equality Act 2010, in conjunction with the guidance and codes of practice issued by the Equality and Human Rights Commission.

We are committed to maintaining the highest degree of integrity in all our dealings with potential, current and past clients, both in terms of normal commercial confidentiality and the protection of all personal information and intellectual property received in the course of providing services. We expect the same standards for all our clients, suppliers and associates.

Protecting our environment

We are committed to protecting the environment and believe that we can contribute to a more sustainable world. We continue to actively work to promote and develop a high quality built



environment through the adoption of robust, sustainable, long-term strategies. We are signatories of two industry pledges addressing climate change and biodiversity extinction - Architects Declare and the RIBA 2030 Challenge.

We launched our Sustainability Strategy in April 2021, establishing principles that best describe our approach to sustainable design and providing a results-orientated framework to report and deliver on our commitments.

We have committed to three actionable objectives which we aim to achieve by 2026. In implementing these objectives, we will make a meaningful contribution to a sustainable future. These objectives will yield real benefits to our projects, our people and our practice.

1. Net zero project performance: design all projects to net-zero carbon ready performance.
2. Carbon Neutral: become a carbon neutral organisation.
3. Post Occupancy Evaluation: incorporate post-occupancy evaluation into projects.

Our environmental responsibility extends beyond our own facilities, and we expect our suppliers to:

- consider their impact on the environment during their operations and look to minimise energy, resource consumption and carbon footprint;
- review their own supply chains to ensure that their products and services are sourced from responsible suppliers;
- comply with the requirements of our Sustainability Strategy;
- where applicable, work to and support us to achieve the goals of our sustainability objectives.



Health, safety and wellbeing

We are committed to working with all our staff and those who work or visit our buildings to develop and share a best practice approach to providing a safe place to work without undue risk. We continue to adhere to government and HSE guidance in relation to managing the risk of Covid-19 and will update our safety protocols and arrangements to ensure as far as possible a Covid-19 secure workplace.

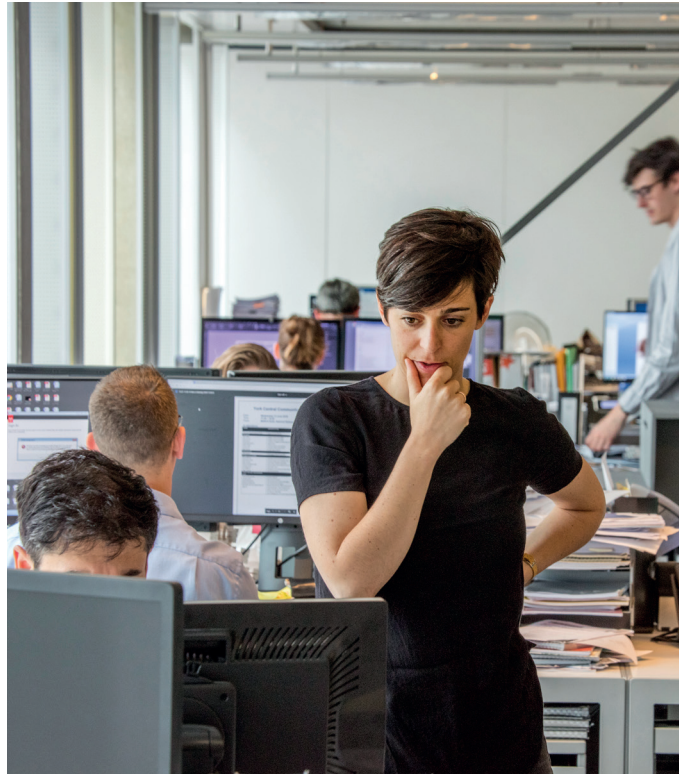
All our suppliers must comply with relevant health and safety legislation, including Covid-19 specific requirements, and comply with standards and codes specific to their industry. We also require suppliers to maintain membership of at least one SSIP (Safety Schemes in Procurement), where appropriate to their work. We further expect suppliers to implement and maintain their own health and safety management systems and:

- comply with the requirements of our health and safety management policy whilst working at our studios and work with us to achieve improved health and safety standards;
- ensure that employees have adequate health and safety information and training and where appropriate are in possession of a valid CSCS card;
- avoid using materials that may be harmful to health, either during their manufacture, use or disposal.

Looking after people

We support recognised global human rights and fair working conditions for persons working in our studios, on our projects and in our supply chain.

We respect all individuals and do not tolerate disrespectful behaviour, bullying, discrimination or harassment. We embrace and promote an inclusive culture.



As part of our ethical practice, we ensure that salaries paid to staff are done so on a fair basis. We comply with minimum wage standards and the London Living Wage. We also seek to avoid excessive working hours and recognise overtime with Time Off in Lieu (TOIL) arrangements where appropriate. We expect suppliers to ensure that working conditions, hours, wages and benefits comply with national legal requirements.

We have a zero tolerance for any form of human trafficking or child, forced or compulsory labour and are committed to ensuring that there is no slavery or human trafficking in any part of our business or in our supply chains. Our Anti-Slavery and Human Trafficking Statement, available on our website, reflects this commitment. All employees must be free to terminate their employment in accordance with established laws, regulations and rules.

All workers must meet the applicable minimum legal age and have issued to their employers government-issued identification, passports or work permits as a condition of employment.

Suppliers will be required to provide evidence of such documentation as reasonably requested.

Furthermore, we encourage our suppliers to participate in appropriate workplace apprenticeship programmes that comply with applicable laws and regulations.

This Code of Conduct will be reviewed annually and made available on our website.

Joanna Bacon
Designated Partner
September 2021

