

Allies and Morrison LLP

Supplier Code of Conduct



Introduction

Allies and Morrison recognises our responsibility for the support and wellbeing of our people; the health and safety of our workplaces as well as 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 judgment 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 RIBA Guidance Notes are available on www.architecture.com and our complaint procedure is available on request.

We expect all our suppliers to align with these principles and have procedures in place to effect conduct and address complaints should they arise.

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
- safeguard the integrity and security of their systems and comply with the relevant government standards and guidance
- ensure reasonable policies, procedures and training are in place to prevent the facilitation of tax evasion by an associated person
- comply with the Criminal Finance Act 2017

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.

As an RIBA Chartered member, we support the International Ethics Standard (IES) Coalition and the universal ethics principles of 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.



Allies and Morrison is a welcoming and pluralistic practice. Our Diversity and Inclusion Statement sets out our ambitions so we make our workplace more inclusive for all. We want our suppliers to nurture the same attitude.

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.

Social Value

Allies and Morrison aims to lead the way in making a positive contribution to social value through the money it invests directly in the built environment. As a result, social value will be assessed in the awarding of future contracts for the supply of goods and services to the industry.

We expect all our suppliers to support and contribute to Allies and Morrison ambitions with these principles.

Protecting our environment

We are deeply 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 - and we continue to work towards the targets set in our Sustainable Strategy, establishing principles that best describe our approach to sustainable design and providing a results orientated framework to report and deliver on our commitments.

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 their energy and resource consumption;
- review their own supply chains to ensure that their products and services are sourced from responsible suppliers;
- comply with the requirements of our Sustainability, Environmental and Energy Policy;
- where applicable, work to and support us to achieve the goals of our sustainability objectives.

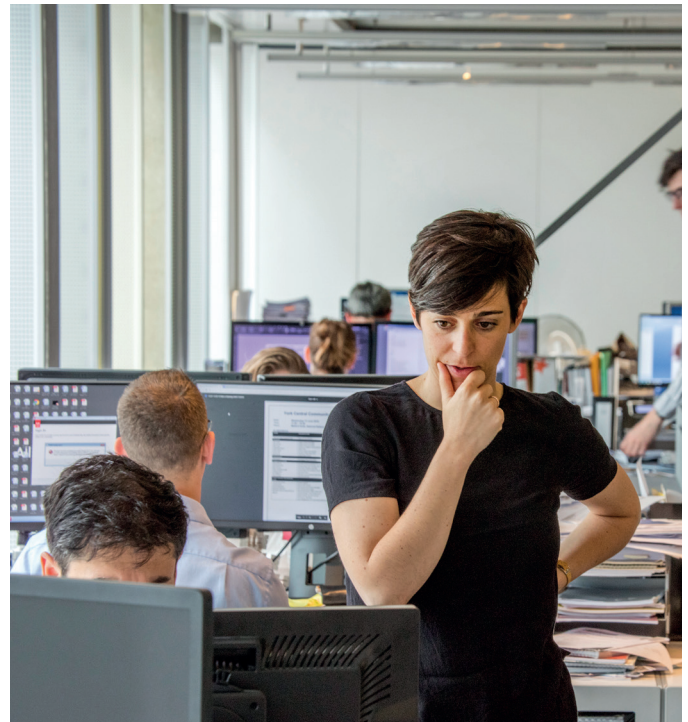
In 2025 we will be updating and enhancing our Sustainability Strategy to include the reporting of our scope 1-3 carbon emissions together with a SBTi aligned decarbonisation pathway. We will contact all suppliers about this independently as we compile the necessary information.

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 completed a full update of our Health & Safety Policy in May 2022 to reflect our new hybrid working practices, and continue to update this as required including for respiratory infections, lithium battery storage etc as well as site safety arrangements.

We encourage suppliers to maintain membership of at least one SSIP (Safety Schemes in Procurement), where appropriate to their work, or to maintain the equivalent ISO standards.

All our suppliers must comply with relevant health and safety legislation, standards and codes specific to their industry while implementing and maintaining their own health and safety management systems and:



- comply with the requirements of our Health & Safety Policy whilst working in our studios and work with us to improve health and safety standards;
- ensure that employees have access to relevant health and safety information and training for their work including construction site visits;
- 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 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.





Our Employee Assistance Programme (EAP) is a free, confidential assistance programme available to all colleagues and their immediate family members to provide information, support and guidance 24/7, 365 days a year via telephone, email, web chat, face to face, or online information portals. The EAP actively supports colleagues through everyday matters as well as more serious problems including mental wellbeing, physical health, work, personal relationships, family and life events.

We support a blended working approach that reflects the needs of our clients, our practice, our teams and our people. Our blended working approach means we continue to provide colleagues with the flexibility and support to maintain an effective balance between office and working from home.

We encourage all our people to be involved in pro bono work including teaching, allowing them to develop key skills, broaden their networks and enhance wellbeing.

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.

All of our people are expected to adhere to the Code, know who to talk to if they have questions, and speak up if they become aware of behaviour that is inconsistent with it. We also encourage our clients and other third parties to let us know if they witness behaviour by our people that they believe is inconsistent with the Code.

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

Joanna Bacon
Designated Partner

December 2024