

POLICIES & STATEMENTS

Supply Chain Charter

VERSION 1.1

CLASSIFICATION: Public

POLICY REFERENCE: POL-COM-006



About Octavius

We are a leading transport solutions provider, working closely with customers and partners to keep the trains running and traffic moving on the roads of UK.

We are focused on delighting our customers, bringing people together to deliver to the highest standards in a safe, sustainable, fair and transparent way.

We collaborate with our customers, integrate our suppliers, and develop our people to deliver assured, sustainable, and efficient transport infrastructure solutions.

Our values remain unchanged from our heritage. They form our essence; our heart and they shape how we will work together.



SUSTAINABLE DEVELOPMENT GOALS



What we will achieve together

We are committed to being a sustainable and ethical business and this Charter sets out how our approach to responsible procurement will support that vision.

We are sharing our aspirations and outlining our commitment to how we – with the support of our supply chain – will contribute positively to the society and environments in which we operate.

As a responsible business, we have translated key sustainable development goals into principles under our four key pillars.

We will work with you to adopt the principles in this Charter for mutual long-term success and will hold both ourselves and our partners accountable for their conduct to the highest ethical standards, by going beyond baseline legal compliance and embracing innovative solutions.



Be a leader in Health, Safety and Wellbeing culture

By delivering high quality projects and services, safely, on time and within budget, with minimum disruption to our customers and their communities.

1 Safe & Assured Delivery

SHEA PERFORMANCE

Everyone has a right to go home safely everyday and we commit to creating the environment and working together with you to make this happen.

Everyone must have in place compliant health, safety, environment and quality management systems, monitored and governed effectively, be appropriate for the nature and scale of their business and the goods, works or services they provide.

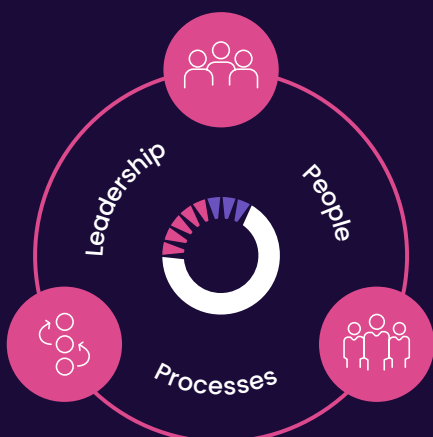
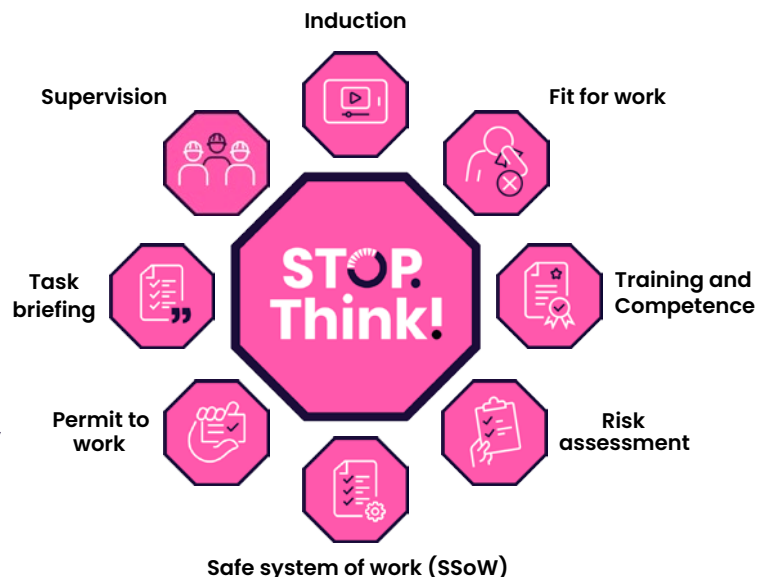
We are committed to driving improvements in Health & Safety, Environmental and Quality Performance. We expect you to have an open culture on SHEA that focuses on the attitudes and behaviors of your people, resulting in shared learning through identification of close calls/near miss and improvement opportunities across our projects that drive change and safety performance improvement.

CULTURE OF SAFETY

We are committed to creating a culture on our projects, where people genuinely care for each other, feel empowered to speak up if they are not comfortable that something is right and look out for the health, safety and wellbeing of their colleagues. We expect you to respect, reinforce and actively promote this culture across all of our projects.

STOPTHINK! FUNDAMENTALS

We have identified 8 key safety fundamentals that are required to be in place for every work activity, if delivered effectively, our **8 STOPThink! Fundamentals** will enable everyone to return home safely each day. We expect everyone to support this requirement and work **MUST NOT** commence if these fundamentals are not in place.



SAFETY, HEALTH AND WELLBEING VISION

OUR VISION

We protect everyone involved with our works; have a happy and healthy workforce and ensure that everyone goes home safely every day.

OUR MISSION

Setting a standard of excellence, we create an environment where people care and protect each other, feel empowered to challenge, openly learning together and share an ambition to be better every day.



HEALTH & WELLBEING

A healthy workplace culture is essential for promoting wellbeing. This means creating a supportive, respectful, and inclusive environment where workers feel valued, engaged, and safe. This involves providing training, resources, managing fatigue and support for workers to cope with the demands and pressures of their work, both physically and mentally. It also means encouraging workers to seek help when they need it and providing access to professional services and assistance programs.

WE CAN GROW TOGETHER BY:

- Inviting you to engage with and attend our SHEA supply chain forums and play an active part of the working groups.
- Utilising the ORR's Risk Management Maturity Model (RM3) to align your own SHEA significant risk improvement plan.
- Providing your people with details for and access to the Lighthouse Club Charity so that all personnel are aware of the support available to them.
- Ensuring anyone undertaking works for us is competent and certified.
- Engaging with our STOPThink! culture programme.

ENVIRONMENT

We take a leading role in stewardship of the environment we impact upon. As a result we want to work with suppliers who help us take the lead in environmental protection and enhancement. We will collaborate with you to make sure that products and services are designed to avoid or reduce environmental impact and maximise energy efficiency, considering whole life costs across the value chain.

MITIGATION AND ADAPTION

We recognise the environmental impacts that our work causes and all projects are assessed to mitigate and adapt to environmental risk. Together we can adopt alternative working practices and innovative techniques that improve efficiency.

We expect you to;

- Commit to the decarbonation of your plant and welfare by using biofuels and sustainable / renewable power such as battery and PV, which in turn will reduce particulates and align with the growth of Clean Air Zones (CAZ) and Non-Road Mobile Machinery (NRMM) requirements.
- To design out waste and create a circular economy, reusing materials across our projects and purchasing sustainable materials through your supply chain.
- To commit to protecting and enhancing biodiversity in habitats that you potentially impact upon by applying the mitigation hierarchy and compensating those areas that they do impact and ensure the whole value chain aims to leave land and affected habitats in a measurably better state than it was prior to impact.





Be an industry leader in LEAN thinking

By delivering exceptional value through integrating our processes, governance and systems through the whole value chain, delivering innovative solutions, investing in R&D and applying lean methodology to everything that we do.

2 Exceptional Value

HIGH PERFORMING DELIVERY

We are committed to delivering the highest Standards for our customers and we expect you to meet or exceed both ours and our customers' expectations and deliver service excellence in alignment with our values.

COLLABORATION

We take pride in the relationships we build with customers, partners and communities by bringing people together. We will share our expertise with you but also learn from you to achieve common goals and sustainable outcomes.

We expect you to work in line with our collaborative planning and production control standards, including but not limited to; good behaviours, accountability, knowledge sharing and continuous improvement to meet our goals.

INNOVATION

We will work with you to promote innovation and find solutions that deliver efficiency and value; Through the **Improvement Opportunities (IOs)** portal we expect you to submit ideas that will support research and development and challenge situations for longer term improvement in delivery and health and safety performance.

ADDING VALUE

By having an open and transparent approach to risk, we can better understand how value can be added throughout the value chain.

We can work seamlessly together to avoid duplication of effort by deploying combined resources in the most efficient and effective way to reduce programmes and deliver right first time, and constantly look to apply lean thinking to eliminate waste and maximise your expertise in challenging design solutions.

WE CAN GROW TOGETHER BY:

- Supporting You to transform into a lean organisation by conducting an annual Simplified Lean Capability Assessment .
- Enhancing business performance by motivating and nurturing Lean champions.



Deliver Net Zero solutions

By creating cleaner, greener environment solutions that protect our planet, whilst focusing on our people to sustain our business, our industry and the communities within which we deliver.

3 Sustainable Legacy

SOCIAL VALUE

Giving back to society is part of our DNA, and we expect you to:

- Support local employment, Apprenticeships and/ or Graduate training schemes aligned to the "5% Club".
- Invest in the individuals and communities with whom we come in contact with by participating in initiatives such as donations, fundraising and volunteering.

DELIVERING NET CARBON SOLUTIONS

Providing low carbon solutions is critical to decarbonising the industry and supporting net zero goals. We expect you to:

- provide accurate data on greenhouse gas emissions for the materials, energy and transportation that you use.
- be open to employing low carbon options and trialing innovative low carbon materials.
- demonstrate your net zero journey and how you engage with your supply chain.
- consider carbon reduction at all phases of the project lifecycle.

RESOURCE EFFICIENCY

We expect you to:

- Make decisions with natural capital and ecosystems in mind.
- develop solutions that place less demand on imported and virgin materials.
- ensure all avoidable wastes are designed or planned out, and disposed of legally using the waste hierarchy of eliminate, reduce, reuse and recycle rather than disposal to landfill.

RESPONSIBLE SOURCING

We expect you to source materials and services in an ethical, sustainable, environmentally and socially conscious manner giving priority to products where the manufacturers can produce evidence that they are following responsible sourcing principles such as BES6001 or other recognised sustainable/ethical standards.

DIVERSITY & INCLUSION

We know that the industry is not as inclusive nor diverse as it might be. We have worked hard to improve our recruitment practices so that we attract more diverse talent. We expect you to ensure that no employee or job applicant receives less favourable facilities or treatment (either directly or indirectly) in recruitment or employment on grounds of age, disability, gender / gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex or sexual orientation (the protected characteristics as defined by Equality Act 2010).

LIVING WAGE

Paying a good wage not only helps the people who work for us but makes good business sense too. We understand the importance of being fair with our employees therefore you must adhere to the living wage requirements.

MODERN SLAVERY

We take our responsibilities seriously in relation to modern slavery and you must comply with the Modern Slavery Act 2015 ("the Act") and we will not continue to purchase goods or services from any supplier that is found to be engaging in human trafficking or using slave labour.

WE CAN GROW TOGETHER BY:

- Aligning to our customers' expectations for sustainable outcomes,
- Working on innovative low carbon trials and working towards achieving PAS2080 carbon management certification,
- Working with us on social value projects and giving back to the society,
- Working with us to enhance biodiversity and achieve net gain,
- Working towards 0% avoidable waste to landfill.



Be the best Employer in the sector

And specialist integrator of our supply chain, creating an inclusive environment where our people align to our core purpose and our values and learn, grow and thrive together.

4 Learn, Grow & Thrive

We recognise that it is only through our people that we have a successful business that is sustainable and profitable.

We want to work with partners that want their people to also learn, grow and thrive. We require that all your people are competent, fit to work, sufficiently trained and briefed, engaged, personally accountable and stimulate a culture of continuous improvement through assessment, provision of training and job rotation.

Should you have difficulty in providing the necessary training requirements for your people, then we might be able to help you by identifying appropriate training partners that are used by Octavius.

We encourage you to actively participate in business and industry training initiatives and other collaborative activities such as our Innovation and Supply Chain Safety Forums.

By working with us you will have access to a range of free learning platforms and tools.



STOP THINK!

Our STOPThink! culture is predicated on understanding how behaviours have consequences in any given circumstance.

As a supply chain partner, your teams will be invited to our award winning STOPThink! programme which supports people and teams to think differently, make better decisions and contribute to a successful business.



Supply Chain Sustainability School is a FREE virtual learning platform around sustainability, with the aim to upskill those working within, or aspiring to work within, the built environment sector. Octavius are a partner of the Supply Chain Sustainability School and we encourage our supply chain to become members and work towards achieving gold membership.



The **Carbon Calculator** is a FREE online reporting tool where members of the Supply Chain Sustainability School are able to measure and report their carbon emissions. We encourage our supply chain to register and start monitoring, managing and tracking their carbon emissions.





Thrive is an online software platform which helps us track, audit and report on all of our environmental, social, and economic improvement activity. The flexibility of the software allows us to tailor our efforts to suit our clients and the local community within each project area. With the ability to collect data both internally and from our supply chain, we are able to take a joined up approach when delivering social value.

The [IO Portal](#) is a free online Octavius portal which allows anyone to raise Improvement Opportunities and project related issues (near miss or close calls). We encourage active participation of our supply chain; any learning is shared via our STOP Think! Publication!

COMMERCIAL

We expect the highest standards of ethical conduct from all within our supply chain. You must comply with the law and not engage in corruption, extortion, or bribery to obtain an unfair or improper advantage.

We have a zero-tolerance approach to tax evasion. We expect suppliers to comply with the law, as set out in the Criminal Finances Act 2017, not to engage in or facilitate tax evasion and to have reasonable prevention procedures in place.

We follow and adhere to the following Procurement Principles, namely, Non-Discrimination, Transparency, Mutual Recognition, Proportionality, and Equal Treatment.

Subcontracting our work is permitted where:

- It is compliant with CDM regulations.
- There is prior written approval for contractors with transparent support locations.
- Subcontractors and third parties are informed, agree, and adhere to the provisions of this Charter and relevant agreements.
- Where risk assessments have been agreed.
- Under agreement that you are responsible for any and all acts of any subcontractor or third parties.
- Evidence upon request that the above is taking place is provided.

DATA

Data should be protected fully in compliance with all relevant data protection legislation including the General Data Protection Regulations or equivalent provisions.

The use and monitoring of our electronic systems are regulated by legislation, including but not limited to, the current versions of the following:

- The General Data Protection Regulations (GDPR) and the Data Protection Act 2018.
- The Copyright, Designs and Patents Act 1988.
- The Computer Misuse Act 1990.

We expect you to have established information security policies and procedures in place, including:

- Regular information security and data protection training for everyone.
- Having implemented physical security controls.
- Conducting pre-employment background checks / vetting of on new employees.
- Having implemented risk management protocols such as internal audits, penetration testing, risk audits.
- Having implemented IT security controls.

RELATIONSHIP MANAGEMENT & GOVERNANCE

We are certified to ISO44001 and we will use these processes to establish more collaborative relationships.

You must report any issues of compliance with this charter to us as soon as practical. We expect everyone to adhere to any contractual or regulatory timelines where relevant to communicate corrective actions on reported breaches. Where this is not applicable, we expect within one working month of the reported breach that you will provide to us a corrective action plan you will take with appropriate timelines. Failure to comply with these timelines will be a breach of this charter.

You must confirm that you have read and understood this Supply Chain Charter. In doing so, you acknowledge the requirements placed upon you and agree to have a good management and governance process in place to make sure the requirements of the charter can be demonstrated. Additionally, you should take reasonable steps to cascade the aims and requirements of the charter through your supply chains.



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