CITY & ESSEX

2026

Sustainable Procurement **Policy**

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Version: V1.0



Effective Date:	October 2026	Review Date:	October 2027

1. PURPOSE

City & Essex is committed to embedding environmental, social and ethical considerations into procurement decisions while maintaining the quality, value, flexibility and service reliability required by our clients.

This policy sets out how City & Essex manages sustainable procurement internally, including supplier selection, supplier engagement, local sourcing, environmental performance, labour standards, human rights and procurement governance.

2. SCOPE

This policy applies to City & Essex Limited and all affiliated subsidiaries. It applies to procurement decisions relating to cleaning chemicals, consumables, uniforms, equipment, machinery, subcontracted services, waste services, professional services and other goods or services purchased on behalf of the business.

The policy applies to employees, managers, budget holders and any colleagues involved in supplier selection, purchasing, supplier review, contract management or supplier engagement.

3. REPLACED DOCUMENTS

This policy replaces the previous Ethical Sourcing Policy and Local Sourcing Policy from the effective date of this policy. Relevant commitments from those documents have been incorporated into this policy and the Supplier Code of Conduct.

City & Essex has historically communicated supplier ESG expectations through its Supply Chain Charter. In 2026, this framework has been separated into two documents: this Sustainable Procurement Policy, which sets out internal procurement commitments, and the Supplier Code of Conduct, which sets out external supplier requirements. Existing signed Supply Chain Charters will be used as transition evidence while strategic suppliers are asked to acknowledge the updated Supplier Code of Conduct.

4. FRAMEWORKS AND LEGISLATION

- ISO 20400:2017 Sustainable Procurement guidance.
- Modern Slavery Act 2015.
- Bribery Act 2010 and Criminal Finances Act 2017.
- Equality Act 2010.
- Environment Act 2021 and Environmental Protection Act 1990.
- UK GDPR and Data Protection Act 2018 where supplier data or personal data is processed.
- International Labour Organization principles on forced labour, child labour, working conditions and non-discrimination.
- UN Guiding Principles on Business and Human Rights.
- Greenhouse Gas Protocol and Science Based Targets initiative principles where supplier emissions data is relevant.
- UN Sustainable Development Goals relevant to decent work, responsible consumption, climate action and partnerships.

5. POLICY COMMITMENTS

Responsible procurement governance

We will consider environmental, social, ethical, quality, safety, operational and commercial factors when selecting and reviewing suppliers. Procurement decisions should support reliable service delivery while reducing avoidable environmental and social risk.

Supplier environmental practices

We will prioritise suppliers that can evidence credible environmental practices, lower-impact products, reduced packaging, resource efficiency, waste reduction, emissions monitoring or environmental certifications where relevant to the goods or services supplied. This supports City & Essex's approved science-based target to reduce absolute Scope 1 and Scope 2 GHG emissions by 75% by 2030 from a 2019 base year, and to measure and reduce Scope 3 emissions.

Supplier social practices and human rights

We expect suppliers to comply with applicable labour, wage, working time, health and safety, equality and modern slavery requirements. Supplier relationships must not support forced labour, child labour, human trafficking, discrimination, harassment or unsafe working practices.

Local and inclusive sourcing

We will consider local suppliers where they can meet quality, safety, service, compliance, sustainability and commercial requirements. For City & Essex social value and TOMs reporting, local suppliers are defined as suppliers located within 10 miles of our Head Office.

Lifecycle value and circular economy

We will consider whole-life value, durability, reusability, refillability, recyclability, repairability and end-of-life impact when selecting products, equipment and materials.

Supplier engagement and improvement

We will engage suppliers on sustainability performance and use supplier review, questionnaires, data requests and improvement plans where proportionate to supplier spend, risk and operational importance.

Prompt payment and fair relationships

We will work with suppliers in a fair, transparent and collaborative way, including maintaining reasonable payment practices and clear communication of expectations.

Data and evidence

We will improve the quality of procurement data, including product spend, supplier ESG information, carbon data, packaging data, recycled content, local spend and supplier acknowledgement records.

6. TARGETS AND MEASUREMENT

City & Essex will use 2024 as the baseline year for this policy unless a more specific baseline is stated.

Area	Baseline / Context	Target	Deadline
Supplier Code of Conduct	Supplier Code created in 2026; legacy Charter signatures retained as transition evidence	Issue the Supplier Code of Conduct to 100% of strategic suppliers and track acknowledgements by count and spend	End 2026
Supplier ESG assessment	Supplier Charter/assessment evidence exists for key cleaning, chemical, machinery and consumables suppliers	Assess strategic suppliers against ESG criteria, prioritising suppliers by spend, operational criticality and ESG relevance	End 2026
Environmental supplier data	Purchased goods and services are a material Scope 3 category and City & Essex has an approved SBTi target to measure and reduce Scope 3 emissions	Request carbon, packaging, product, waste or environmental data from strategic suppliers where relevant, prioritising categories that influence Scope 3 emissions	End 2026
Sustainable product spend	48.8% 2024 baseline	Increase reduced-impact, controlled-dosing or sustainable product spend to at least 55%	End 2026
Uniforms	15.9% 2024 recycled polyester blend baseline	Increase recycled polyester blend uniform use to at least 20%	End 2026

Area	Baseline / Context	Target	Deadline
Local/inclusive sourcing	Local defined as within 10 miles of Head Office for TOMs local-spend purposes	Maintain local-supplier tracking and include local/inclusive sourcing considerations where suppliers meet quality, service, compliance and value requirements	Annual
Buyer guidance	Procurement responsibility sits with budget holders and supplier relationship owners	Provide sustainable procurement guidance to relevant employees involved in supplier selection, review or purchasing decisions	End 2026

Targets will be reviewed annually and updated where supplier maturity, client requirements, operational needs or data quality materially changes.

7. RESPONSIBILITIES

Managing Director
Ultimate accountability for this policy and approval of sustainable procurement governance.

Head of ESG
Policy owner, responsible for maintaining this policy, supporting EcoVadis evidence, coordinating supplier ESG expectations and reporting progress through ESG governance.

Head of HSEQ
Supporting owner for supplier health, safety, environmental and operational compliance requirements.

Head of People & Culture
Supporting the owner for labour, human rights, equality, wellbeing and modern slavery expectations linked to suppliers.

Relevant Budget Holders and Procurement Decision-Makers
Responsible for applying this policy when selecting, reviewing or managing suppliers.

Operations and Site Managers
Responsible for feeding operational supplier performance, product suitability and client requirements into procurement decisions.

Suppliers and Subcontractors
Expected to comply with the Supplier Code of Conduct and provide relevant ESG information when requested.

8. SUPPORTING PROCEDURES AND EVIDENCE

This policy is supported by relevant supplier documents, procurement records, ESG data, contract records, supplier review information and operational procedures. Supporting documents may include:

- Supplier Code of Conduct.
- Supply Chain Charter and existing supplier acknowledgements.
- Supplier assessment questionnaires and supplier risk registers.
- Supplier certificates, EcoVadis scorecards or ISO certificates where available.
- Product, chemical, uniform, equipment and consumable spend data.
- Local spend and TOMs social value evidence.
- Environmental, Climate & Resource Efficiency Policy.
- Modern Slavery & Human Rights Policy.
- Code of Ethics & Business Conduct.
- ESG Report and carbon footprint reporting.

9. REPORTING AND REVIEW

This policy will be reviewed annually, or sooner where required by legislation, client requirements, EcoVadis reassessment, supplier risk, material procurement change or significant operational change.

Progress will be reviewed through relevant management review, ESG Steering Group oversight, supplier engagement, procurement data, social value reporting and annual ESG reporting where applicable.

Business Name: **City & Essex Ltd**
Approved and Signed By: **Ian Hookway, Managing Director**
Approval Date: **October 2026**

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