Hammerson

Positive Places

Employer's Sustainability Requirements for XXXX

1. GENERAL REQUIREMENTS

This section sets out the specific sustainability targets and objectives for XXXXX (the Project). The Contractor is required to comply with these targets and objectives and Hammerson's other sustainability commitments (listed below and accessible via the Positive Places website) to ensure that the Project maintains a sustainable approach to design and construction.

- Design Standard for Sustainable Properties
- Environmental Policy
- Climate Change Policy
- Biodiversity Policy
- Responsible Procurement Policy
- Health & Safety Policy
- Supply Chain Code of Conduct
- Sustainable Product & Materials Framework

Where any discrepancy exists between the requirements set out below and those in the remainder of the Employer's Requirements and other Hammerson documents, the Contractor is required to check which requirement takes precedence. If not, the more onerous requirement will be deemed to apply.

The Contractor will also be required to demonstrate their capability to perform their services in a sustainable manner and to deliver against the sustainability standards set by the Employer. The Contractor is therefore required to complete the following:

- Sustainable Supplier Survey – it is **mandatory** for the Contractor to contact richard.quartermaine@hammerson.com and provide company name and contact details of the person who will complete the survey. Login details will then be provided.

- Main Contractor Sustainability Questionnaire (Appendix A) – please include with Contractor's Proposals and send electronically to: Richard.Quartermaine@hammerson.com

2. ENVIRONMENTAL SUSTAINABILITY

2.1 Design Standards and Sustainability Implementation Plan

Hammerson's Design Standards for Sustainable Properties 2015 are the key sustainability targets for all development activities. The design standards applicable to this project are incorporated in the Sustainability Implementation Plan (SIP) included in Appendix B. The SIP also identifies other specific sustainability objectives applicable to this project. These obligations will be monitored by XXXX acting in the capacity as BREEAM Assessor / Sustainability Consultant.

Where any discrepancy exists between the requirements set out below and those in the Sustainability Implementation Plan, the Contractor is required to check which requirement takes precedence. If not, the more onerous requirement will be deemed to apply.

2.1.1 BREEAM

Project target is BREEAM Excellent

The assessment version is BREEAM New Construction 2014. A pre-assessment has been undertaken by XXXX and included in Appendix C. To meet the BREEAM rating of **Excellent**, the Contractor is required to achieve the credits set out in the pre-assessment by achieving the assessment criteria identified by the BREEAM criteria documentation and provide all necessary evidence to the BREEAM Assessor / Sustainability Consultant. As part of the Contractor's Proposals, the Contractor is required to indicate where additional credits could be achieved for no additional cost to the Project and confirm that the required credits can be achieved. Any credits at risk of not being achieved should also be identified in the Contractor's Proposals/tender response.

The Design Stage 'interim' certificate will be provided within three months of starting on-site and the Post Construction 'final' certificate will be made available one month after Practical Completion.

The Contractor is required to report performance to the Employer against the target on a **monthly basis** as part of the Contractor's Progress Report.

The contractor is required to appoint a Sustainability Champion (BREEAM Advisory Professional (AP) or BRE Site Sustainability Manager (SSM)) is appointed to monitor the project to ensure ongoing compliance with the relevant sustainability performance/process criteria, and therefore BREEAM target(s), during the Construction, Handover and Close Out stages (as defined by the RIBA Plan of Works 2013, Stages 5 and 6).

To do this the Sustainability Champion will ideally be site based or will visit the site regularly to carry out spot checks, with the relevant authority to do so, and will require action to be

taken to address shortcomings in compliance. The Sustainability Champion will monitor site activities with sufficient frequency as to ensure that risks of non-compliance are minimised. They will report on progress at relevant project team meetings including identifying potential areas of non-compliance and any action needed to mitigate.

Sufficient frequency is defined at key stages of the construction process, at times where: works can be observed before they are covered up or new works or trades start; where significant risks of conflicts or errors could occur; where timing is critical to demonstrating compliance; where key evidence is required to be produced at specific times including, but not limited to photographic, delivery notes and other documentary evidence; and where different trades and systems come together and one could harm the integrity or compliance of another system's performance against BREEAM requirements.

2.1.2 Sustainable Product and Materials Framework

The Contractor is required to comply with Hammerson's Sustainable Product and Materials Framework and report the following on a **quarterly** basis using the standard template (Appendix D).

- Elemental environmental impact
- Responsible sourcing standard ISO14001, BES6001
- Recycled content by value

The materials in the following elements should be reported:

- Substructure
- Frame
- Floors
- Roof
- External walls
- Windows, curtain walling
- Hard landscaping
- Internal walls
- Floor finishes
- Ceiling finishes

The Contractor will be required to provide evidence to the Employer and will ensure evidence is compliant for the purposes of the BREEAM assessment. An appropriate method of evidence gathering and reporting procedure is to be proposed and agreed with the Employer.

The Contractor shall operate a sustainable materials policy which shall be used to guide the sourcing of construction materials to be utilised during the Works. The policy should cover/promote (but not be limited to) the following:

- Use of local materials (where possible);
- Use of responsibly and ethically sourced materials;
- Re-use of materials;
- Use of materials with a high recycled content;
- Waste minimisation and recycling;
- Use of non-toxic materials & refrigerants with a low global warming potential;
- Use of materials with a low embodied impact; and
- Use of durable materials.

The Sustainable procurement policy should be a plan that sets out a clear framework for the responsible sourcing of materials to guide procurement throughout a project and by all involved in the specification and procurement of construction materials. The plan may be prepared and adopted at an organisational level or be site/project specific but in addition to the above, must also cover the following sections as a minimum;

1. Risks and opportunities are identified against a broad range of social, environmental and economic issues. BS ISO 20400:2017 (and particularly Annex A) should be used to develop the sustainable procurement policy.
2. Aims, objectives and targets to guide sustainable procurement activities.
3. The strategic assessment of sustainably sourced materials available locally and nationally. There should be a policy to procure materials locally where possible.
4. Procedures are in place to check and verify that the sustainable procurement plan is being implemented/adhered to on individual projects. These could include setting out measurement criteria, methodology and performance indicators to assess progress and demonstrate success.

A copy of this policy will be submitted as part of the Contractor's Proposals.

The Contractor is required to ensure that as part of their procurement process (guided by their sustainable materials policy) that all materials being sourced have a low risk profile and that no reputational risk to the Employer can occur. The Contractor is to provide assurance and prove that a full risk assessment on the full Project procurement has been undertaken to identify any packages or materials which run the risk of being extracted or manufactured from locations which would not adhere to EU labour, safety or environmental standards. This risk assessment is to be formally submitted to the Employer prior to the start of the works. The Employer will provide any comments on the assessment and the Contractor shall respond immediately and implement any changes or recommendations required by the Employer.

The Contractor shall demonstrate that materials or products from regions outside the EU, such as natural and paving stone, are manufactured in accordance with the provisions of the Ethical Trading Initiative (ETI) Base Code (www.ethicaltrade.org) and without the use of child labour according to ILO Core Convention N° 182. The Contractor is required to submit independent certification or, if not possible, a self-commitment or self-declaration that the materials procured are in compliance. In the case that a self-commitment or self-declaration is provided, the Contractor is also required to declare in a binding manner that he/she will carry out active measures to make sure that the use of child labour will be

excluded for the production of the above-mentioned products along the relevant supply chain.

The Employer's target is for ZERO ethical breaches.

The Contractor should minimise the use of primary, secondary and tertiary packaging. Where necessary it should be made from materials that can be reused, recycled, or recovered in the UK. The Contractor should encourage suppliers and subcontractors to take back any packaging provided for subsequent reuse or recycling at their own expense.

The following materials should be avoided in all circumstances:

- Asbestos
- Azodoic Dyes
- Cadmium
- Chlorinated Polyethylene and Chlorosulfonated Polyethlene
- Chlorofluorocarbons (CFCs)
- Chloroprene (Neoprene)
- Formaldehyde (added)
- Halogenated Flame Retardants
- Hydrochlorofluorocarbons (HCFCs)
- Lead (added)
- Mercury
- Petrochemical Fertilizers and Pesticides Phthalates
- Polyvinyl Chloride (PVC)
- Polychlorinated Biphenyls and Polychlorinated Terphenyls
- Wood treatments containing Creosote, Arsenic or Pentachlorophenol

2.1.3 Low carbon concrete and recycled aggregates

The Contractor is required to source and use concrete mixes that maximise the amount of cement replacement (e.g. CEMIII or better) and, where possible, cement free mixes (e.g. Cemfree). The Contractor should calculate the embodied carbon saving where low carbon mixes have been use compared to standard mixes. When a low carbon concrete mix cannot be used the Contractor should justify why.

The Contractor is required to maximise the use of recycled aggregate within all concrete specifications and aim to achieve full credits (including exemplary credits) under Wst02.

2.2 Site Operations

2.2.1 Contractor's Environmental Management System

Prior to starting works onsite the Contractor is required to have in place and operate an environmental management system (EMS) certified to either ISO14001 or EMAS (Eco-Management & Audit Scheme). The Contractor should provide a valid certificate and also

be prepared to offer their EMS for scrutiny at any point in time to the Employer should it be required.

2.2.2 Construction Environmental Management Plan

The Contractor should prepare and submit to the Employer a Construction Environmental Management Plan (CEMP) before the start of the project which will govern all construction activities. A suggested CEMP framework is provided in Appendix E.

The aim of the CEMP is to avoid, minimise and mitigate any construction effects on the environment and existing surrounding tenants/occupiers. It is additionally required that the contractor implements best practice pollution prevention policies and procedures in accordance with Pollution Prevention Guidelines Working at construction and demolition-sites: PPG6. Documentation in the form of summary reports and photographs throughout the construction period will be required to be provided.

The Employer's target is for there to be ZERO environmental incidents on the project.

The CEMP will define the general approach by which the Project will be undertaken and describe the environmental management system for the whole site. It will show how best practice environmental performance will be achieved wherever practicable.

2.2.3 Considerate Constructors

Contractor is required to achieve a Considerate Constructors Scheme score of 40 or greater

Prior to commencing the Works the Contractor shall register the Project with the Considerate Constructors Scheme (CCS) operated by the Construction Confederation and achieve a minimum score of 40 or greater for the entire Project. A minimum of 8 must be achieved in each scoring section of the scheme. The Contractor is required to inform the Employer and provide evidence of the outcome of each site visit by the CCS assessor.

2.2.4 Transport

The Contractor should ensure that suppliers, subcontractors and other organisations who operate commercial fleet vehicles visiting the site to be accredited to the Fleet Operator Recognition Scheme (FORS) Bronze standard and commit to the Construction Logistics and Cyclist Safety (CLOCS) standard.

The Contractor should prepare and operate a travel plan for the workforce and visitors to the site for the duration of the project.

2.2.5 Waste

The Employer's target is ZERO construction and demolition waste to landfill. As a minimum, the Contractor is required to divert a minimum of 97% (by weight or volume) of non-hazardous construction waste and 99% (by weight or volume) of non-hazardous demolition and excavation waste from landfill.

The Contractor is required to prepare and maintain a Site Waste Management Plan (SWMP) for the Project to comply with guidelines suggested by WRAP or similar as a minimum. A draft SWMP will be prepared and submitted as part of the Contractor's Proposals. As part of the SWMP preparation the Contractor is expected to include all design stage minimisation assumptions and forecasts so that the SWMP is complete. The SWMP must include targets for all non-hazardous waste related to on-site and off-construction or fabrication related to the project, as well as demolition and construction waste.

The Contractor is to demonstrate how the minimum target can be achieved and propose how they intend to work towards the 100% diversion rate. This will be included as part of the SWMP and shall include:

- Recovery rate of each waste stream
- Recovery method (reused, recycled etc)
- Specific actions to achieve recovery rate

The Contractor is also required to minimise waste generated and should not exceed a **maximum of 1.9 tonnes per 100m^2 of gross internal floor area.** The Contractor is to demonstrate specific actions to minimise waste generation and set this out in the SWMP. It is acknowledged that this is challenging target and therefore proposals for achieving this task and for the monitoring framework are required to be clearly outlined.

All waste materials will be required to be sorted into the following separate key waste groups for monitoring and recording according to the waste streams generated by the scope of works either on-site or through a licensed contractor for recovery:

- Bricks
- Concrete
- Insulation
- Packaging
- Timber
- Electrical and electronic equipment
- Canteen/office
- Oils
- Asphalt/tar
- Tiles and Ceramics
- Inert
- Metals
- Gypsum
- Binders

- Furniture
- Soils
- Liquids
- Hazardous
- Floor coverings (soft)
- Architectural features
- Mixed/Other

Waste reporting will be required on a **monthly** basis through the Employer's online reporting portal (Credit 360) and as part of the contractor's monthly report. The SWMP is to be updated and issued to the Employer on a **quarterly** basis.

2.2.6 Sustainable timber

100% of timber to be from FSC or PEFC sources

The Contractor shall ensure that 100% of all timber used in the finished building and used during construction (including formwork, site hoardings and other temporary site timber used for the purpose of facilitating construction) is procured from legal and certified sustainable sources. No timber used should be on the CITES list.

The following sustainable timber verification schemes are acceptable for this Project:

1. FSC – Forestry Stewardship Council; and
2. PEFC – Programme for the Endorsement of Forest Certification schemes.

The Contractor will maintain a database of the type and volume of timber delivered to site and details of the certification scheme the timber is accredited to and its chain of custody (CoC) reference numbers. In addition, the Contractor will keep copies of the evidence that the supplied timber is from sustainable sources (e.g. invoices and delivery notes) and report this information monthly.

The Contractor is to note that the Employer encourages all of its Projects to undertake FSC Project certification, and as such the Contractor is required to investigate and report back to the Employer as to whether Project certification is possible/will be achieved.

Reporting will be required on a **monthly** basis through the Employer's online reporting portal (Credit 360) and as part of the contractor's monthly report.

2.2.7 Site Resource Consumption

The Employer's target is for ZERO net CO_2 emissions from site activities.

The contractor is required to assign responsibility to a named individual that has responsibility for monitoring, recording and reporting energy use, water consumption and transport data resulting from all on-site construction processes (and dedicated off-site monitoring) throughout the build programme. The individual(s) must have the appropriate authority and responsibility to request and access the data required

The Contractor is required to set an appropriate target, in agreement with the Employer, monitor and record data on consumption, for the following resources used in connection with site activities (principal constructor's and subcontractor consumption):

- Energy consumption and CO_2 emissions from electricity, natural gas and other fuel uses (diesel, petrol, oil LPG etc) as a result of the use of construction plant, equipment (mobile and fixed) and site accommodation. Energy consumption should be recorded as kWh, total kgCO_2 and total kgCO_2/project value. Where litres of fuel etc are recorded, appropriate conversion factors should be used to provide an equivalent kWh/total kgCO_2.
- Water consumption (potable and recycled) from the use of construction plant, equipment (mobile and fixed) and site accommodation. Water consumption should be recorded as m^3.

The agreed targets should be included within the Construction Environmental Management Plan together with specific actions of how the Contractor will meet these targets and minimise consumption.

The Contractor should monitor actual energy and water consumption and compare to the agreed targets on a monthly basis. Reporting will be required on a **monthly** basis through the Employer's online reporting portal (Credit 360) and as part of the Contractor's monthly report. Monthly measurements should also be recorded and displayed graphically on-site. The Contractor will nominate an individual who will be responsible for all ongoing monitoring and reporting.

The Contractor should monitor actual transport emissions and report on an agreed basis with the Employer. As a minimum this should cover:

- All materials delivered from the factory gate to the building site (including any transport, intermediate storage and distribution).
- Disposal of waste to a waste transfer station/recovery centre from the construction site gate. The scope of this monitoring must cover the construction waste groups outlined in the project's waste management plan.
- Site workforce and management journeys
- Visitors to site

The Contractor is invited to report through www.ConstructCo2.com to record these transport movements and energy and water usage and the Employer will pay the user fee. The

Contractor should provide the Employer with full access to the online measurement tool in order to access data and generate reports.

Separately, the materials and waste data should be reported for assessment against the BREEAM criteria as follows:

- Materials delivered fuel consumption
- Materials delivered total $kgCO_{2e}$
- Materials delivered total distance travelled (km)
- Waste removed from site fuel consumption
- Waste removed from site total $kgCO_{2e}$
- Waste removed from site total distance travelled (km)

2.2.8 Biodiversity actions (BREEAM credit LE05)

The Suitability Qualified Ecologist (SQE) that has surveyed the site prior to development is required to be retained by the contractor to attend the construction site throughout the construction period. Attendance at site is in order to allow the ecologist to confirm that all relevant UK and EU legislation will be complied with throughout the construction period. All recommendations that the ecologist requires to achieve the aim of compliance with the relevant criteria is required to be implemented, and ultimately the contractor must fully comply with the requirements of the relevant legislation. It is the contractor's responsibility to identify what this is prior to commencement of any work.

The contractor must provide (through the ecologist or Landscape Architecture teams) a Landscape and Habitat Management Plan (LHMP), appropriate to the site, covering at least the first five years after project completion and in accordance with BS 42020:20131 Section 11.1. The LHMP is to be handed over to the building owner/occupants for use by the grounds maintenance staff. Draft versions of the LHMP should be provided to Hammerson six months prior to programmed completion so these can be reviewed by the site operations teams.

The Contractor must nominate a Biodiversity Champion with the authority to influence site activities and ensure that detrimental impacts on site biodiversity are minimised in line with the recommendations of a Suitably Qualified Ecologist (appointed by the Employer).

The Contractor must ensure that sufficient training is provided to the site workforce on how to protect site ecology during the project. Specific training must be carried out for the entire site workforce to ensure they are aware of how to avoid damaging site ecology during operations on-site. Training should be based on the findings and recommendations for protection of ecological features highlighted within a report prepared by a Suitably Qualified Ecologist (appointed by the Employer).

The Contractor must record actions taken to protect biodiversity and monitor their effectiveness throughout key stages of the construction process. This requirement commits the Contractor to make such records available where publicly requested.

The contractor must programme site works to minimise disturbance to wildlife. For example, site preparation, ground works, and soft landscape works have been, or will be, scheduled at an appropriate time of year to minimise disturbance to wildlife. Timing of works may have a significant impact on, for example, breeding birds, flowering plants, seed germination, amphibians etc. Actions such as phased clearance of vegetation may help to mitigate ecological impacts. The project ecologist must confirm the any factors related to programme the contractor must take in order to achieve this goal and confirmation must be sought from the project ecologist that the programme is suitable.

2.2.9 Testing and inspecting building fabric

The contractor is required to provide confirmation of the integrity of the building fabric, including continuity of insulation, avoidance of thermal bridging and air leakage paths and is quality assured through completion of post construction testing and inspection. The testing and inspection is required to consist of the following in addition to the mandatory air pressure testing:

- A thermographic survey that covers 100% of the treated spaces, and ensure that all elements of the building fabric that enclose an internal heated and/or conditioned (treated) zone of the building will be tested. This includes internal walls separating treated and untreated zones.
- Testing to be completed in line with the following standards:
    - BS EN 13187 Qualitative detection of thermal irregularities in building envelopes. Infrared method.
- The thermographic survey is normally undertaken by a Suitably Qualified Professional holding a valid Level 2 certificate in thermography.

Any defects identified in the thermographic survey or the airtightness testing reports are rectified prior to building handover and close out. Any remedial work must meet the required performance characteristics for the building/element. Repeat testing will be required to assure the corrective works have been completed satisfactorily.

2.2.10 Designing for Durability and Resilience

The contractor team are required to prepare (where not already completed), Environmental Degradation Materials assessments identifying how relevant materials will be impacted or degraded by environmental factors and mitigation measure incorporated to limit this degradation.

2.2.11 Material Efficiency

The contractor team are required to complete material efficiency reports at the Technical Design and Construction Design stages, in consultation with relevant parties to identify how opportunities have been identified, and appropriate measures investigated and implemented, to optimise the use of materials in building design, procurement, construction, maintenance and end of life.

The client's team will have responsibility to complete reports at the Preparation and Brief, Concept Design and Developed Design stages.

2.2.12 Functional Adaptability

The contractor team must develop a Functional Adaptability implementation summary to identify how the proposed measures of the Functional Adaptation Strategy have been incorporated. The implementation reports should consider:

1. The feasibility for multiple/alternative building uses and area functions, e.g. related to structural design of the building.
2. Options for multiple building uses and area functions based on design details, e.g. modularity.
3. Routes and methods for major plant replacement, e.g. networks and connections have flexibility and capacity for expansion.
4. Accessibility for local plant and service distribution routes, e.g. detailed information on building conduits and connections infrastructure.
5. The potential for the building to be extended, horizontally and/or vertically.

The client team has responsibility for completing a functional adaptation strategy study.

3. SOCIAL SUSTAINABILITY

3.1 Employment and Skills

Hammerson 'Positive Places' strategy aims to enhance the socio-economic value of the communities we work with.

The Contractor will be required to actively participate in the economic and social regeneration goals of Hammerson and the local authority. The Contractor shall deliver the jobs, skills and supply-chain requirements as set out below in line with National Skills Academy for Construction benchmarks.

3.1.1 Employment, Skills and Communities Plan

The Contractor is required to submit and deliver an Employment, Skills and Communities Plan (ESCP) and method statement with each valid tender, using the attached template (Appendix F). The ESCP must be submitted two weeks prior to the Contractor starting on site.

The Employer will provide any comments on the proposed strategy within two weeks and the Contractor shall respond immediately and implement any changes or recommendations required by the Employer to meet the requirements.

The Contractor shall include in the ESCP as a minimum:

- A skills and opportunities forecast including procurement schedule
- A commitment to list and publicise opportunities (direct, contract and self-employment, training, work placement and experience, apprenticeships) available within the supply chain through the Contractor's web-site, local press and through the Employer and Local Authority
- Opportunities that exist for local social enterprise and charities
- Outline how local stakeholders will be managed including resolving complaints
- Local community investment proposals
- A named contact to take responsibility for the delivery of the plan

The Contractor shall deliver:

- XX person weeks of work experience, or employment opportunities, for the unemployed through an approved scheme either directly or through it's supply chain

- X% of it's own workforce and X% of the workforce of each first tier sub-contractor employed on formally recognised paid apprenticeships (e.g. XXX)

- XX number 40 person week employed placement opportunities for students on a University or College of Further and Higher Education construction related course

- XX person-weeks of work placement for trainees either directly, or through its supply chain, provides

- A training plan for all direct employees and for the supply chain

- A plan, procedure and programme for providing opportunities for the unemployed, apprentices, students and others under-represented in the industry.

3.1.2 Remuneration

All trainees shall be paid in accordance with industry norms and shall have terms and conditions of employment that are at least equivalent to those provided to staff and employees that have equivalent skills and experience.

The Contractor is encouraged to increase the remuneration of trainees in line with their experience and productivity in accordance with the practices applied to all other employees of the Contractor.

3.1.3 Contractor and subcontractor compliance

It is the Contractor's responsibility to develop a working method that will deliver the targeted recruitment and training requirements and supply-chain opportunities and related monitoring and verification data (including local labour and subcontractor spend), and obtain the full cooperation of subcontractors and suppliers in delivering these requirements.

3.1.4 Monitoring & verification information

Within four weeks of completion of each Quarter the Contractor shall provide the Employer with an Employment & Skills Performance Statement (Appendix G) setting out in relation to the quarter and cumulatively for the Contract Period up to the end of the quarter.

3.2 Inclusivity

The Contractor shall demonstrate ability to design and deliver construction work meeting the required accessibility criteria required by national and EU legislation and the following:

- The sustainability and the accessibility of the built environment;

- The rights of all people across all grounds of the Equality Agenda including migrant workers;
- Corporate social responsibility;
- New employment opportunities; and
- Health and safety measures extended to all people who are protected by equality legislation and regulations.

The Contractor is required to submit a document including the following information:

- A list of the accessible works carried out over the past five years;
- An indication of the specialised accessibility technicians or technical bodies involved;
- Possession of quality certifications and membership of qualification lists (assessed by certification bodies established under national public or private law) of approved Economic Operators undertaking public works, including accessibility;
- A description of the technical facilities and measures for ensuring quality and respect of accessibility criteria;
- The educational and professional qualifications of the persons who will be chosen to deliver the expertise required in the execution of the contract; and
- A list of any relevant policies or code of practice regarding accessibility and / or "design for all" that has been put into practice.

3.3 Labour & Workforce

3.3.1 Health & Safety

Hammerson targets ZERO reportable accidents for all its projects. The Contractor is required to commit to this target and Hammerson's health and safety policy.

3.3.2 Modern Slavery Act 2015

The Contractor is required to demonstrate their procedures for complying with the Modern Slavery Act 2015 and monitoring on a continual basis.

3.3.2 Respect for People

The Contractor and supply chain agree to comply with the requirements of the 'Respect for People (RfP)' framework (http://constructingexcellence.org.uk/resources/respect-for-people/) published by Constructing Excellence.

The Contractor will calculate the Constructing Excellence Key Performance Indicators on Respect for People and report the KPIs to the Employer on a **quarterly** basis.

Suppliers and subcontractors shall comply not only with all domestic employment legislation but also will comply with both all applicable International Labour Organization (ILO) conventions and protocols and the United Nations Universal Declaration of Human Rights.

This commitment includes not using child or forced labour and activities that relate to the rights of and entitlements of indigenous peoples.

The Contractor shall demonstrate that the standards included in the ILO Core Conventions have been respected throughout the construction process and the product supply chain (including sub-contracted companies). Core ILO Conventions are: No. 87, No. 98, No. 29, No. 105, No. 111, No. 100, No. 138 and No. 182.

The Contractor is required to submit independent certification or, if not possible, a self-commitment or self-declaration of relevant code of conduct/affiliation that proves compliance with the above-mentioned requirements. For example, the Contractor shall demonstrate that products from regions outside the EU, which are typically used in construction, such as natural stone and paving stone, have been produced or manufactured without the use of child labour according to ILO Core Convention N° 182.

3.3.3 Equality and Diversity

The Contractor shall set out how they intend to comply with all applicable fair employment, equality of treatment and anti-discrimination legislation for the project and monitor compliance and complaints handling on a continual basis.

The Contractor shall use best endeavours to deliver the following:

- Provide equal opportunities to people without regard to age, race, colour, disability, gender, marriage status, religion, ethnic affiliation, political opinions, sexual orientation, persons with and without dependants (including women who are pregnant or on maternity leave and man on paternity leave); or other distinguishing characteristics and do not allow discrimination or harassment.
- Provide means for employees and other persons to report concerns and grievances in a manner that ensures proper review and action, without retaliation.
- Recognise employees' rights to form or join trade unions in accordance with applicable national laws and principles.
- Provide training and education opportunities for employees that support their work plans.
- Not employ any person below the age of 15 or applicable higher legal minimum age.
- Not use forced labour, slave labour or other forms of involuntary labour at their work sites.
- Not allow any practice that would restrict free movement of employees.

The Contractor shall take all reasonable steps to ensure the observance of the provisions of the above clause by all servants, agents, employees, consultants and sub-contractors of the Contractor.

3.4 Supply Chain

The Contractor is required to be a signatory of the Prompt Payment Code and have in place a Responsible Procurement Policy or similar.

APPENDIX E - Construction Environmental Management Plan

Introduction

The following provides a proposed framework from which a Construction Environmental Management Plan (CEMP) will be produced which will govern the Contractor's undertaking for construction of the Project.

This framework describes how a Site Specific CEMP will be developed to avoid, minimise and
mitigate any construction effects on:

- The environment
- Existing surrounding tenants/occupiers

Site Specific CEMP

The CEMP will define the general approach by which the Project will be undertaken and describe the environmental management system for the whole site. It will show how best practice environmental performance will be achieved wherever practicable.

The CEMP will include the following generic documentation:

- A management structure, which includes an organisational chart encompassing all staff responsible for environmental work. This will set out the respective roles and responsibilities with regard to the environment and identify the nominated environmental manager
- An internal environmental audit programme, for example ISO 14001
- An Environmental Risk Register and associated procedures, which show how environmental risks will be addressed.
- Procedures for environmental training of all permanent site staff, temporary staff will be covered within the "toolbox talk" and sustainability inductions to all staff.
- Procedures setting out how internal communication will be programmed, managed and documented in respect of all environmental matters.
- Procedures for handling external communications, liaison and complaints including the development and maintenance of a clear audit trail.
- Procedures for monitoring, recording and disseminating the environmental information and performance.
- Procedures for addressing non-compliance and corrective actions.
- Procedures for dealing with major incidents, unexpected occurrences or finds during constructions, particularly related to :
    - Air quality (for example dust)
    - Cultural Heritage (for example archaeological finds)
    - Ground Quality (for example contamination issues)
    - Noise and Vibration

In addition, the CEMP will include the following detailed information as appropriate:

- Construction Works
    - Location of the works, including a site plan, showing construction site boundaries, position of plant and any sensitive receptors e.g. trees etc
    - A description of the works to be undertaken
    - A detailed programme of the construction activities
        - Proposed dates and sequence of works
        - Details of proposed normal working hours and intended start up and close down times
        - Outline of any works which may require construction activities outside normal working hours
    - Equipment and plant to be used. Low emitting and fuel efficient vehicles and machinery will be favoured.
    - Vehicular access routes/points
        - Location plan of each access route/points
        - List of activities for which each access points is to be used
    - Method of delivery/removal of materials and plant
    - Details of proposed accommodation. Environmental friendly site accommodation will be favoured. These may include the following features:
        - Consist of re-used material
        - Installation of low energy lighting
        - Rainwater collection
        - Waterless urinals
        - Solar shading
        - Recycling stations
        - Solar thermal water heaters
    - Personnel access routes/points:
        - Location plan of each access route/point
        - List of activities for which each access point is to be used
    - Details of how public right of way and access to property will be retained and managed.
    - Construction travel plans, including proposals for shared travel, car parking restrictions, use of public transport etc.
    - Location of secured storage facilities for tools and equipment.
    - Bike racks and lockers for site staff.

- Land requirements
    - Schedule of appropriate environmental legislation and good practice that will be adhered to, which is both current at the time of contract and which may come into force during the course of the contract.
    - A list of specific objectives and targets that have been imposed by planning conditions and agreed consultation with third parties.

- A register of permissions and consents required, with responsibilities allocated and a programme for obtaining them.

- Environmental Requirements
  - Procedures for monitoring construction processes against the Project environmental objectives
  - Procedures for reporting of any spillages/pollution incidents to the relevant authorities

- Management Plans
  - Provide a forum for staff to provide sustainable ideas and solutions.
  - Specific management plans relating to the following topics:
    - Noise and Vibration
    - Pollution and incident control
    - Traffic
    - Waste
    - Archaeology and Built heritage
  - Contractor to complete a post construction review and feed back to the client.

- General
  - The contractor will be required to comply with the following:
    - Conserve on-site power consumption by means of minimising the use (or waste) of energy.
    - Conserve machinery power by minimising the use (or waste) of fuel.
    - Reduce landfill waste by means of complying with the Site Waste Management Plan.
    - Re-use and re-cycle demolition waste.
    - Engage with environmentally sound supply chain suppliers.
    - Pursue a strategy of responsible purchasing.
    - Use FSC certified (or similar) timber only.
    - Maintain a clean and tidy site.
    - Monitor the on-site energy and water consumption.
    - Monitor the waste generated in accordance with the Site Waste Management Plan.
    - Use low VOC and Urea-Formaldehyde paint and solvents
    - Adopt best practice procedures in respect of avoiding and minimising pollution (air, light, noise, ground and surface water etc.)