

Linklaters

Linklaters' Sustainable Procurement Policy

This policy outlines Linklaters' commitment to sustainable procurement. We believe that by investing in the local economies and societies in which we operate we help to promote greater economic, social and environmental benefits for all.

Linklaters requires suppliers to be transparent in their practices, to embed sustainable procurement principles in their workplace and to promote the principles of this policy throughout their supply chains.

Linklaters seeks the relevant assurances from suppliers that they adhere to all applicable laws and regulations, as well as sustainable and ethical operating principles. We regularly monitor suppliers through a supplier governance framework, including the use of questionnaires and audits, to identify and assess potential sustainability risks.

Linklaters reserves the right to refuse partnerships with suppliers that do not achieve or are unable to demonstrate progress towards these principles and who adopt approaches which are inconsistent with Linklaters' own principles.

Sustainable procurement at Linklaters comprises the following:

Economic Sustainability

Living Wage

Linklaters supports the ongoing work of the Living Wage Foundation in monitoring the development and implementation of both the Living Wage and the London Living Wage. We are committed to paying the Living Wage within the UK and seek continually to promote the benefits of adopting fair employment practices through our supply chains.

Supplier Diversity

We provide ongoing engagement and support to "Diverse Suppliers" as well as explore opportunities to work with voluntary and community sector organisations to promote greater supplier diversity in the legal sector. Furthermore, our procurement policies and processes seek to ensure we afford opportunities for new suppliers to participate in our supply chain.

- > Small and medium enterprises;
- > Black, Asian and minority ethnic businesses;
- > Suppliers from other under-represented or protected groups; and
- > Suppliers demonstrating a diverse workforce composition.

Social Sustainability

Community Investment

Linklaters encourages a positive contribution from suppliers to the local communities in which they work on our behalf. Our community investment programmes focus on realising the aspirations of local young people, using the skills and experience of our people and growing the capabilities of not-for-profit organisations using the legal and commercial skills of the firm.

Equality & Diversity

Equality & Diversity is an integral part of Linklaters' culture. We are committed to protecting against discrimination of any sort against a person's personal characteristics including, but not limited to their sex, gender, disability, sexual orientation, religion, belief, ethnicity, age, marriage/civil partnership status, pregnancy/maternity/paternity or caring responsibilities and gender identity. We seek to create a work environment that respects and includes these differences. We expect our suppliers to promote proactively the benefits of Equality & Diversity in their workplaces.

We recognise employers are at the frontline in ensuring access to jobs is fair and open to all, regardless of background. We champion the government's Social Mobility Business Compact and seek to partner with suppliers who actively lift barriers to entry for those from less privileged socio-economic backgrounds.

Ethical Sourcing

Linklaters seeks to partner with suppliers that ensure a fair and ethical workplace, where workers are treated with dignity and respect and the highest standards of human rights are upheld. More specifically, we require our suppliers to comply with our Supplier Code of Conduct, confirming they will:

1. Demonstrate a commitment to equality of opportunity for individuals and groups enabling them to live their lives free from discrimination and oppression;
2. Afford their employees the freedom to choose employment. Employees should be free to leave the supplier after reasonable notice is served. Suppliers should not use any form of forced, bonded or involuntary labour and workers must not be obliged to lodge identity papers or pay any deposit as a condition of work;
3. Establish recognised employment relationships with their employees that are in accordance with international conventions. Suppliers should not seek to avoid providing employees with their legal or contractual rights;
4. Implement working hours on their staff which are compliant with international conventions;
5. Offer wages and benefits that at least meet international conventions;
6. Under no circumstances abuse or intimidate, in any fashion, employees and have appropriate disciplinary, grievance and appeal procedures in place to prevent the occurrence of any such intimidation;
7. Support the elimination of child labour by ensuring child labour is not utilised in their operations and employ only workers who meet or exceed the applicable minimum legal working age in the country in question;
8. Implement initiatives which will reduce adverse environmental impacts, including greenhouse gas emissions, resulting from their products and/or services;
9. Take appropriate measures to ensure the health and safety of their workforce and the wider public; and
10. Ensure they do not engage in bribery, corruption or other similar unethical practices

Training and Employment

Where appropriate, Linklaters seeks to offer training and employment opportunities for our local communities, including apprenticeships, work experience and the provision of advice and guidance to young people and those furthest from the labour market. We expect our suppliers to engage proactively and collaborate in these or similar initiatives.

We also encourage our suppliers to ensure that, wherever appropriate, employment opportunities arising from our contracts are communicated to local communities.

Environmental Sustainability

The Circular Economy

Linklaters is committed to demonstrating a life cycle perspective for the goods and services it procures, as outlined within our Global Environmental Policy. By working with suppliers to minimise the negative environmental impacts in the supply chain, Linklaters aims to reduce its ecological footprint, including the indirect impacts of greenhouse gas emissions and environmental related risks. The firm encourages the uptake of the circular economy in the supply chain, prioritising those suppliers who can demonstrate waste prevention, minimisation and re-use and a sharing culture.

Greenhouse Gas Emissions and Energy

Procurement presents an opportunity to improve energy performance and reduce greenhouse gas emissions through the use of more efficient products, services, equipment and energy. Linklaters seeks to source renewable energy for its operations whenever geographically possible and when undertaking refurbishment work aims to prioritise energy efficiency aspects.

Suppliers are encouraged to disclose the environmental impact of their activities and are required to evidence that they have taken reasonable steps to reduce greenhouse gas emissions and pollution, waste and resource use. Suppliers should also adopt low carbon technologies and appropriate energy management measures in their own operations and across Linklaters' sites.

Resources Use and Waste

We aim to reduce waste and resource use by reviewing the volume and type of materials purchased and by exploring opportunities to purchase refurbished, recycled and recyclable equipment, products and materials.

Health and Safety

Linklaters is committed to providing and maintaining a safe working environment, preventing accidents and injury to health occurring within or arising out of the course of work. We expect our suppliers to share this ethos and to provide adequate control of any health and safety risks that may occur.