



tp bennett

SUPPLY CHAIN RESPONSIBLE SOURCING CHARTER & QUESTIONNAIRE



In providing product(s) or materials to this project, we will endeavour to:

- 1.** Provide a transparent and collaborative approach to understanding and enhancing the socio-environmental impacts of our product, and to promote sustainable principles and continuous improvement throughout the project and across our supply chains
- 2.** Provide equitable and inclusive employment opportunities and workplace facilities for all and to maintain a safe working environment, preventing accidents and harm to health of our workforce. To promote this culture throughout our supply chains.
- 3.** Actively understand the labour conditions experienced by all those involved in the manufacture and supply of our product. We will ensure persons working throughout our supply chains do so freely and are paid either the local living wage or receive wages and benefits which at least meet international conventions for their location of work.
- 4.** Promote culture and awareness which seeks to prevent unethical and corrupt practices across our product supply chains.
- 5.** Minimise the environmental impacts of our product on air, water, land, flora and fauna and to seek opportunities to enhance biodiversity and improve animal welfare.
- 6.** Fully understand the chemical ingredients of our products and their potential impacts on human health and environmental receptors. To wherever practicable seek to reduce and eliminate the use of harmful chemicals, particularly those which can impact upon indoor air quality; both in manufacturing processes and at the point of use of the product.
- 7.** Prevent and then reduce waste arising from product manufacture, installation and packaging. To promote a circular economy, including through use of recycled content and via end-of-life takeback and reuse processes. Where product manufacturing waste is unavoidable, we will seek to eliminate non-hazardous waste from being disposed of to landfill sites.
- 8.** Measure and reduce the whole lifecycle carbon and greenhouse gas footprint of our product and to engage with the project team to innovate and further reduce the embodied carbon impact of the product.
- 9.** Plan supply chain and delivery logistics prioritising low-carbon and low emission transportation methods and deprioritising air freight.
- 10.** Ensure, where applicable, that our product is highly efficient in terms of its in-use consumption of energy and/ or water.

This 10 point Responsible Sourcing Charter is intended to establish a positive and collaborative approach to the sustainable, ethical and equitable sourcing of materials and products for this project. By completing the following questionnaire you are agreeing to work to the spirit of this Charter.

PLEASE CONTACT: chris.webb@tpbennett to obtain a copy of this in Excel format

PART 1

Project Background:

Project Location	<i>If applicable</i>	
Project Type	<i>If applicable – e.g. office refurbishment</i>	
Project Size	<i>If applicable – e.g. XX,XXX sq ft</i>	
Supplier Details	<i>To be filled in prior to issue</i>	
Contact Information	<i>Name</i>	<i>E-mail address</i>
Product of Interest	<i>To be filled in prior to issue</i>	
Approx. area of usage/quantity	<i>To be filled in prior to issue if applicable</i>	

Our Product Sustainability Targets:

- To select materials, fittings and furniture which have zero or low embodied carbon where possible
- To collaborate with our suppliers to design out and further reduce product embodied carbon and waste; whether in the sourcing, manufacture, transportation, operation or end-of-life processes
- To analyse the supply chain of products and/or materials with each supplier, to ensure that every element is responsibly sourced
- To work with our suppliers to find the best suited, most innovative outcomes we can, encouraging them to push boundaries to make our built environment more sustainable, healthy and advanced.

Project Assessment Requirements:

- BREEAM Very Good, Excellent, Outstanding
- LEED Silver, Gold, Platinum
- WELL Silver, Gold, Platinum
- fitwel One Star, Two Star, Three Star

Delete those which are not applicable

Please note there are 2 parts to this questionnaire – the first part (1a and 1b) is within this Word document, and the other is in Excel, also attached to the email.

Please complete both sections.

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SECTION 1a: Net Zero Carbon Design

We are targeting a design which involves reduces embodied carbon as far as is practicable. This will be a challenging, but rewarding process, which it is hoped, will help with your own sustainable business credentials and marketing.

We therefore can more easily specify materials for which we know their carbon content and for which can have positive answers for the following questions:

TPB Question	Supplier Response
Have you calculated the embodied carbon content of this product (for example kilograms of carbon per m2 of product)? If so, please note what this is.	
If yes, has this embodied carbon content been externally certified (for example on an Environmental Product Declaration)?	
If not externally certified, would you be willing to work with us to calculate the embodied carbon of this product? This will include a detailed analysis of the processes involved in producing the product.	
Do you have any other products that you feel would be suitable for this project, based on the information provided, which you believe are particularly low carbon?	
In all circumstances will you actively engage with the design team to further reduce the carbon footprint of your product? This could include investigating low-carbon manufacturing options, low-carbon transportation management and circular principles (waste reduction).	

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SECTION 1b: Environmental and Wellbeing Assessments (ignore if not applicable)

PLEASE ATTACH ALL RELEVANT CERTIFICATES TO YOUR RETURN E-MAIL

Please note: It is the responsibility of the supplier to understand the assessment requirements and to provide corresponding valid certificates.

BREEAM REQUIREMENTS	Supplier Response
<p>BREEAM Responsible Sourcing and Lifecycle Assessment Credits MAT01 and MAT03, plus MAT04 (Insulation products only) – e.g.:</p> <ul style="list-style-type: none">• Product-specific EPD or LCA• FSC/ PEFC Certificate for timber products• BES6001 (Preferred) or ISO14001 certificates must relate to product manufacture & supply• Evidence of A/A+ Green Guide Compliance	
<p>BREEAM Indoor Air Quality Credit HEA02: Emissions from construction products – <i>applies to paints, coatings, wood-based products, flooring materials (incl. levelling Products & resins), and adhesives & sealants</i> – e.g.</p> <ul style="list-style-type: none">• Externally certified VOC content certificate (in-date, max. 4 years old)• Externally certified formaldehyde content certificate (in-date, max. 4 years old) <p><i>Or provide evidence product is ‘inherently non-emitting’ or contains only ‘salvaged materials.</i></p>	

Additional requirements may apply and this could be requested further into the process (including for sanitary ware and white goods)

LEED requirements given overleaf

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LEED REQUIREMENTS	Supplier Response
<p>LEED MR Credit: Interiors Life-Cycle Impact Reduction (Option 3) and MR Credit: Environmental Product Declarations – e.g.</p> <ul style="list-style-type: none"> • Product-specific EPD or LCA • Product-specific EPD or LCA • Type III EPDs for product category 	
<p>LEED MR Credit: Sourcing of Raw Materials – e.g.</p> <ul style="list-style-type: none"> • FSC/ PEFC Certificate for timber products • Details of product pre-and post-consumer recycled content (preferably externally verified) 	
<p>LEED MR Credit: Materials Ingredients – e.g.</p> <ul style="list-style-type: none"> • Cradle to Cradle Bronze (or higher) • Furniture Sustainability Standard • Material Health Certificate • Declare Label • Global Green Tag Product Health Declaration • Health Product Declaration • Published complete product materials inventory showing compliance with the Living Building Challenge’s Red List v4.0. 	
<p>LEED EQ Credit: Low Emitting Materials – <i>applies to paints, coatings, adhesives, sealants, flooring, wall panels, ceilings, insulation, furniture and composite wood - e.g.</i></p> <ul style="list-style-type: none"> • Externally certified VOC content certificate (in-date, max. 4 years old) • Externally certified formaldehyde content certificate (in-date, max. 4 years old) <p><i>Or provide evidence product is ‘inherently non-emitting’ or contains only ‘salvaged materials.’</i></p>	

WELL requirements given overleaf

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WELL REQUIREMENTS	Supplier Response
<p>WELL X06 Credit: VOC Restrictions – <i>applies to paints, coatings, adhesives, sealants, flooring, wall panels, ceilings, insulation, furniture and composite wood</i> - e.g.</p> <ul style="list-style-type: none"> • Externally certified VOC content certificate (in-date, max. 4 years old) • Externally certified formaldehyde content certificate (in-date, max. 4 years old) <p>Or provide evidence product is ‘inherently non-emitting’ or contains only ‘salvaged materials.’</p>	
<p>WELL X07 Credit: Materials Transparency and WELL X08 Materials Optimisation – e.g.</p> <ul style="list-style-type: none"> • Cradle to Cradle Gold or Platinum • Furniture Sustainability Standard • Material Health Certificate • Declare Label • Global Green Tag Product Health Declaration • Health Product Declaration • Product Lens Certification <p>Published complete product materials inventory showing compliance with the Living Building Challenge’s Red List v4.0.</p>	

SECTION 2: Specifying Responsible Materials (Excel Document):

Specifying responsibly means looking at what we put forward beyond the more traditional aspects of cost, quality and programme. We need to consider ethics, labour rights and social and environmental issues through the product’s supply chain. This helps our clients, our end users - and ourselves – to have more certainty that the materials we specify are environmentally and socially responsible.

In order to assist us with this, please answer the questions on the spreadsheet attached alongside this document.

These questions are broken into six sections:

- 1.0 Materials & Manufacturing Process
- 2.0 Consumption & Waste
- 3.0 End of Life
- 4.0 Transport
- 5.0 Packaging
- 6.0 Social Sustainability, Policy & Ethics

PLEASE CONTACT: clms.webb@ipbennett to obtain a copy of this in Excel format

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In order to assist us with this, please answer all questions below, selecting responses for each from the drop down list. Please feel free to add any additional comments alongside.

Please note that colour coding is predominantly for our benefit and should not be of concern at this stage, as all answers will be looked at collectively rather than

1.0 MATERIALS, CHEMICALS & MANUFACTURING PROCESS

		Select from Drop Down List where applicable	Additional Comments or Relevant Information
1.1	Which countries are your components sourced from?	<input type="text"/>	
1.2	What percentage of the materials used to make the product are non-renewable?	<input type="text"/>	
1.3	What is the percentage of post-consumer recycled and reused content being used to manufacture the product?	<input type="text"/>	
1.4	Does the product contain any rare earths, rhodium, platinum or manganese?	<input type="text"/>	
1.5	Is all timber / timber componentry FSC or PEFC certified? This is compulsory. Please provide your certification and chain of custody details.	<input type="text"/>	
1.6	Does the product contain and exceed limits of materials on the Manufacturing Restricted Substances List? https://mrsl.roadmaptozero.com/ ?	<input type="text"/>	
1.7	Is your product (or items used in its fixings, such as adhesives) likely to contain VOCs and/ or formaldehyde compounds?	<input type="text"/>	
1.8	In all cases please attach certificates and/ or laboratory test data relating to the chemical content of your product's chemical content (e.g. Declare Label, Health Product Declaration, Global Green Tag etc)	<i>Add details here...</i>	
1.9	If applicable, please state the energy consumption of your product (e.g. kWh), including it's EU Energy Label Rating, 2021 (A-G)? Please provide associated datasheet.	<input type="text"/>	
1.10	If applicable, please state the water consumption of your product in (for example litres per minute for taps/ litres per long & short flush for cisterns etc). Please provide associated datasheet.	<input type="text"/>	

2.0 CONSUMPTION & WASTE

		Select from Drop Down List	Additional Comments or Relevant Information
2.1	What is the total annual water intake of the manufacturing process?	<i>Add details here...</i>	
2.2	How much Energy is consumed annually in production processes and overhead?	<i>Add details here...</i>	
2.3	Is your manufacturing energy supplied from a green (renewable) tariff?	<input type="text"/>	
2.4	What percentage of your product manufacturing energy is sourced from on-site renewables?	<input type="text"/>	
2.5	How much waste (in kg) is produced by the facilities annually?	<i>Add details here...</i>	
2.6	What percentage of this waste goes back into the production process / other production?	<input type="text"/>	
2.7	What percentage of this waste is recycled/sold for use by others?	<input type="text"/>	
2.8	What percentage of this waste is sent to landfill?	<input type="text"/>	

3.0 CIRCULARITY AND END OF LIFE

		Select from Drop Down List	Additional Comments or Relevant Information
3.1	Can the product be taken back at the end of its life?	<input type="text"/>	
3.2	If Yes, please provide details:	<i>Add details here...</i>	
3.3	Can the product be dismantled and components recycled? Please indicate in the comments box if additional/ non-standard steps would be required to facilitate demountability (e.g. use of mechanical fixings instead of adhesives)?	<input type="text"/>	
3.4	If so, what percentage of the product can be recycled?	<input type="text"/>	
3.5	Can the product be leased and easily renewed for reuse?	<input type="text"/>	
3.6	If Yes, please provide details:	<i>Add details here...</i>	
3.7	What is the warrantied lifespan of the product, when used in office environment?	<input type="text"/>	
3.8	Where are your products assembled/manufactured?	<i>List countries here...</i>	
3.9	If there is a fault with the product that requires repair or maintenance, can this be carried out on site or locally to the project?	<input type="text"/>	

4.0 TRANSPORT

		Select from Drop Down List	Additional Comments or Relevant Information
4.1	Using which modes of transport are the components transported to/between the manufacturing facilities? <ul style="list-style-type: none"> • Air Freight • Ocean Freight • Rail • HGV (Diesel/Petrol/Biodiesel) • LGV (Diesel/Petrol/Biodiesel) • LGV (Hybrid/Electric) 	<input type="text"/>	
4.2	Using which modes of transport is the product transported to site? <ul style="list-style-type: none"> • Air Freight • Ocean Freight • Rail • HGV (Diesel/Petrol/Biodiesel) • LGV (Diesel/Petrol/Biodiesel) • LGV (Hybrid/Electric) 	<input type="text"/>	

5.0 PACKAGING

		Select from Drop Down List	Additional Comments or Relevant Information
5.1	Do you collect and reuse your product packaging?	<input type="text"/>	
5.2	Do you recycle your product packaging?	<input type="text"/>	
5.3	Using what materials are your products packaged? <ul style="list-style-type: none"> • Paper/Cardboard <u>with</u> recycled content • Biodegradable materials, inc. air pillows, mushroom packaging, seaweed packaging etc. • PEFC/FSC Paper/Cardboard with <u>no</u> recycled content • Recycled Plastic materials • Air Pillows (plastic) • Corn starch products • Non PEFC/ FSC Paper/Cardboard with no recycled content • Expanded Polystyrene Foam products • Biodegradable plastics • Other Non recycled/recyclable plastics • Other (please give details) 	<input type="text"/> <i>Add details here...</i>	

6.0 SOCIAL SUSTAINABILITY POLICY & ETHICAL SOURCING

QUESTIONS APPLY TO ALL LOCATIONS FROM WHICH YOUR COMPONENTS ARE SOURCED, MANUFACTURED AND PROCESSED

		Select from Drop Down List	Additional Comments or Relevant Information
6.1	Do you, as a company, have an ethical supply chain code or modern slavery statement?	<input type="text"/>	
6.2	Do you hold ASCM Enterprise Certification or other supply chain certification?	<input type="text"/>	
6.3	Do you audit your supply chains to ensure that persons working throughout are paid either the local living wage, or receive wages and benefits which at least meet international conventions for their location of work?	<input type="text"/>	
6.4	Do you audit that your suppliers do not employ, engage, or otherwise use forced labour, trafficked labour or exploitative child labour?	<input type="text"/>	
6.5	If unethical behaviour is discovered, how will it be remedied?	<i>Add comments here...</i>	
6.7	Does the product hold any additional certifications not already provided (e.g. Environmental Product Declaration, product-related ISO14001 certificate/ BES6001 certificate) Please attach all.	<input type="text"/>	
6.8	Do you as a supplier, have an Environmental Policy or hold additional sustainability certifications or work to standards you would like to share? Please attach / detail all.	<input type="text"/>	
6.9	Do you hold any Memberships with associated organisations? (e.g. Textile Exchange or Responsible Leather Round Table)	<input type="text"/>	
6.10	If yes, please provide details:	<i>Add details here...</i>	
6.11	Do you have Socia Value (or community) initiatives in your organisation which relate to the production of your products? If yes, please indicate in the Comments box.	<input type="text"/>	
6.12	Would you be willing to participate in Social Value (or community) initiatives specifically related to a project on which your product is used?	<input type="text"/>	