



Moreton Hayward Limited Sustainability Policy Statement

Moreton Hayward recognises that developing sustainable business practices is necessary to preserve the trust and confidence of our clients, the public and our employees which we believe is critical to our sustained success. We are therefore committed to operating in an effective manner and our sustainability strategy supports this vision to ensure a sustained method of carrying out our business activities.

Our Objectives:

- To create value for our clients by maintaining and continuously enhancing the quality of our work, encouraging a culture of integrity and high ethical standards.
- To offer our employees training in the form of individual Personal Development Plans in accordance with RICS Regulations and aligned to the Practice succession policy..
- To understand and reduce our impact on the environment.
- To collaborate with our suppliers to minimise our environmental impacts and ensure that our fair business principles are upheld.
- To continually undertake assessments of our procedures to ensure sustainability is embedded within every aspect of our business thus enabling the improvement of our sustainability performance.

Environmental Aims:

As set out within the Company's Environmental Policy, the Practice fully recognises that our business activities have an impact on the environment in which we operate however as a service provider we believe that the growth of our business can be achieved within a structure of sustainable development and environmental awareness. To achieve this the Practice will:

- comply and where appropriate exceed the requirements of relevant legislation, regulations, licences and codes of practice.
- seek to reduce adverse environmental impacts of the our business activities on the environment on an ongoing basis through seeking continuous improvements with sustainable development in mind.
- reduce waste and the consumption of resources (materials, fuel and energy) and ensure unavoidable waste is recycled, reused or recovered, where possible, or

disposed of responsibly to improve our environmental performance and prevent pollution.

- protect, conserve and enhance the natural environment as far as it can control.
- educate, encourage and support all staff to understand the environmental issues affecting the firm, to take responsibility for their actions and to highlight their contributions to environmental performance.
- promote an open exchange of information and dialogue relating to our environmental management with our clients, employees, suppliers and other relevant parties.
- monitor and where possible reduce the impact of our activities on the local and general environment and to support appropriate environmental initiatives within our community.
- monitor progress and review our environmental performance, objectives and targets on an annual basis.

Staff Sustainability Aims:

We believe that the training and development of our staff is fundamental to sustainability and to the achievement of our strategy and goals. In accordance with RICS Regulations, the Practice will:

- maintain a lifelong structured training plan for each member of staff responsible for surveying works.
- offer our employees training in the form of individual Personal Development Plans in accordance with RICS Regulations and aligned to the Practice succession policy which encourages and promotes continuity of staff.
- continually monitored, update and develop the staff training plans dependent upon the level and responsibilities of staff.
- include within senior members of staff training plans an awareness of developments in the construction industry, knowledge of RICS regulations, client requirement awareness and the like.
- promote structured learning where required with added encouragement to develop our staffs skills through to Chartership level.
- continue to reward excellent employee performances, continue to provide regular appraisals, one to one meetings and individual guidance from the employees key Director when required and to ensure we identify the overall needs of our employees.
- encourage our employees to have a clear view of their career path and be understanding of the opportunities within the organisation to ensure their effective contribution to the successful achievement of both business and personal goals.

Sustaining Quality of Work - Aims:

To ensure we deliver a first class service to our clients and continue to do so we closely monitor progress and performance on each scheme at Director level.

This is achieved by:-

- Monitoring of the progress of the project against our project plan. The Director will identify any deviation from the project plan at any early stage and instigate

rectification measures in order to avoid any delay in the progress of the scheme, and any significant variation in cost. Early notification of any such deviation should be resolved with the project team at the earliest opportunity. The Client would also be notified of any significant deviation from the project plan which could potentially affect the successful delivery of the project.

- Monitoring the outputs of the Practice to ensure that commissions are delivered to a high standard. All practice outputs are reviewed by the Director to ensure accuracy and timeliness of such outputs. The Director would also encourage and lead project staff to analyse all aspects of the project with the view to achieving best value for the Client and best practice for the Project team.
- Early warnings - The Director responsible for the project will implement an early warning system whereby the Project Team and the Client are made aware of any matters which could affect the successful completion of the project. The Director would be involved in discussions with the project team to ensure that such matters are mitigated as far as practicable.
- Key Performance Indicators - Key performance measures that the Practice monitors as part of its commission management process and they consist of the following. Any significant variation from the KPI's are investigated in order to understand any Practice issues relating to our performance.

All areas detailed within this policy are the current areas of concentration. However, as stated we continually strive to ensure that we operate a sustainable business and regularly review our policy in the light of legislative, regulatory, scientific and business developments.

Director in ChargeMatthew Moreton

Practice ManagerMarie Moreton

Date: 1st July 2020