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Padraig Burke [Director]

Dated | 4th October 2024

Introduction

Ward & Burke (*Ward & Burke Group Ltd.* and *Ward & Burke Construction Ltd.*) recognises that conducting its business in a way that minimises environmental impact, promotes positive interaction with the community and accords with sound ethical standards brings benefits to all concerned. We are a civil and MEICA engineering company with a broad range of operations stretching across the UK and Ireland. As such, we are closely involved with many different stakeholders and we endeavour to maintain a consistent approach that satisfies the legitimate interests of the people concerned. This applies whether we are working with them directly or if they are affected in any way by the results of our actions.

The prosperity of our business and of the communities with which we engage requires a long-term commitment to the sustainable management of our activities. We have made that commitment. The commitment affects all areas of our business, namely our people, our customers, our performance, our supply chain, our investors, our health, our safety and our environment. Ward & Burke operate a management system that complies with ISO14001; ISO45001 and ISO9001 and provides the mechanisms to measure and continually improve performance in these areas.

Health & Safety

We are committed to achieving and maintaining the highest standards of health, safety, welfare and to delivering a continually improving performance. We shall provide a safe and healthy working environment by taking proactive measures to ensure the safe execution of all our work activities. It is our policy that all our operations are performed at all times, by qualified and competent employees and contractors. The prevention of accidents involving personal injury and incidents of ill health or property damage is essential to the culture and operation of all our activities. Our health, safety and welfare policy and associated procedures and documentation will be disseminated to all employees and contractors and will be reviewed on a regular basis and revised as appropriate.

Environment

We recognise that protection of the environment is an integral part of our business and are committed to undertake works in an environmentally responsible manner. We will comply with legislation, customer and other requirements that apply to our activities, products and services. We are committed to preventing pollution and aim to minimise the environmental impact of our activities. This includes setting objectives and targets, implementing procedures to control activities and providing training to ensure that employees and contractors understand their environmental responsibilities.

We recognise our business activities make us an integral part of a wider society and that we have an ethical responsibility to take account of the economic, social and environmental impacts of the way we operate. We are committed to carrying out our activities in a manner that meets the needs of the present without compromising the quality of life of future generations.

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We are aware of the importance of making sustainable construction part of our core business strategy and actively work with our customers, employees and the local community to extract the maximum economic, social and environmental value from our activities whilst at the same time minimising any negative impacts our activities may have.

Waste generated from our offices, yards, and construction sites, is streamed such that we are minimising the amount going to landfill and encouraging reuse and recycling where possible. Specific arrangements are in place for the recycling of paper, cardboard, plastic, batteries, mobile phones, ink cartridges, florescent light tubes and office equipment. In addition, on sites, items arising from our construction activities including timber, metals, excavated spoil and hardcore are recycled.

People

Our people are the foundation of our success and we are committed to their wellbeing and continual development. We fully support diversity, fairness and equal opportunities and fully support the right of all employees to work in an environment which is free of sexual or racial discrimination, either direct or indirect. Our policies aim to ensure that there is no discrimination against employees or applicants on the basis of sex, marital status, sexual orientation, race, origin, religion, religious beliefs, political opinion, age, or disability. We also recognise the problems that harassment can cause in the workplace and consider harassment of any employee for any reason as unacceptable. We retain and attract employees by giving people the opportunity to receive front line experience in various aspects of our construction business.

Our learning and development strategy aims to develop highly skilled and multi-skilled people to their full potential, to meet the changing needs of the business. We will therefore ensure that all employees are trained to carry out their role and that they know what development and training programmes are available.

Our commitment to equality includes fair pay, and we are resolute in our dedication to:

- Ensuring equal pay for equal work. Every employee's contribution is valued and rewarded equitably.
- Upholding the living wage as the bare minimum. We believe that every member of our team deserves a wage that respects the dignity of their labour.
- Payment of industry standard rates as a minimum
- Complying with local labour laws and unions in relation to working times and payment of overtime
- Ensuring fair and reasonable conditions of employment
- Ensuring adequate working conditions at all times

Customers

Our vision is to build on our long-term relationships and establish two-way commitments by earning the trust of customers and stakeholders. We continue our investment in our resources. We will continually work with our customers to understand their requirements and exceed their expectations. We will continue to develop and improve a strong innovative and economically sustainable business. We are committed to being consistent in all our business dealings and to having the highest levels of professional and ethical standards. We will be open, honest and transparent in all our actions and recognize that success will only be achieved through the integrated

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teamwork of all parties involved. We are committed to being proactive and will share our knowledge, experience and innovations with our customers and stakeholders in order to add value to the service at all times.

We will operate a business management system that consistently provides products and services that meet customer and regulatory requirements. We monitor customer satisfaction and respond as necessary to maintain the highest standards of service.

Suppliers

Our supply chain has a major impact on the cost, quality, and delivery time of construction projects. We therefore have created and maintain a strong relationship with our key suppliers and contractors. Our procurement is achieved in a clear and fair way, rewarding excellence through repeat business and ensuring payment on agreed terms. Our high standards for health and safety, environmental matters and community relations are communicated to the supply chain.

Community

We aim to engage fully with the groups, communities and individuals directly impacted by our project work and to add value to the work that we do in creating and caring for infrastructure assets by delivering additional community benefits. Our project people are expected to engage with the local communities in which they operate and to keep them fully informed of all issues which might affect them. On large schemes, the team arranges liaison meetings for local residents and interested parties ahead of work beginning. Newsletters and letter drops are then used to keep people up to date on key project milestones and potential disturbance. One of the benefits we can provide is employment on project sites to local people, as well as educating them about opportunities in the construction industry.

We contribute regularly to community sports in areas local to our works. For example, only, we contribute annually to the Maura Burke Memorial Fund which raises much needed funding for cancer research. The fund also contributes to Cancer Care West and the Galway Hospice in the west of Ireland. We sponsor an annual fundraising event for Rainbow House, Ormskirk, UK, supporting children with disabilities and their families. We offer support for employees to undertake sponsored activities.

Corporate Governance

It is important to retain a set of core values and standards for our business processes. How a business is run, its business ethics and the systems it uses to ensure good management are the foundation of effective delivery of corporate governance. Governance not only includes obedience to the law but demands responsible behaviour and transparency. The reputation of the company and the trust and confidence of those with whom it deals are among its most vital resources, and the protection of these is of fundamental importance. Our aim to do business with integrity aspiring to the highest standards, and corrupt practices will not be tolerated. We continue to evaluate, critically, all our governance and management systems to ensure their suitability for purpose.

Review

This policy will be reviewed annually.