

SCHEDULE 19

Joint Schedule 5 (Sustainability)

Part A

1. Definitions

i. In this Schedule, the following definitions shall apply:

“Carbon Reduction Plan”	a costed and funded plan which contains the Service Provider’s strategy and key measurable targets with key dates to manage and reduce carbon emissions to meet net zero commitments in compliance with PPN 06/21 and the Client’s carbon targets as detailed in the Client’s policy included in the Scope
“Core Labour Standards”	Means the ‘Core Labour Standards’ set out by the International Labour Organisation International Labour Standards which are detailed at ilo.org.
“Sustainability Reports”	written reports to be completed by the <i>Service Provider and</i> provided to the Client in respect of the <i>Service Provider’s</i> provision of the <i>service</i> in the form set out in paragraph 15 and on the date and frequency outlined in Table A of Part B to this Schedule 19.
Defra Group Equality & Diversity Strategy	Means the Defra Group Equality & Diversity Strategy Policy paper published 1 June 2020 (and as may be updated from time to time).
“Environmental Near Miss”	An incident that could have caused harm to people or the environment from which lessons can be learnt and shared.
“Net Zero”	A target of completely negating the amount of greenhouse gases produced by human activity to be achieved by reducing emissions and implementing methods of absorbing carbon dioxide from the atmosphere.

“Prescribed Person”	a legal adviser, an MP, or an appropriate body which a whistle-blower may make a disclosure to as detailed in ‘Whistleblowing: list of prescribed people and bodies’, available online at: https://www.gov.uk/government/publications/blowing-the-whistle-list-of-prescribed-people-and-bodies--2/whistleblowing-list-of-prescribed-people-and-bodies , as updated from time to time;
Timber and Wood-Derived Products	means any product that contains wood or wood fibre. Such products range from solid wood to those where the manufacturing processes obscure the wood element.
“Waste Hierarchy”	<p>means prioritisation of waste management in the following order of preference:</p> <ul style="list-style-type: none"> (a) Prevention – by using less material in design and manufacture. Keeping products for longer; (b) Preparing for re-use – by checking, cleaning, repairing, refurbishing, whole items or spare parts; (c) Recycling – by turning waste into a new substance or produce, including composting if it meets quality protocols; (d) Other Recovery – through anaerobic digestion, incineration with energy recovery, gasification and pyrolysis which produce energy (fuels, heat and power) and materials from waste; some backfilling; and (e) Disposal - Landfill and incineration without energy recovery.
Supply Chain Map	means details of (i) the <i>Service Provider</i> , (ii) all Subcontractors and (iii) any other entity that the

	<p><i>Service Provider</i> is aware is in its supply chain that is not a Subcontractor, setting out at least:</p> <p>(a) the name, registered office and company registration number of each entity in the supply chain;</p> <p>(b) the function of each entity in the supply chain; and</p> <p>(c) the location of any premises at which an entity in the supply chain carries out a function in the supply chain;</p>
Sustainability Requirements	Means any relevant social or environmental strategies, policies, commitments, targets, plans or requirements that apply to and are set out in the Contract.
Zero Hours Contract	Means a contract between a business and a casual worker where the worker is engaged on an ad hoc basis with no guarantee of work from the business and no minimum contracted hours.
Modern Slavery Assessment Tool	Means the modern slavery risk identification and management tool which can be found online at: https://supplierregistration.cabinetoffice.gov.uk/ms at
Prohibited Items	means those items which are not permissible under this Contract as set out at Table A of this Annex

2. Sustainability

2.1 The *Service Provider* complies with the *Client's* Sustainability Requirements. The *Service Provider* ensures that the Sustainability Requirements are explained to the *Service Provider* Staff, Subcontractors and suppliers who are involved in the performance of the *Service Provider's* obligations under the contract and where it is relevant to their role. The *Service Provider* procures that equivalent obligations

are included in any contract with any suppliers or Subcontractor that is connected to the contract.

2.2 The *Service Provider*, meets and requires its suppliers and Subcontractors to meet the standards and behaviours set out in the HM Government '[Supplier Code of Conduct](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/779660/20190220-Supplier_Code_of_Conduct.pdf)' available at https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/779660/20190220-Supplier_Code_of_Conduct.pdf. The *Service Provider*, in connection with provision of *Services* must comply and procure that its subcontractors comply with the Supplier Code of Conduct.

2.3 The *Service Provider* ensures that any goods, services or works are designed, sourced, and delivered in a manner which is environmentally and socially responsible, always consistent with best practice environmental management and social standards, policy, and Laws.

2.4 As part of the Continuous Improvement Plan to be produced pursuant to Sub-clause X21.6 of the contract, the *Service Provider* shall include plans for improving the provision of the *service* with respect to environmental and social performance.

3 Employment Law

3.1 The *Service Provider* must perform its obligations meeting the requirements of all Statutory Requirements regarding employment.

4. Equality, Diversity and Inclusion (EDI)

4.1 The *Service Provider* supports the *Client* to achieve its Public Sector Equality Duty as defined by the Equality Act 2010, and supports delivery of the Defra 'Group Equality & Diversity Strategy'. This includes ensuring that the *Service Provider*, *Service Provider* Staff and its Subcontractors in the delivery of its obligations under the contract:

4.1.1 do not unlawfully discriminate either directly or indirectly because of race, colour, ethnic or national origin, disability, sex, sexual orientation, gender reassignment, religion or belief, pregnancy and maternity, marriage and civil partnership or age and without prejudice to the generality of the foregoing

the *Service Provider* does not unlawfully discriminate within the meaning and scope of the Equality Act 2010;

- 4.1.2 does not discriminate because of socio-economic background, working pattern or having parental or other caring responsibilities;
 - 4.1.3 eliminates discrimination, harassment, victimisation, and any other conduct that is prohibited by or under the Equality Act 2010;
 - 4.1.4 advances equality of opportunity between people who share a protected characteristic and those who do not;
 - 4.1.5 fosters good relations between people who share a protected characteristic and people who do not share it;
 - 4.1.6 identifies and removes EDI barriers which are relevant and proportionate to the contract;
 - 4.1.7 endeavours to use gender-neutral language when providing the *Service* and in all communications in relation to the contract; and
 - 4.1.8 achieves digital inclusion and accessibility through compliance with the Web Content Accessibility Guidelines (WCAG)
- 4.2 The *Service Provider* is responsible for;
- 4.2.1 ensuring that it shows due regard for EDI, including within its policies, programmes, projects, and processes and work carried out on its behalf to provide the *service*; and
 - 4.2.2 creating and maintaining a diverse workforce.
- 4.3 The *Service Provider* takes all necessary steps, and informs the *Client* of the steps taken, to prevent anything that is considered to be unlawful discrimination by any court or tribunal, or the Equality and Human Rights Commission (or any successor organisation) in the performance of the contract.

5.Human Rights - Modern Slavery, Child Labour and Inhumane Treatment

The *Service Provider* throughout the Service Period:

- 5.1 does not use, nor allow its Subcontractors to use forced, bonded or involuntary prison labour;
- 5.2 does not require any *Service Provider* Staff or Subcontractor staff to lodge deposits or identify papers with the *Client* and shall be free to leave their employer after reasonable notice;
- 5.3 warrants and represents that it has not been convicted of any slavery or human trafficking offences anywhere around the world;
- 5.4 warrants that to the best of its knowledge it is not currently under investigation, inquiry or enforcement proceedings in relation to any allegation of slavery or human trafficking offenses anywhere around the world;

- 5.5 makes reasonable enquires to ensure that its officers, employees and Subcontractors have not been convicted of slavery or human trafficking offenses anywhere around the world has and maintains throughout the Service Period its own policies and procedures to ensure its compliance with the Modern Slavery Act 2015 and includes in its contracts with its Subcontractors anti-slavery and human trafficking provisions;
- 5.6 implements due diligence procedures to ensure that there is no slavery or human trafficking in any part of its supply chain performing obligations under the contract;
- 5.7 prepares and delivers to the *Client*, an annual slavery and human trafficking report setting out the steps it has taken to ensure that slavery and human trafficking is not taking place in any of its supply chains or in any part of its business with its annual certification of compliance;
- 5.8 does not use, nor allow its employees or Subcontractors to use physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation of its employees or Subcontractors;
- 5.9 does not use or allow child or slave labour to be used by its Subcontractors;
- 5.10 reports the discovery or suspicion of any slavery or trafficking by it or its Subcontractors to the *Client*;
- 5.11 completes the Home Office's 'Modern Slavery Assessment Toolkit'; and
- 5.12 reviews and progresses the 'Modern Slavery Assessment Toolkit' scores against the following areas; governance, policies and procedures, risk assessment and management, due diligence, training and KPIs.
- 5.13 The *Service Provider* shall use reasonable and proportionate endeavours ensure that workers employed within its supply chain are treated fairly, humanely, and equitably.
- 5.14 The *Service Provider* must comply with Core Labour Standards, encompassing the right to freedom of association and collective bargaining, prohibition of forced labour, prohibition of discrimination and prohibition of child labour.
- 5.15 As parting of the Sustainability Reports, the *Service Provider* must identify any areas of risk associated with this contract to ensure that it is meeting the Core Labour Standards.

6. Whistleblowing

6.1 As soon as it is aware of it the *Service Provider* does and procures that its Subcontractors do report to the *Client* any actual or suspected breach of:

6.1.1 Laws; or

6.1.2 Core Clauses 25.4 or 25.5; or

6.1.3 this Schedule; or

6.1.4 Core Clause 18.

6.1.5 The *Service Provider* does not retaliate against any of the *Service Provider Staff* who in good faith reports a breach listed in this paragraph to the *Client* or a Prescribed Person.

6.2 The *Client's* whistleblowing helpline must be made available to the *Service Provider* and *Service Provider Staff*, Subcontractors and key suppliers in the supply chain in order to report any concerns.

6.3 The *Service Provider* agrees:

(a) to insert the following wording into its whistleblowing policy and communicate to all staff in a format they can understand:

“If you feel unable to raise your concern internally and it relates to work being carried out for which the ultimate beneficiary (through a contractual chain or otherwise) is Defra group, please email Whistleblowing@Defra.gov.uk.”

(b) to ensure that their Subcontractors have free access to the *Client's* whistleblowing policy.

7. Environmental Requirements

7.1 The *Service Provider* has a documented management system and controls in place to manage the environmental impacts relevant and proportionate to the contract.

7.2 The *Service Provider* warrants that it has obtained a relevant ISO 14001 certification from an accredited body and complies with and maintains certification requirements throughout the *Service Period*.

7.3 The *Service Provider* complies with Government Buying Standards available here <https://www.gov.uk/government/collections/sustainable-procurement-the-government-buying-standards-gbs> applicable to the *Service* and uses reasonable endeavours to support the *Client* in meeting applicable Greening Government Commitments

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available here <https://www.gov.uk/government/collections/greening-government-commitments>

7.4 The *Service Provider* considers and reduces sustainability impacts which are relevant to the contract in accordance with Paragraph 7.2. The *Service Provider* shall to the reasonable satisfaction of the *Client*:

7.4.1 eliminate and/or reduce the impacts of embodied carbon and support the Government and *Client* in meeting their Net Zero carbon commitments;

7.4.2 demonstrate that the whole life cycle impacts (including end of use) have been considered and reduced;

7.4.3 minimise the consumption of resources and use them efficiently (including water and energy), working towards a circular economy including designing out waste and non-renewable resources, using re-use and closed loop systems;

7.4.4 reduce use of single use consumable items (including packaging), and avoid single use plastic in line with Government commitments;

7.4.5 avoid use of products that are linked to unsustainable forest management and deforestation, where forest products are used these must be from a sustainable source with evidence provided to the *Client* upon reasonable request;

7.4.6 deliver opportunities to enhance biodiversity and ecosystems services I and look for opportunities to connect communities with the environment.

7.5. The *Service Provider* demonstrates to the *Client* it has done and shall continue to protect the environment including:

7.5.1 reducing relevant biosecurity risks (including but not limited to biosecurity risks to plant and tree health from harmful pests and diseases and from invasive non-native species);

7.5.2 eliminate hazardous/harmful substances to the environment; and

7.5.3 undertaking due diligence to ensure that the risks of pollution entering the environment are mitigated

7.5.4 Should an environmental incident occur or if there is an Environmental Near Miss these must be reported to the Environment Agency Incident Hotline

at the earliest opportunity, and then to the *Client* within 24 hours of the occurrence.

7.6 In addition to the requirements under sub-paragraphs 7.4.3 and 7.4.4, the *Service Provider*, its Sub-contractors and its supply chain must:

7.6.1 prioritise waste management in accordance with the Waste Hierarchy;

7.6.2 be responsible for ensuring that any waste generated by the *Service Provider* and its Subcontractors; and its (or their) supply chain as a consequence of the contract is sent for recycling, disposal or other recovery and is taken by a licensed waste carrier to an authorised site for treatment or disposal and that the transport, disposal or treatment of waste complies with Statutory Requirements;

7.6.3 ensure that it and its sub-contractors; and its (or their) supply chain used to undertake recycling disposal or other recovery as a consequence of the contract do so in a legally compliant way, undertake reasonable checks on a regular basis to ensure this and provide relevant data and evidence of recycling, recovery and disposal;

7.6.4 inform the *Client* within one Working Day in the event that a permit, licence or exemption to carry or send waste generated under the contract is revoked and in circumstances where a permit, licence or exemption to carry or send waste generated under the contract is revoked the *Service Provider* shall cease to carry or send waste or allow waste to be carried by any Subcontractor until authorisation is obtained from the *Client*.

7.7 In performing its obligations under the contract and in addition to sub-paragraph 7.4.1, the *Service Provider* shall to the reasonable satisfaction of the *Client* publish and maintain a credible Carbon Reduction Plan in accordance with PPN 06/21.

7.8 In addition to sub-paragraph 7.4.1, the *Service Provider* supports the *Client* to meet its carbon reduction ambitions including with regard to the Environmental Requirements set out in Paragraph 7 and will progress towards Net Zero during the Service Period. A hierarchy approach to addressing carbon emissions must be taken: eliminate first, reduce as far as possible before off-setting considerations.

8 Materials

8.1 All materials included in the Affected Property must be capable of meeting the requirements set out in the Scope and be either (i) new and of recent origin, (ii) reused or (iii) recycled.

8.2 The *Service Provider* shall avoid the use of paper and card in carrying out its obligations under the contract.

8.3 The *Service Provider* shall ensure that any paper or card deployed in the performance of the Services consists of one hundred percent (100%) recycled content and used on both sides where feasible to do so.

8.4 The *Service Provider* does not provide to the *Client* goods or use in the provision of *service* anything which comprises wholly or partly of the Prohibited Items described in Table A unless the use is primarily related to the management of the *Service Provider's* own facilities or internal operations as opposed to the provision of the *Service*. The *Service Provider* shall use goods, materials and *services* that comply with best environmental practice at all times.

9. Timber

9.1 All Timber and Wood-Derived Products for supply or use in performance of the contract must conform with the requirements set out in the Scope.

10 Business Continuity

10.1 The *Service Provider* will prepare current business continuity plan (“**the Business Continuity Plan**”) for the approval of the *Client* in line with Schedule 20 (Call-Off Schedule 8 – Business Continuity) timescales or 2 weeks after contract commencement, which assesses any risks that would prevent the *Service Provider* Providing the Service during the Service Period. The Business Continuity Plan shall identify the *Service Provider's* reliance on the supply chain and will set out the contingency measures in place to mitigate any risks identified. As part of the Business Continuity Plan (as defined in Schedule 20 (Call-Off Schedule 8 - Business Continuity)) the *Service Provider* will take into account the business continuity plans of the supply chain. The Business Continuity Plan must include (where relevant), an assessment of impacts relating to extreme weather, a changing average climate and resource scarcity.

10.2 The Business Continuity Plan shall be reviewed by the *Service Provider* at regular intervals and after any disruption. The *Service Provider* will make the Business Continuity Plan available to the *Client* on request and comply with reasonable requests by the *Client* for information.

11 Supply Chain Maps

11.1 The *Service Provider* shall comply with any reasonable request by the *Client* to provide a Supply Chain Map of all areas of sustainability risk within fourteen (14) days of commencement of the contract or alternative timescale agreed by the *Client*.

12 Social Value Requirements

12.1 The *Service Provider* shall complete the Sustainability Plan including in relation to its performance on meeting any social value obligations agreed to for the provision of the *Services* under this Contract and provide the Sustainability Report to the *Client* on the date and frequency outlined in Table A of Part B.

12.2 The *Service Provider*, as an organisation, addresses workforce imbalance by supporting disadvantaged, underrepresented and minority groups into employment (including apprenticeships and other training schemes) throughout the Service Period.

12.3 The *Service Provider* will support the *Client* in highlighting opportunities to provide wider social, economic, or environmental benefits to local and/or national communities through the delivery of the contract. The *Service Provider* will provide details to the *Client* of the approach taken, progress made and benefits delivered.

12.4 The *Service Provider* will ensure that supply chain opportunities are inclusive and accessible to:

12.4.1 new businesses and entrepreneurs;

12.4.2 small and medium enterprises (SMEs);

12.4.3 voluntary, community and social enterprise (VCSE) organisations; and

12.4.4 mutuals; and

12.4.5 other underrepresented business groups.

12.5 The *Service Provider* engages with and identifies barriers to these organisations and works actively to remove them, ensuring equal opportunities to compete. This shall include helping them to grow and supporting their development throughout the Service Period.

12.7 The Government's 'Contracts Finder' website can be used to help advertise any subcontracting opportunities outside the established supply chain. Other routes advertising to SMEs, VCSE organisations and other underrepresented business

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groups should be sought to highlight opportunities and encourage a diverse and inclusive supply base.

12.8 The *Service Provider* does not and procures that its Subcontractors do not enter into Zero Hours Contracts for any part of the *service* without the *Client's* prior written approval except where necessary in respect of emergency reactive services/maintenance.

12.9 Zero Hours Contracts shall be used only to meet short term demand or specific situations where the *Service Provider* can evidence that continuity in delivery of the relevant part of the *service* can be only be achieved by engaging a person(s) on a Zero Hours Contract.

12.10 The *Service Provider* provides an annual report on each anniversary of the Contract Date detailing the number of Zero Hours Contracts that it or its Subcontractors have entered into, how long each Zero Hours Contract was in place for and the total length of time any individual was or continues to be engaged on a Zero Hours Contract.

13. Record Keeping

The *Service Provider* will demonstrate compliance with the *Client's* Sustainability Requirements upon reasonable request.

13.1 If the *Client*, acting reasonably, is concerned either as to the sustainability or health and safety conduct of the *Service Provider*, Subcontractors and supply chain in the performance of the contract then the *Client* may:

13.1.1 require that the *Service Provider* provide to the *Client* (for its approval) within four weeks of the date when the *Client* notified the *Service Provider* a plan setting out how the *Service Provider* will improve its sustainability conduct or performance and the *Service Provider* will make changes to such plan as reasonably required by the *Client* and once it is agreed then the *Service Provider* shall act in accordance with such plan and report to the *Client* on demand

13.1.2 if the *Service Provider* fails within four weeks of the date when the *Client* notified the *Service Provider* to provide a plan or fails to agree any changes which are requested by the *Client* or materially fails to implement or provide updates on progress with the plan, the *Client* reserves the right to terminate the contract immediately for substantially failing to comply with its obligations (R11) (or on such date as the *Client* notifies).

Part B

14. Reporting Requirements

14.1 The *Service Provider* shall complete the Sustainability Report in relation to its provision of the *Service* under the contract and provide the Sustainability Report to the *Client* on the date and frequency outlined in Table A of this Part B.

14.2 The *Service Provider* shall provide the baseline data contained within table ‘B(1) – Baseline data’ to facilitate subsequent measurement throughout the *Service Period*. The information required to populate table B(1) will be provided to the *Client* within 10 calendar days of the submission of a request and annually thereafter.

14.3 The *Service Provider* shall complete the Framework Quarterly Performance Indicator Submission Form to the *Client*. *Service Providers* will report on the content within table B.

14.4 The *Service Provider* shall attend *Service Provider* Relationship Meetings with the *Client* to discuss the information contained in the Framework Quarterly Performance Indicator Submission Forms. The information will be used to measure progress of sustainability activity.

14.5 The *Service Provider* shall complete the Framework Quarterly Performance Indicator Submission Form on the frequency outlined in Table B of this Part B and return to the *Client*.

14.6 In the event CCS develops an alternative sustainability measurement tool during the *Service Period*, the Performance Indicator measures described at Table B will be superseded by that tool.

Table A

Report Name	Content of Report	Frequency of Report
Sustainability	a. the key sustainability impacts identified; b. sustainability improvements made; c. actions underway or planned to reduce sustainability impacts;	Quarterly

	<p>d. contributions made to the <i>Client's</i> sustainability policies and objectives;</p> <p>e. sustainability policies, standards, targets and practices that have been adopted to reduce the environmental impact of the <i>Service Provider's</i> operations and evidence of these being actively pursued, indicating arrangements for engagement and achievements. This can also include where positive sustainability impacts have been delivered; and</p> <p>f. risks to the Service and Subcontractors of climate change and severe weather events such as flooding and extreme temperatures including mitigation, adaptation and continuity plans employed by the <i>Service Provider</i> in response to those risks.</p>	
Sustainability Plan	Report on progress of the sustainability plan once agreed with the client	Quarterly
Waste created	By type of material the weight of waste categories by each means of disposal in the Waste Hierarchy with separate figures for disposal by incineration and landfill. On a site by site basis	Monthly
Waste permits	Copies of relevant permits and exemptions for waste, handling, storage and disposal.	Before the Effective Date, on the anniversary of the Effective Date and within ten (10) Working Days if there is any change or renewal to license or exemption to carry,

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		store or dispose waste
Greenhouse Gas Emissions	<p>Indicate greenhouse gas emissions making use of the use of the most recent conversion guidance set out in 'Greenhouse gas reporting – Conversion factors' available online at https://www.gov.uk/guidance/measuring-and-reporting-environmental-impacts-guidance-for-businesses</p> <p>Broken down by source, type and scope (1,2,3)</p> <p>Carbon reduction plan once agreed with the client</p>	Monthly
Water Use	<p>Volume in metres cubed broken down by site.</p> <p>Number of water leaks identified, and amount of excess water lost.</p>	Monthly
Energy Use	<p>Separate energy consumption figures for:</p> <ul style="list-style-type: none"> a. assets deployed on the <i>Service Provider's</i> site; b. assets deployed on the <i>Client's</i> site; c. assets deployed off-site; and d. energy consumed by IT assets and by any cooling devices deployed. <p>'Power Usage Effectiveness' (PUE) rating for each data centre/server room in accordance with ISO/IEC 31034-2/EN 50600-4-2.</p>	Monthly
FGas	Amount of Fgas used across the estate broken down by site and type	Monthly

	Amount of Fgas escapes to the atmosphere broken down by site and type	
Transport Use	<ul style="list-style-type: none"> a. miles travelled by transport and fuel type, for goods delivered to the <i>Client's</i> sites; b. miles travelled by staff when visiting the <i>Client's</i> sites from the <i>Service Provider's</i> sites or home; c. resulting 'Green House Gas' (GHG) emissions using agreed 'Conversion Factors'; and d. the number of multi-lateral e-meetings i.e. with more than two attendees, held by type (audio, webinar, v/conferencing) their length and number of attendees 	Monthly
Prohibited Items	<p>The following consumer single use plastics are 'Prohibited Items':</p> <p>Catering</p> <ul style="list-style-type: none"> a. Single use sachets e.g. coffee pods, sauce sachets, milk sachets b. Take away cutlery c. Take away boxes and plates d. Cups made wholly or partially of plastic e. Straws f. Stirrers g. Water bottles <p>Facilities</p>	Monthly

	<p>a. Single use containers e.g. hand soap, cleaning products</p> <p>b. Wipes containing plastic</p> <p>Office Supplies</p> <p>a. Plastic envelopes</p> <p>b. Plastic wrapping for brochures</p> <p>c. Paper or card which is bleached with chlorine</p> <p>Packaging</p> <p>a. Single use plastic packaging from deliveries where avoidable e.g. shrink wrapped packaging from office supplier or facilities products.</p> <p>b. Single use carrier bags</p> <p>Any items that harm the environment will need to be agreed by the client before purchase or use.</p>	
<p>Resource Use</p>	<p>Materials / Resources used, including:</p> <p>a. type of material/ resource used;</p> <p>b. quantity or volume of material/resource used;</p> <p>and</p> <p>c. amount of recycled/recovered material used</p>	<p>Monthly</p>

Greening Government Commitment	Any reporting as required by the Client to report on the 'Greening Government Commitments'	Monthly
Supplier Diversity	Demonstration of work undertaken to remove any barriers to contracting with and supporting SME's and other under represented supplier groups.	Annual
Real Living Wage (Living Wage Foundation)	Demonstration of compliance within a year of contract award and that this is maintained throughout the contract.	Annual
Modern Slavery	<ul style="list-style-type: none"> • Modern Slavery Assessment Tool to be completed before Contract Award. Progress against MSAT action plan to be reviewed regularly • Regular review of any MS incidents, potential MS incidents. 	Quarterly (align to MS statement reporting requirements – FY)
Modern Slavery	<ul style="list-style-type: none"> • 90 days from the Start Date the Service Provider will provide a summary of the risks of modern slavery relevant to the contract, steps that will be taken to address them and work to improve supply chain transparency. <p>An annual due diligence report will be required to demonstrate progress.</p>	Annual (Will need to be before end of FY so updates can be included in MS statement)
Supply Chain Mapping	<ul style="list-style-type: none"> • Mapping of highest risk goods and services within year 1 or setting out a planned approach. 	Annual review
Equality, Diversity & Inclusion	<ul style="list-style-type: none"> • EDI action plan to be developed and reviewed regularly • Regular review of EDI incidents/complaints 	Quarterly

Sustainability Training	<ul style="list-style-type: none"> Evidence of staff trained on Modern Slavery & EDI 	Quarterly (Needs to align with reporting periods for EDI & MS Statement)
Whistleblowing	<p>Evidence that whistleblowing policy communicated and accessible to subcontractors and key suppliers</p> <ul style="list-style-type: none"> Any instances and actions recorded. 	Six monthly
Working Conditions	<p>The supplier will provide a plan to work with staff to understand and address any improvements to working conditions</p> <p>Also link to commitments made in evaluation response</p>	Six Monthly
Government Buying Standards	Annual evidence/assurance demonstrating compliance	Six Monthly
Apprenticeships/Wider Training Opportunities	<ul style="list-style-type: none"> Evidence that opportunities are open to and attracting those facing barriers to employment The number of people hours/weeks invested to support apprentices working on the contract by UK region The number of people hours supporting training opportunities with educational facilities e.g. schools by UK region Demonstration of the value added to individuals involved in the contract engaged in apprentice or wider training opportunity e.g. qualifications achieved, skills and confidence improved, permanent employment secured. Report requirements to satisfy z20 apprenticeship clauses. 	Six Monthly

ISO 14001	<ul style="list-style-type: none"> Annual checks to confirm have maintained a relevant environmental management system 	Aligned with Service Provider external auditor program
Timber	<ul style="list-style-type: none"> Assurance to demonstrate timber compliance 	Quarterly

Table B – Submission to *Client*

Report Name	Content of Report	Frequency of Report
Framework Quarterly Performance Indicator Submission Form – Modern Slavery section	MSAT completion and progress recorded against the following 6 areas: <ul style="list-style-type: none"> Governance Policies and Procedures Risk Assessment and Management Due Diligence Training KPI 	Quarterly
Framework Quarterly Performance Indicator Submission Form – Carbon Net Zero	The <i>Service Provider</i> to demonstrate progression towards carbon net zero by reporting on the below areas <ul style="list-style-type: none"> Number of carbon reduction activities that your organisation has 	Quarterly

	<p>taken to progress your carbon reduction plan</p> <ul style="list-style-type: none"> ● Number of RM6232 carbon reduction activities that benefit the <i>Client</i> ● List the top 3 carbon reduction activities completed for non RM6232 contracts 	
<p>Framework Quarterly Performance Indicator Submission Form - Apprenticeships</p>	<p><i>Service Provider</i> shall submit data demonstrating how they are progressing apprenticeships within their organisation</p> <ul style="list-style-type: none"> ● Number of apprenticeships started ● Cumulative number of apprenticeships ongoing ● Number of apprenticeships concluded ● Number of apprenticeships retained 	<p>Quarterly</p>
<p>Framework Quarterly Performance Indicator Submission Form - Diversity & Inclusion</p>	<p>To demonstrate that suppliers are redressing workforce imbalance within their organisation</p> <ul style="list-style-type: none"> ● Representation of women ● Representation of ethnic minorities ● Representation of staff who identify as having a disability ● Representation of prison leavers ● Representation of LBTQIA+ 	<p>Quarterly</p>

Framework Quarterly Performance Indicator Submission Form – SMEs/VCSEs	To demonstrate that <i>Service Providers</i> are engaging with and developing SMEs/VCSES <ul style="list-style-type: none"> ● Number of SMEs/VCSES within your supply chain for RM6232 ● Number of SME/VCSES within your supply chain delivering services on RM6232 contracts ● How many sub-contract opportunities have there been within the reporting period ● Of the sub-contract opportunities, how many were awarded to a SMEs 	Quarterly
Confirmation of receipt of Framework Quarterly Performance Indicator Submission Form – Prompt Payments	The <i>Service Provider</i> will pay 100% of undisputed supply chain invoices within 30 days as per the Core Terms.	Quarterly

Table B(1) – Baseline data

Report Name	Content of Report	Frequency of Report
Apprenticeships baseline data	The <i>Service Provider</i> shall submit data demonstrating: <ul style="list-style-type: none"> ● % of apprentices in their current workforce ● % conversion rate of apprentices retained when an apprenticeship 	To be provided to the <i>Client</i> within 10 calendar days of the submission of a request and annually thereafter

	concludes	
Diversity of Workforce baseline data	<p>The <i>Service Provider</i> shall submit baseline figures of their current UK workforce:</p> <ul style="list-style-type: none"> • Representation of women • Representation of ethnic minorities • Representation of staff who identify as having a disability • Representation of prison leavers • Representation of LBTQIA+ 	To be provided to the <i>Client</i> within 10 calendar days of the submission of a request and annually thereafter
SMEs/VCSEs baseline data	The <i>Service Provider</i> shall produce and submit a SME / VCSE engagement strategy detailing how they intend to retain and develop SMEs/VCSEs within their supply chain.	To be provided to the <i>Client</i> within 10 calendar days of the submission of a request and annually thereafter