

Sustainability Report – 2020 Calendar Year

In keeping with Horbury Group’s (HG) Sustainability Policy, Horbury Property Services’ (HPS) report on the Sustainability activities of the HPS company for the 2020 calendar year follows:

C O M M E R C I A L	<p>No issues have been raised concerning business practices being unethical, unfair or not transparent. HPS continues to improve the compliance of its supply chain with the requirements of Modern Slavery legislation. To this end HG appointed a new position of Supply Chain Coordinator in 2019 and is currently rolling out improved processes.</p> <p>All contracts undertaken were entered into with an expectation of a profitable outcome and all contract terms were assessed as reasonable prior to being agreed. A modest margin and a general lack of flexibility in contract terms (in line with the market for our services) can result in relatively minor issues leading to an unprofitable outcome. There were no unprofitable contracts during 2020. The board was satisfied with the level of control and review of projects throughout the year.</p> <p>HPS continues to be a provider of choice for many due to relationships that have been forged over our 5 years of trading and our good track record on delivery. We ensure that we go “above and beyond” to meet all supply chain criteria that is expected by our clients new and old. Our reputation within relevant markets is growing as attested to by repeat business which accounts for a significant proportion of new orders received. We currently have a strong order book to take into the next financial year which includes a variety of sectors.</p> <p>There were no significant customer complaints in 2020. When minor issues arose, corrective actions were taken in a timely manner and rework was signed off by our customers with no delay caused to overall project programmes.</p> <p>HPS aims to treat its supply chain with equity and integrity. We will continue to agree terms with customers and suppliers that reflect the sector mean and pay promptly against such terms. Our financial stability is critical not only for the company but also for maintaining certainty for the whole of our supply chain.</p> <p>HPS has maintained an effective and challenging corporate governance structure that has continually assessed, reviewed, and improved its commercial performance. The composition of the HPS board is as follows:</p> <ul style="list-style-type: none"> - Chairman – Mike Brown (Non-executive); - Chief Executive Officer – Trevor Wragg (Executive); - Chief Financial Officer – Michael Saunders (Executive).
P E O P L E	<p>HPS has continued to attract and retain a diverse and talented workforce. There were no unfulfilled vacancies for trade, apprentice, managerial or technical positions during the year. 9 new people joined HPS as employees and whilst we remain less culturally diverse than the population, we continue to welcome employees and subcontractors from various backgrounds. The systems of payments that we employ show no bias towards or against any groups with protected characteristics.</p> <p>HPS has continued to promote a culture of learning, diversity, and inclusion. During 2020 we invested in 27 training days, sponsored, and supported 2 workers to complete NVQs at various levels.</p> <p>2020 saw 1 new young person join us as Maintenance Technician Apprentice. Commentators agree there will be shortages of tradespeople in construction in the coming years so HPS is committed to growing our own talent utilising the Apprenticeship Levy. As at 31/12/20 we had 4 active learners on various trade and technical programmes at Level 2 to Level 6.</p> <p>There were no significant grievances raised by employees in 2020. This reflects on the good labour relations which we continue to enjoy because of treating all our workers with respect.</p>

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O P E R A T I O N S	<p>HPS's HS&E performance during 2020 continued to be industry leading. We remain committed to and focussed on delivering an increasingly safe and healthy environment for all. Some highlights of 2020 were:</p> <ul style="list-style-type: none"> • 0 (Zero) RIDDORs; • 1 Minor Injury. <p>Our environmental record during 2020 was also excellent. Some highlights of 2020 were:</p> <ul style="list-style-type: none"> • zero incidents; • high standards at all sites maintained. <p>There were no enforcement actions by Governing Bodies in 2020.</p> <p>We have continued to fulfil contracted works to an extremely high standard. Several exemplar projects are highlighted in our website (see CASE STUDIES on our home page).</p> <p>HPS continued to use and develop its "BORIS" platform in 2020. All new projects were set up on the system which is primarily designed to streamline and record our installation, snagging and quality control process.</p>
C O M M U N I T Y	<p>During 2020 we continued to be certified either on a group basis or in respect of the HPS trading entity in respect of the following:</p> <ul style="list-style-type: none"> • Quality Management System – BS EN ISO 9001:2015; • Environmental Management System – BS EN ISO 14001:2015; • Occupational H&S Management System – BS EN ISO 45001:2018; • Considerate Constructors Scheme, <p>and actively participated with the following trades and other bodies:</p> <ul style="list-style-type: none"> • The 5% Club (HG); • CITB. <p>During 2021 we will work towards the following standards:</p> <ul style="list-style-type: none"> • SafeContractor (Alcumus); • Contractors Health and Safety Assessment Scheme (CHAS). <p>HPS supported the following charitable endeavours during 2020:</p> <ul style="list-style-type: none"> • None this year due to COVID-19, <p>as well as smaller individual donations to support the things that matter to our clients and workers including:</p> <ul style="list-style-type: none"> • The Kier Foundation; • Movember. <p>During 2021, (subject to COVID-19) we will be actively encouraging our staff to return to getting involved with charitable endeavours either by gifting their time or suggesting worthy causes for donations.</p> <p>It has not been possible to support local secondary schools and colleges this year due to COVID-19, but we will continue to encourage our staff to get involved in events once it is safe and advisable to do so.</p> <p>Horbury Academy - our HG apprenticeship scheme - continued to partner with The Sheffield College and Sheffield Hallam University as preferred providers for apprenticeships.</p> <p>During 2021, we will be setting out to understand and measure HPS's impact on the environment and align our business with the targets made by the Construction Leadership Council's Net Zero Carbon Industry Initiative.</p>

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