The Watering Farm, Creeting St. Mary, Ipswich, Suffolk, IP6 8ND
Tel: 01449 722318 Fax: 01449 723994 Email: enquiries@material-change.com

Template memorandum to contractors and major suppliers regarding ESG practices

Subject: Our commitment to responsible practices

Dear [Name],

MC Asset Co Limited and its contractor Material Change Limited are committed to excellence in all areas of our business. This includes complying with all applicable laws and regulations, practicing good corporate governance, and implementing responsible environmental, health and safety practices. We believe that focusing on these environmental, social and governance (ESG) areas is prudent risk management and strengthens our market and community position.

We are currently formalizing our ESG management approach and reviewing and revising our policies. Part of this process is to communicate our ESG expectations to our supply chain, contractor and sub-contractor partners.

As a valued partner, please can you complete the attached form and return this to us by email so that we can confirm whether you have the following business practices in place or are working to implement them. We may follow up with a request to see copies of the policies if this become necessary as part of our ESG management system.

We appreciate your attention to this and plan to follow up annually to ensure you are meeting these requirements.

Please let us know if you have any questions or would like to discuss.



Legal Director

Date: 31 March 2020

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To MC Asset Co Limited and Material Change Limited

In order to comply with your ESG requirements we confirm the following:

Confirmation	Please confirm	If you do not have a policy, please confirm if you are working towards implementing a policy
We have a company policy or employee/contractor guidance that outlines expectations of good business conduct and ethical business practices. For example, this could be articulated in a Code of conduct or Employee handbook.	Yes/No	Yes/No
We have an environmental and health and safety policy	Yes/No	Yes/No
We are in compliance with all local and national environmental and occupational health and safety regulations and permitting requirements.	Yes/No	
Annually, or at the end of a project, we will provide a summary of health and safety performance that includes lost time injury frequency rate and any fatalities.	Yes/No	
We will endeavour to report on material environmental breaches, fines or other types of regulatory misconduct, at least annually.	Yes/No	

Signed

Name…….

Company…….