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INTRODUCTION

Scott Brownrigg have been signatories to the UN Global compact (UNGC) since April 2020. This annual report provides our communication on progress (COP) that outlines the progress we are making in implementing the UNGC's Ten Principles and supporting UN sustainable development goals (UNSDGs). Scott Brownrigg also publish our Corporate Values (Corporate Social and Environmental Responsibility) Report every year on our website.

Report published April 2021.



OUR PURPOSE – OUR ESSENCE

To enrich lives through the built environment.

Every designer aspires to exceed client expectations. To create something fit for purpose but also beautiful, surprising, timeless. And of course to put people at the heart of their process. That is the point of a designer. What makes us different is our sense of responsibility to the world and to the industry.

We hold ourselves to a higher standard.

OUR VISION

A global design leader recognised for transforming the industry.

To create a better world.

OUR VALUES

We are sociable

It's part of why we love what we do. It makes our creative journey enjoyable.

We fight for the creative

We have a relentless desire to make things better.

We listen and explore

We think about every angle and ensure we make the right decisions together.

We live for opportunities

To push ourselves, creatively, in business and as a team.

WE FIGHT FOR THE CREATIVE

[We have a relentless desire to make things better.]



WE LIVE FOR OPPORTUNITIES

[To push ourselves, creatively in business and as a team.]



WE LISTEN AND EXPLORE

[We think about every angle and ensure we make the right decisions together.]



WE ARE SOCIABLE

[It's part of why we love what we do.
It makes our creative journey enjoyable.]



HUMAN RIGHTS

Principle 1: Businesses should support and respect the protection of internationally proclaimed human rights

Principle 2: make sure that they are not complicit in human rights abuses.

Health and Safety is a priority for Scott Brownrigg. We seek to have a positive impact on Health, Safety and Wellbeing on our projects and in our studios.

We exercise a duty of care and ensure, so far as reasonably practicable, that people not in our employment, but affected by our activities, are not exposed to risks to their health and safety. Scott Brownrigg assess all relevant hazards and risks affecting the health and safety of staff and the health and safety of other persons within accommodation under our control, including contractors working in our premises.

We design and specify construction, demolition, installation or alteration work, and the manner of its execution, such that safe working conditions are possible during construction or after completion. We also require and communicate our expectation that clients and contractors will discharge their duty of care to individuals visiting or working in their property or on construction sites.

Our approach and processes for meeting the requirements of the UK CDM Regulations- the health & safety regulations that we also seek to apply on all projects worldwide- is known as Safety Visually.

Scott Brownrigg are committed to acting ethically and with integrity in all our business

dealings and relationships and to ensure modern slavery is not taking place anywhere in our own business, or in any of our supply chains.

We are also committed to ensuring there is transparency in our own business and in our approach to tackling modern slavery throughout our business relationships, consistent with our disclosure obligations under the Modern Slavery Act 2015.

Scott Brownrigg understand the requirements of The Modern Slavery Act 2015 (The Act) and The Modern Slavery Act 2015 (Transparency in Supply Chains) Regulations 2015.

As our annual turnover is below the minimum global net threshold of £36million, Scott Brownrigg is not required to produce and publish a yearly slavery and human trafficking statement; however as part of our Corporate Social & Environmental Responsibility approach we do have both a policy and annual statement made available to clients on request.

The prevention, detection and reporting of modern slavery in any part of our business or supply chains is the responsibility of all those working for us or under our control. Staff are required to avoid any activity that might lead to, or suggest, a breach of this policy. Staff must notify management if they believe or suspect that a conflict with this policy has occurred, or may

occur in the future. All staff are encouraged to raise concerns about any issue or suspicion of modern slavery in any parts of our business or supply chains of any supplier tier at the earliest possible stage.

We aim to encourage openness, and will support anyone who raises genuine concerns in good faith, even if they turn out to be mistaken. We are committed to ensuring no one suffers any detrimental treatment as a result of reporting in good faith their suspicion that modern slavery of whatever form is or may be taking place in any part of our own business or in any of our supply chains.

We are fortunate in the UK to have well established and implemented health and safety legislation and workers rights that support the protection of human rights in the industry. As a British architecture and design practice operating internationally, we have accredited expertise and a number of technical staff experienced in delivering projects in challenging environments around the world. We are keen to support our projects outside the UK and our international clients to aim for and deliver similar standards.

Progress this year

This year we are in the process of developing a new service- the Safety Design Unit- that offers strategic health and safety advice at pre-construction stages for projects outside the UK.

LABOUR

Principle 3: Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;

Principle 4: the elimination of all forms of forced and compulsory labour;

Principle 5: the effective abolition of child labour; and

Principle 6: the elimination of discrimination in respect of employment and occupation.

Scott Brownrigg are committed to Equity, Diversity and Inclusion in our teams, our work, and our working practices. Our Diversity is our strength

Our guiding principles are:-

- Commitment, Communication and Support- internally and externally.
- Continual improvement of professional employment practices- treating staff consistently in our UK and international studios
- Zero tolerance of Discrimination- whether on the grounds of age, disability, gender, race, nationality, colour, ethnic or national origin, religious belief or sexual orientation, marital or civil partner status, gender reassignment, pregnancy, trade union membership, hours of work or contract type, or socio-economic background.
- Fairness and Respect- As an RIBA Chartered Practice and Practice Role Model all staff are expected to follow the RIBA Code of Conduct

We do not tolerate any discrimination on the grounds of age, disability, sex, race, nationality, colour, ethnicity or national origin, religious belief or sexual orientation, marital or civil partner status, gender reassignment, pregnancy, trade union membership or the fact that an employee or applicant is a part time worker or fixed term employee.

We are committed to continuing to communicate and promote equity, inclusivity, diversity and fairness of approach in all our transactions, internally and externally.

We are committed to continuing the development of professional employment practices that reflect and celebrate diversity, inclusivity and equality throughout our Practice, nationally and internationally. These principles underlie our approach to all areas of work, and particularly in relation to employment practices, with three key elements:

Recruitment

No job applicant receives less favourable treatment on any of the unlawful grounds set out in the UK Equality Act. All vacancies and job specifications reflect only the requirements of the job vacancy. Part time and flexible working opportunities are always properly considered.

Our selection process is designed to objectively evaluate a candidate's suitability, relative to the requirements of the job and personal specification. Consistent interview assessment forms, and assessment tasks when appropriate, are used to ensure the most talented candidate is selected for the position. Interview skills training, including an awareness of unconscious bias, is provided to all those involved with the interview and selection process.

Progression

We want all staff to perform effectively and progress. Appraisal, learning and development processes are regularly reviewed to ensure all staff are supported in their development through training, coaching or mentoring in line with our Career Roadmap. Promotion decisions are based on this transparent expected knowledge, skills and behavior.

Scott Brownrigg take a positive approach to part time and flexible working requests. Conditions of service of part-time employees and their progression within the company are monitored to ensure that they are being offered the same level of access to benefits, training and promotion opportunities as full time employees.

Culture and Behaviour

Conditions of service, benefits and facilities are regularly reviewed, and feedback welcomed through our Staff Reps, to ensure that they are suitable for all employees. This can include pay, bonus criteria, policies and all benefits offered.

Our Diversity Action Group regularly evaluates equality, diversity and inclusion initiatives, data and feedback and implements change if necessary.

All employees are made aware of company expectations and their responsibility as part of their

new starter induction, and with regular updates through a variety of presentations and workshops. Staff are encouraged to inform Directors immediately if they suspect that discrimination, harassment or victimization is taking place in the workplace. An independent helpline is provided to staff alongside Scott Brownrigg's professional Human Resources Team.

If an employee believes that they have been disadvantaged on any unreasonable or unlawful grounds, they are encouraged to raise the matter through the Scott Brownrigg grievance procedure. Allegations regarding potential breaches of the policy are treated in strictest confidence.

Scott Brownrigg have actively supported diversity and inclusion in the industry for many years through organisations and initiatives including:

- RIBA Architects for Change- Equality + Diversity Forum
- Careers talks
- Work experience- for school pupils
- Graduate training programme and bursaries
- Blueprint for All internships (the former Stephen Lawrence Charitable Trust)
- Apprenticeship Programme
- Schools of Architecture- teaching and examining
- National Association of Women in Construction-membership

Progress this year

In the last year we have endeavoured to support the health and wellbeing of all our staff through the challenges of the pandemic with regular communications, events, gifts and online wellbeing and social activities. We have recently established "Home Working Agreements" and are in the process of moving towards a more blended approach where many more staff will be able to work from home more regularly should they wish.

We carried out a series of Diversity Action Forums at the end of 2019 and have started implemented our Diversity Action Plan in 2020. The "Black Lives Matter" protests have encouraged a focus on issues of racial inequality in the industry. We have become founding members of the "Architecture Race Forum" where we are leading work on addressing attrition rates of black and minority ethnic architecture graduates in the profession.

As one of our key strategic objectives and targets this year we have also started to support a consortium of diverse female-led practices - UNIONNE to combine their skills and experience and accelerate and expand the opportunities they are able to target.

ENVIRONMENT

Principle 7: Businesses should support a precautionary approach to environmental challenges;

Principle 8: undertake initiatives to promote greater environmental responsibility; and

Principle 9: encourage the development and diffusion of environmentally friendly technologies.

As architects, masterplanners and designers, we understand that our most significant environmental impact is through our projects. We therefore view every project as a unique opportunity to have a positive and regenerative impact- to protect and enrich the environment. We are uniquely placed to initiate discussions with clients and the design team on environmental and sustainable design issues and advise on options and opportunities.

We are signatories of the Architects Declare movement, and the RIBA 2030 Climate Challenge. These commitments inform our environmental objectives and targets, which are set, monitored and reviewed through the Management Review process.

Progress this year

In the past year we have created the role of Head of Sustainability which reports to the Operations Board. Their responsibility is to set targets for the practice and projects and ensure that these are met. This includes developing the practice sustainability toolkit which has been put in place to assist project teams in deliver against these target and record progress across the practice. We have implemented a programme of project reviews at key stages to identify and act upon project and sector risks and opportunities. This includes targeting Net-Zero Carbon on our projects. To ensure we are aligned with our built-environment colleagues and can work collaboratively to achieve

these, we have adopted industry agreed performance targets and metrics, such as the RIBA 2030 Challenge and UKGBC Framework definition of Net-zero. These prioritise reducing carbon emission through better building performance and renewable technologies.

As a practice we understand that meeting these challenges requires new skills and we are therefore investing in training our staff at all levels of the practice. This includes a rolling programme of in-house training sessions as well as specialised and accredited training for selected staff. This training is made available to all staff and potential candidates are encouraged to pitch for a place on these courses. This ensure that those that have the most to gain and offer are given the opportunity. Through this process we paid for training for four WELL Accredited Professionals and one Certified Passivhaus Designer.

While the environmental impact of our projects is a key focus, we understand the importance of our own properties, both in terms of actual performance and the message it sends to staff, clients, collaborators and other stakeholders. In order to improve our own workplace, we have carried our WELL assessments of our two largest properties to identify areas for improvement. Measurable targets have been set and are to be implemented over the next year. We have also started collating energy use data in order to establish benchmarks to inform and measure the impact of these improvements.

ANTI-CORRUPTION

Principle 10: Businesses should work against corruption in all its forms, including extortion and bribery.

Scott Brownrigg have zero tolerance of Bribery and Corruption

We operate globally and maintain the same standards wherever we are working. We believe that, apart from being illegal, bribery and corruption undermine proper business, distort competition and create unacceptable inequalities, particularly in poorer parts of the world.

We maintain a strong vision and values, a professional approach, and operate ethically and legally. We carry out our business with integrity and honesty, adopting the highest professional and technical standards, and expect others, including our suppliers and subconsultants, to do so as well. We make these expectations clear in our supplier procurement and selection processes.

We take a proactive approach to managing conflicts of interest and are vigilant that our actions cannot be misinterpreted, particularly where they involve foreign jurisdictions or public officials.

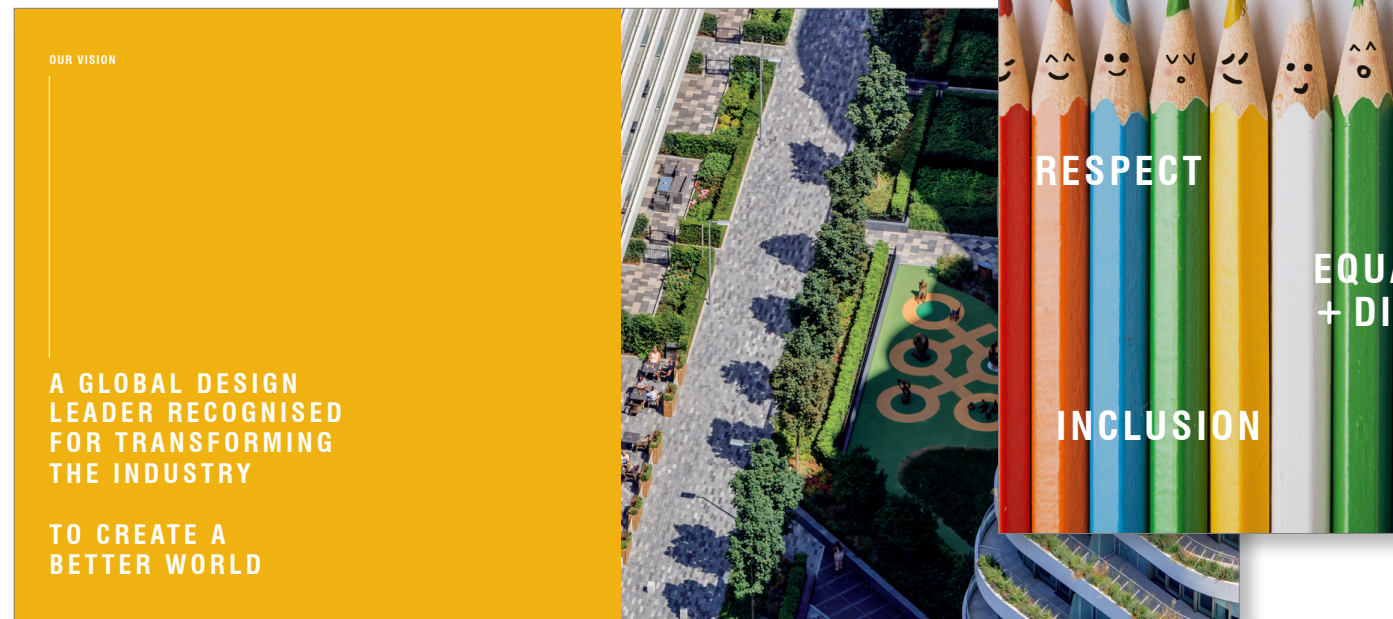
We require all staff to comply with our ethical standards and procedures. We also employ a “Whistleblowing” procedure for any staff requiring guidance or are concerned about inappropriate corporate or individual behaviour. This provides access to independent senior staff in our HR team and an independent confidential employee assistance programme.

We have long maintained a clear set of gateway questions applied to every project opportunity including whether the money is from a reputable source and will be able to deliver our expected minimum standards of health and safety.

Progress this year

This year we increased our “due diligence” process for clients using an independent company that investigates any potential money laundering, credit control, and “Know your client” (KYC) checks.

SELECT PAGES FROM OUR OPERATIONS PLAN





WE WILL CONTINUE TO COMMUNICATE AND PROMOTE EQUITY, INCLUSIVITY, DIVERSITY AND FAIRNESS OF APPROACH IN ALL OUR TRANSACTIONS, INTERNALLY AND EXTERNALLY.

HOW WILL WE ACHIEVE THIS OBJECTIVE?

- Our work experience programme aims to get 100% placements from those with under represented backgrounds.
- Developing a practice mentoring programme with a young BAME led practice.
- Encouraging and considering candidates from across the globe with the understanding that they could work remotely.
- Reconnecting with Black Females in Architecture.
- Strengthening our links with the Stephen Lawrence Charitable Trust (now Blueprint for All) and reaching out to our alumni.
- Supporting our Diversity Action Group to gather views and opinion from staff through focus groups and to implement an action plan in 4 key areas: Education and Access to Architecture, Recruitment, Progression, and Working Environment.
- Adopting the RIBA Social Value Toolkit for Architecture throughout the project process and carry out Post Occupancy Evaluations to assess outcomes.

KEY PERFORMANCE INDICATORS

- Percentage of interviewees coming from under represented groups.
- Number of BIA internships offered.
- Number of apprenticeships offered.
- Improved distribution of staff across the age ranges.

OUTCOME

- Access to the profession will be improved through our efforts in partnership with the RIBA, we continue to recruit and retain high quality staff and we become a more diverse organisation.



WE WILL ADDRESS THE CLIMATE EMERGENCY THROUGH OUR PROJECTS AND ACTIVITIES BY ADOPTING EVIDENCE LED SOLUTIONS AND MEETING OUR PUBLICLY DECLARED GOALS.

HOW WILL WE ACHIEVE THIS OBJECTIVE?

- Creating the new role of Head of Sustainability and support them to build a profile both internally and externally.
- Communicating the importance of net-zero carbon buildings to our clients and fellow design consultants.
- Embedding sustainability into the new Operations Board structure so that we can set clear goals and monitor progress against them.
- Supporting the objectives of the Architects Declare movement.
- Supporting the 10 Principles of the UN Global Compact.
- Working towards achieving the targets set out in the RIBA 2030 Climate Challenge.

KEY PERFORMANCE INDICATORS

- Percentage of projects with goals set
- Percentage of projects meeting the RIBA 2030 goals
- Number of sustainability related CPD hours logged
- Number of sustainability reviews undertaken

OUTCOME

- Climate literacy will be significantly improved and we will be able to evidence that we are making a difference through our projects.

