

# RPTECTURE ARCHITECTS POLICIES

## VISION

As an internationally recognised, multi-award winning firm, Rptecture Architects is the culmination of reference point architecture. Our design philosophy is simple: to treat each project in a contextual and holistic manner while embracing individuality and respect.

## MISSION

Our firm endeavours to provide visually stunning and innovative design that is suited to the context of the Client's project. Essentially, all aspects of the design process are integral in producing a balanced end result.

Rptecture Architects is committed to modelling best practice social and environmental responsibility in our local community through:

- Implementing sustainable design principles and practices to create ethical design solutions which align with our values
- Protecting the interests of clients, contractors, trades, and the public by committing to quality assurance methods that promote streamlined and collaborative processes.
- Supporting local non-profit charity organisations to contribute back to the community and create social impact

## KEY BUSINESS POLICIES

Rptecture Architects acknowledges a professional, social and environmental responsibility.

The following Policies and associated systems are reviewed as required, and at a minimum every year, to ensure they remain relevant to and appropriate to our organisational needs.

- Environmental Policy
- Social Procurement Policy
- Occupational Health & Safety Policy
- Quality Assurance Policy

## ENVIRONMENTAL POLICY

Rptecture Architects acknowledges a responsibility to the environment, and we express our commitment towards implementing practices which will promote environmental sustainability. The following policy governs the management of the environmental aspects of our company, with specific focus on the conservation of resources and the reduction of waste. This policy relates to how all operations in our company will be continually reviewed and improved, so that we will truly be able to integrate environmental and social considerations into our everyday practices.

Rptecture Architects will comply with all applicable laws and regulations governing protection of the environment in accordance with Victoria's Climate Change Framework.

We recognise that the construction industry has an enormous impact on the environment and we aim to minimise the negative impacts by integrating environmental considerations across all aspects of our business.

Sustainable construction practice is an integral part of our business ethos. We will maintain and enhance this by:

- Establishing procurement guides for the identification, classification, assessment and review of contractors practices and all issues relating to environmental management;
- Providing services that meet or exceed relevant statutory legislation, industry guidelines, appropriate Australian and International Standards and applicable contracts;
- Minimising adverse impacts from our activities on the environment, and requiring sub-contractors to do the same;
- Identifying specific environmental risks that could occur as part of a project and, where practical, implementing design solutions to minimise this risk;
- Requiring each contractor to provide a site specific Environmental Management Plans documenting consideration of their potential to cause adverse impact on the environment, and methods to minimise this risk;
- Promoting environmental awareness throughout our business and community;
- Requiring each person working on a project to be informed of and aware of their role in relation to environmental protection and methods to reduce environmental risk;
- Identifying best practice environmental management procedures where possible to set an example to other Companies in our sphere of influence; and,
- Promoting waste, water and energy reduction measures to our customers during the design phases.

## SOCIAL PROCUREMENT POLICY

Rptecture Architects acknowledges a responsibility to the environment, and we express our commitment towards implementing practices which will promote sustainable social procurement strategies.

We recognise that the construction industry has an enormous potential to impact on our communities more vulnerable citizens and we aim to empower our actions and the actions of those companies that work with us to magnify the positive potential of procurement in accordance with Victoria's Social Procurement Framework. We are committed to:

- Using social procurement strategies to maximise expenditure from social enterprises and other social benefit suppliers who specifically focus on providing employment and job pathways for people from the Victorian Social Procurement Framework target communities.
- We are committed to adding value to Victoria through our Local Economic and Social Contributions through giving preference to Local Suppliers, Social Enterprises and Social Benefit Suppliers and Social Employment.
- Rptecture Architects is committed to buying from local businesses where such purchases may be justified on Value for Money grounds, while remaining compliant with the Competition and Consumer Act 2010 and other fair trading legislation requirements.
- Wherever practicable, Rptecture Architects will fully examine the benefits available through purchasing goods, services or works from suppliers/contractors within Victoria,
- When considering tender submissions for construction contracts we will take into account the social and economic contribution those businesses make to the local area of the construction project. We will follow the guidance of the Victorian Industry Participation Policy and Victorian School Building Authority where applicable, and when working on private projects Rptecture Architects will assign a weighting percentage up to a maximum value of 10% to this evaluation criterion. The economic development contribution will include suppliers who:
  - Engage and contract with local suppliers;
  - Directly engage local sub-contractors;
  - Employ local people;
  - Participate in apprenticeship schemes or employ apprentices when tendering for projects and upon award;
  - Contribute in other ways to the financial, social and environmental wellbeing of the region.

## OCCUPATIONAL HEALTH AND SAFETY POLICY

Rptecture Architects is committed to providing a safe and healthy workplace for all our employees. Rptecture Architects further recognises its responsibilities to provide a safe and healthy work environment for contractors, clients, visitors and the public.

This policy applies to all aspects of Rptecture Architects operations, all sites and offices of Rptecture Architects and any site under management by the company, along with any project involving its employees.

The objectives of this policy will be achieved by committed and demonstrated leadership from those whom this policy applies to.

Rptecture Architects is committed to maintaining a healthy and safe workplace by integrating health and safety into all workplace activities. Rptecture Architects aims to achieve this by;

- Promoting participation in safety efforts for works undertaken by and on behalf of Rptecture Architects;
- Reducing, eliminating and controlling the risks to the health and safety of all employees;
- Protecting persons performing work for and on behalf of Rptecture Architects from risks to the health and safety of those individuals;
- Obeying the laws and regulations associated with the health and safety of all employees;
- Consulting, listening, and responding openly to our employees, customers, contractors and the community with regards to all safety related concerns and issues.
- Specific objectives and targets are set and monitored in the annual safety plans set by Management.

Rptecture Architects understands the importance of providing a safe working environment for building occupants and employees. We work to address these issues and to assist our clients in making decisions that consider the occupational health and safety implications of a building's design through:

- Providing for maintenance, repair, service and cleaning activities that will need to be undertaken in and on the completed building or structure;
- Consideration of the building configuration, ergonomics, material selection, services and plant layout through a lens intended to eliminate risks to health, safety, and safe work methods; and,
- Promoting inclusive design principles and accessibility considerations.

Rptecture Architects is committed to the continual improvement and ongoing review of all policies and procedures. This commitment includes the constant development, implementation, monitoring and reviewing of the Occupational Health and Safety Management System.

## QUALITY ASSURANCE POLICY

Rptecture Architects acknowledges the significant investments of time and funds when undertaking any construction project, and we express our commitment towards implementing practices which promote both quality design outcomes and rigorous risk management.

Rptecture Architects is committed to providing a quality assured, professional service to our Clients, aiming for the best possible solution which satisfies the Client's requirements. Recognising our responsibilities to our clients, employees and society at large, Rptecture Architects has adopted and implemented a quality system in accordance with guidelines.

The Rptecture Architects Quality Assurance System describes the way we manage our projects, our office and our business and is made up of:

- Business-wide overview including Vision & Mission Statements, Environmental Policy, Social Procurement Policy, Occupational Health & Safety Policy, and Quality Assurance Policy which define the businesses strategic objectives;
- Project procedures which describe how any project is managed through the typical phases: Inception, Delivery, Completion. Architectural work in the delivery phase is made up of Schematic Design, Design Development, Contract Documentation and Contract Administration or advisory services during construction;
- Document control systems including revision management, scheduled reviews of policies and practices, naming conventions, and standardised file management etc.;
- Standard Forms - we have a suite of standard forms, prompt lists, check lists, registers, templates and agreements; and,
- A commitment to lifelong learning and continual professional development of all staff.