

TERMS OF REFERENCE

Sustainability Pledge Working Group

Introduction

This document defines the Terms of Reference (ToR) for the Sustainability Pledge Working Group.

A properly designed Sustainability Pledge will be the cornerstone of CRUK's forward strategy and business plan. It will demonstrate a commitment to sustainability, building trust and driving change. For itself and its members, it will:

- Encourage cost savings through reducing waste, improving energy efficiency and optimising processes
- Lead to enhanced profitability – high sustainability organisations tend to outperform others in the long run both in terms of accounting and profitability
- Lead to better risk management
- Attract and retain talent
- Boost employee engagement
- Strengthen customer relationships

Purpose and Objectives

The primary purpose of the Sustainability Pledge Working Group is to:

- Provide expertise and input to guide the development of the Sustainability Pledge
- Review and provide feedback from Working Group attendees
- Identify risks, issues, and opportunities related to the project
- Serve as a communication channel between the project team and members
- Project objectives and scope:
 - *Create a project plan with milestones and targets*
 - *Identify and review existing Sustainability Pledges/Statements*
 - *Understand the legislative environment and controls for the UK and EU (global?)*
 - *Develop Sustainability Pledge and define its role as part of the business plan, re-brand and future strategy*
 - *Presentation of Sustainability Pledge at conference June 2025*
- Review and validate project deliverables at key milestones
- Provide recommendations to the CRUK Steering Group on major decisions

Membership and Roles

The Sustainability Pledge Working Group will consist of:

- Lead: Cathie Clarke
- Membership & third party stakeholders

It is expected that members serving on the Sustainability Pledge WG will have differing viewpoints on some subjects. However, members must always act in the best interests of the full membership, CRUK and the wider flooring industry when serving on this Working Group.

Competition Law Compliance

General Principles

- All participants must make independent business decisions and avoid any agreements or information exchanges that could restrict competition.
- Discussions should focus solely on legitimate business purposes and avoid competitively sensitive topics.
- If inappropriate topics arise, participants must object immediately, leave the meeting if necessary, and report the incident.

Prohibited Topics

The following topics must not be discussed:

- Prices, pricing strategies, or any factors affecting pricing
- Terms and conditions of sale
- Allocation of customers, markets, or territories
- Production levels or capacity
- Bids, tenders, or intentions to bid
- Confidential future plans related to products, technology, or marketing
- Any agreements to boycott suppliers or customers

Best Practices

- Prepare and distribute a written agenda in advance
- Begin meetings with a reminder of competition law compliance
- Keep accurate minutes of all formal meetings
- Consult legal counsel if there are any competition law concerns

Consequences of Non-Compliance

- Violations of UK competition laws can result in severe penalties for companies and individuals, including large fines and potential criminal charges. All participants are responsible for ensuring their own compliance.
- By participating in this meeting, you acknowledge your understanding of these guidelines and agree to abide by them. If you have any questions, please consult with legal counsel

Meeting Frequency and Reporting

- The Sustainability Pledge Working Group will meet every six weeks, or more frequently if/as required, for the duration of the project.
- Meeting minutes and action items will be recorded and distributed to members and recorded in the Members Area of the CRUK website

- The Sustainability Pledge Working Group lead will provide regular status updates to the Steering Committee

Decision Making

- The Sustainability Pledge Working Group will strive for consensus on recommendations and decisions
- Where consensus cannot be reached, the issue, with arguments, will be forwarded to the Steering Group for consideration and recommendations to the Board.
- Major decisions impacting project scope, timeline or budget require Steering Group approval

Resources and Budget

Sustainability Pledge Working Group members are expected to commit at least 1 hour per week on average to project activities

Any expenses related to working group activities must be approved by the CRUK CEO.

Review and Amendment

These ToR will be reviewed as and when appropriate but at least every 12 months. The ToR may be amended by agreement of the Sustainability Pledge Working Group members and approval of the CRUK Steering Group.

Effective Date: 1st November 2024

Approved by: Sustainability Pledge Working Group