

# SWCA SUPPLIER INCLUSION & SUSTAINABLE PROCUREMENT POLICY

## PURPOSE & GUIDING PRINCIPLES

SWCA is committed to fostering an inclusive, ethical, and environmentally responsible supply chain. Our Supplier Inclusion & Sustainable Procurement Program expands opportunities for small and diverse suppliers, strengthens local economies, and ensures alignment with SWCA's sustainability and human rights standards.

This policy supports:

- Fair and equitable access to subcontracting opportunities
- Transparent, responsible, and ESG-aligned procurement
- Compliance with client supplier diversity expectations
- Growth of small and disadvantaged businesses through mentorship and collaboration

## DEFINITIONS OF DIVERSE BUSINESS CATEGORIES

SWCA proactively partners with suppliers certified in the following categories:

- Disability-Owned Businesses
- SBA 8(a) Certified
- Woman-Owned Business Enterprise (WBE)
- Economically Disadvantaged Woman-Owned
- Veteran-Owned (VOSB)
- Service-Disabled Veteran-Owned (SDVOSB)
- LGBTQ+ Owned
- Minority-Owned Business Enterprise (MBE)
- Small Disadvantaged Business (SDB)
- Native/Indigenous-Owned Businesses
- Historically Black College or University (HBCU)
- HUBZone

Supporting certifications include (but are not limited to): CPUC, NMSDC, WBENC, NVBDC, NGLCC, SBA, CA DGS.

## PROGRAM OBJECTIVES

### A. OUTREACH & ENGAGEMENT

SWCA engages diverse suppliers through:

- Attendance at regional and national supplier diversity events and procurement fairs
- Participation in client-sponsored DBE/MBE/WBE programs
- Local and community-based networking

### B. IDENTIFICATION & REGISTRATION

Diverse suppliers can register via SWCA's Supplier Registration Form:

**Supplier Registration Form:**

[https://www.swca.com/wp-content/uploads/2025/05/swca\\_supplier\\_registration\\_form\\_120423.pdf](https://www.swca.com/wp-content/uploads/2025/05/swca_supplier_registration_form_120423.pdf)

Registered suppliers are evaluated based on capabilities, certifications, geographic reach, experience, safety performance, and alignment with SWCA values.

### C. ETHICAL, ENVIRONMENTAL & HUMAN RIGHTS STANDARDS

SWCA requires suppliers to uphold standards outlined in:

- SWCA Human Rights Policy ([https://www.swca.com/wp-content/uploads/2025/07/SWCA-Human-Rights-Policy\\_rev072924.pdf](https://www.swca.com/wp-content/uploads/2025/07/SWCA-Human-Rights-Policy_rev072924.pdf))
- SWCA Sustainability Commitment (<https://www.swca.com/sustainability-commitment/>)
- SWCA Supplier Code of Conduct ([https://www.swca.com/wp-content/uploads/2025/12/SWCA-Supplier-Code-of-Conduct\\_.pdf](https://www.swca.com/wp-content/uploads/2025/12/SWCA-Supplier-Code-of-Conduct_.pdf))

### D. SUBCONTRACTING, DEVELOPMENT & MENTORSHIP

SWCA collaborates with small and disadvantaged businesses to expand opportunity and build capacity through:

- Technical quality mentoring
- Project management coaching
- QA/QC support
- Business development introductions

### E. TRACKING & REPORTING

SWCA monitors and tracks expenditures with small and diverse suppliers, ensuring transparency and supplier inclusion. This approach supports our client reporting requirements and demonstrates SWCA's commitment to promoting economic opportunities for diverse groups.

## HOW SUPPLIERS ENGAGE WITH SWCA

Suppliers may initiate engagement by:

1. Completing the Supplier Registration Form (link above)
2. Submitting certifications and capability statements to [supplierdiversity@swca.com](mailto:supplierdiversity@swca.com)
3. Responding to outreach from Project Managers, Client Services, and Pursuit Teams

## GOVERNANCE & ACCOUNTABILITY

**Program Lead:** Eileen Fagan – [EFagan@swca.com](mailto:EFagan@swca.com)

Responsible for: tracking, reporting, registration intake, supplier inquiries, and client-required reporting.

**Executive Sponsorship:** VP-level leadership across Client Services and Operations supports policy implementation.

## EXECUTIVE COMMITMENT

SWCA leadership affirms that an inclusive supply chain strengthens our ability to deliver **Sound Science and Creative Solutions**. By expanding opportunities for small and diverse suppliers, SWCA supports:

- Community and economic development
- Client diversity objectives
- Enhanced project outcomes through broader expertise
- Corporate responsibility goals across DEI and sustainability

This commitment aligns directly with SWCA's values described in SWCA's Sustainability and Human Rights Policies.