**Policy Statement: Sustainable Procurement**

**Statement of intent**

The directors of the organisation believe that the environment is one of our principal concerns and that our relationships with our suppliers and local communities must demonstrate this. We are committed to understanding and managing the environmental and social impacts of our operations, including the procurement of goods and services.

Ensuring sustainability is embedded across every function of our business, including procurement, is essential to our goal of making a sustainable contribution to society. This sustainable procurement policy explains how we will integrate environmental and social considerations into procurement practices. We recognise that improving our procurement performance is an ongoing process and that our suppliers, both large and small, are important partners in our journey to becoming more sustainable.

**Aim**

We are committed to ensuring the goods and services we purchase are manufactured, delivered, used and disposed of in an environmentally and socially responsible manner.

**Objectives**

* To minimise our environmental impact and deliver community benefits through better selection of products and services.
* To foster innovation in our supply chain in order to increase the availability and effectiveness of sustainable solutions that meet the requirements of our organisation.
* To encourage our suppliers to adopt practices that minimise their environmental impact and deliver community benefits, in relation to their own operations, and throughout the supply chains in which they operate.

The UK Government has identified climate change as a key priority in order to ensure that future generations are able to enjoy their natural and built environment. To achieve this goal, the Government has mandated several sustainable procurement policies which our organisation adopts. As a result, our purchasing decisions will give preference to the following:

* any product which meets the specifications listed in the governmental Quick Wins List 2007
* any supplier of a project involving timber who can provide evidence that the timber is legal and sustainable
* any product, service or supplier which can support our corporate sustainability strategy and further enable this organisation to:
	+ reduce carbon emissions
	+ increase energy efficiency
	+ reduce levels of waste sent to landfill and improve recycling figures
	+ reduce water consumption.

**Supplier code of conduct**

As the contracting organisation, we expect our suppliers to ensure their practices are supportive of our approach. We would like to procure goods and services that have been produced, or are delivered, with minimum impact on the environment and with regard for social issues such as employment conditions and welfare.

As a result, we reserve the right to refuse partnerships with organisations that do not achieve, or are unable to provide evidence of, an action plan of the following minimum standards for their operations, employees and supply chain. These are in accordance with International Labour Organization (ILO) conventions and other public sector commitments.

**Working conditions**

*Freedom of Associative and Collective Bargaining (C87 & C98)*

As far as any relevant laws allow, all employees are free to form or join a union, which pertains to the protection of the terms conditions of the employment of employees, such as wages, hours of work, working conditions and grievance procedures.

*Elimination of Forced and Compulsory Labour (C29 & C105)*

Forced, bonded or compulsory labour is not used and employees are free to leave their employment after reasonable notice. Employees are not required to lodge deposits of money or identity papers with their employer.

*Elimination of Discrimination in Respect of Employment and Occupation (C100 & C111)*

Discrimination based on factors non-relevant to the terms of employment is prohibited. Examples of non-relevant attributes include race, religion, gender, sexual orientation, disability, ethnicity, height, weight and age.

*Abolition of Child Labour (C138 & C182)*

Work undertaken by people of 16 years or under without consideration for their personal development, safety, education or health is prohibited.

**Supplier diversity**

Within our sustainable procurement policy, we encourage a diverse range of suppliers to tender to provide services, materials or expertise and our aim is to give equal opportunities to all suppliers.

**Environment**

Processes are in place to actively improve the efficiency with which finite resources, including fossil fuels and water, are used.

**Our working principles**

* We will ensure all procurement decisions and actions are considered and determined by a team of in-house specialists. This is to ensure the most sustainable outcomes are achieved.
* Appropriate environmental and social requirements will be integrated into all procurement activities, including the pre-qualification, specification and evaluation stages.
* We will evaluate the environmental and social impacts of a particular product or service over its whole life cycle. When we do this we will use appropriate supplier sustainability performance assessment criteria and weightings.
* We will also encourage and influence our suppliers to improve their sustainability practice and will inform and educate potential suppliers on our corporate sustainability objectives.
* Whilst this sustainable procurement policy applies to all our suppliers, we will strive to ensure that it does not place unnecessary requirements on small to medium-sized enterprises (SMEs), ensuring that they are not put at a disadvantage in doing business with us and addressing any barriers to entry.

**Our accountability**

* All our business premises and relevant members of staff have shared responsibility for integrating the provisions of this policy into their procurement decision-making.
* Our central procurement team has the overall accountability for developing a coordinated and integrated approach to implementing this sustainable procurement policy across the whole of the organisation.
* We will review this policy and associated procedures on an annual basis and involve our suppliers in this process.
* We will verify our performance against this policy, using external assessors, whenever possible.
* We will monitor and report, where appropriate, on the environmental and social outcomes achieved from the application of this sustainable procurement policy.

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