



Sustainable and Ethical Procurement Policy

Objectives

Sustainable Procurement

Our sustainable objective is to ensure a continuous improvement in procurement decisions measured against delivering sustainable and ethical trading. More specifically, we seek to avoid adverse social and environmental impacts in the supply-chain, the reduction of environmental impact from service operations and purchase of products that meet recognised environmental standards.

Ethical Procurement

Our ethical objective is to ensure that people in the supply –chain are treated with respect and have rights with regard to employment including the rights to freely choose employment, freedom of association, payment of a living wage, working hours that comply with national laws, equal opportunities, recognised employment relationship, freedom from intimidation and to a safe and healthy working environment.

Our Commitment – Sustainable Procurement Standard

Working in Partnership

We will seek out organisations that share our commitment to sound environmental performance and improvement. Where applicable, we will offer assistance to our suppliers in raising their environmental awareness. We will develop partnerships with our suppliers and contractors and work together to minimise the environmental and social impacts of our supply chain.

Sustainable requirements will be considered and where appropriate will be specified in the initial tender documentation for both suppliers and contractors, to ensure suppliers and contractors are aware of our environmental and social criteria at an early stage in the tender process.

Environmental Impact

Where practicable, we will purchase goods that have minimal impact on both the local and global environment. Factors taken into consideration will include sustainability of resource production, transportation, full-life energy/raw material consumption and waste production, and percentage recycled content.

Wherever possible we will consume and purchase less by identifying and eradicating, wasteful practices within our own operation and those operations where we have influence.

We will re-cycle goods at the end of their life, where this is possible and where it is not possible we will ensure that the disposal is undertaken in the most environmentally sound manner.

We will purchase products and services that meet minimum environmental standards.



To promote and embed the adoption of sustainable services, we will develop and support through new methodologies (should they be identified), specification, supplier selection, contract management, and supplier development.

Procurement Process

We will use purchasing power, where practicable, to influence and encourage suppliers in order to create a more reliable market for environmentally and ethically produced products and services.

Environmental and social factors shall be considered in the purchasing process. Specifically, this includes considering what the product is made from, product durability, where it is made and by whom, the efficiency of the product during use and the processes involved in its production and distribution, what the disposal requirements are, and if it can be reused or recycled.

We will add sustainability into the procurement cycle: identifying needs; appraising options; design and specification; supplier selection; tender evaluation; contract management and supplier development.

Monitoring and Measuring

We will seek to establish key performance indicators for sustainable procurement where appropriate and monitor and measure the performance of our supply chain against them.

Where applicable, environmental law is given effect through procurement decisions including international obligations climate change, and sustainable development. We will support national policy and legislation to reduce CO2 emissions, ban ozone-depleting substances, and protect biodiversity.

Ethical Procurement Standard

We expect our suppliers to comply with legal requirements and to adopt the following moral principles:

Regulatory Compliance

Suppliers shall comply with all national and other applicable laws and regulations. Where the national law and this Standard conflict, the highest standards consistent with national law should be applied.

Where the provisions of law and this Standard are not in conflict but address the same subject, the provision, which affords the greatest protection to people and the environment, should be applied.

Employment

There is no forced, bonded, or involuntary prison labour.

All employees without distinction, have the right to join trade unions of their own choosing and, where a significant proportion of the workforce agree, to bargain collectively.

Employees' representatives are not discriminated against and have access to carry out their representative's functions in the workplace.

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Elimination of Child Labour

The long-term elimination of child labour should take place in a manner consistent with the best interests of the children concerned.

Suppliers should develop or participate in and contribute to policies and programmes that provide for the transition of any child found to be performing child labour to enable her or him to attend and remain in quality education until no longer a child.

Children and young persons under 18 shall not be employed at night or in hazardous conditions.

Right to a Living Wage

Wages paid for a standard working week meet or exceed national (or, where applicable, local) legal standards.

In any event, wages should not be paid in kind and should be enough to meet basic needs.

All workers should be provided with written and comprehensible information about their employment conditions with respect to wages before they enter employment and the particulars of their wages for the pay period concerned each time they are paid.

Deductions from wages as a disciplinary measure should not be permitted. Deductions from wages not provided for by national law should only be permitted with the expressed permission (without duress) of the worker concerned. All disciplinary measures should be recorded.

Avoidance of Excessive Working Hours

Standard working hours must comply with national laws and national benchmark industry standards; Whichever affords greater protection to the employee.

All Employees should not on a regular basis be required to work in excess of 48 hours per week and should be provided with at least one day off for every 7-day period on average. Overtime requested by the employer must be voluntary and must not be requested on a regular basis.

No Discrimination

A policy of equality for all should be in place and there should be no discrimination in hiring, compensation, access to training, promotion, termination, or retirement based on race, caste, national origin, religion, age, disability, marital status, sexual orientation, religious beliefs, union membership or political affiliation.

Provision of Regular Employment

To every extent possible work performed must be on the basis of recognised employment relationships established through national law and practice.



Obligations to employees under labour or social security laws and regulations arising from the regular employment relationship should not be avoided.

Examples include the abuse of labour-only contracting, sub-contracting, or home-working arrangements, through apprenticeship schemes where there is no real intent to impart skills or provide regular employment, or the excessive use of fixed-term contracts of employment.

No Harsh or Inhumane Treatment

Physical abuse or discipline, the threat of physical abuse, sexual or other harassment, and verbal abuse or other forms of intimidation shall be prohibited.

Safe and Healthy Working Conditions

We expect our suppliers:

To provide a safe and healthy working environment bearing in mind international standards, the prevailing knowledge of the industry, and any specific hazards.

To take adequate steps to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by minimising, so far as is reasonably practicable, the causes of hazards inherent in the working practice and environment.

Provide workers with suitable and sufficient health and safety training, in order that they fully understand the hazards associated with the work activity and environment and the correct practices required to minimise risks.

Provide suitable and adequate welfare facilities including toilet facilities, drinking water, and food storage where required. Accommodation, where provided, shall be clean, safe, and meet the needs of the workers.

To assign responsibility for health and safety to a senior management representative.

Environment

We expect our suppliers:

To have an effective environmental policy, to implement the policy at all levels throughout the company, and to include a commitment to continual improvement in the environmental performance and prevention of pollution.

To comply with all environmental legislation, regulations, and all local laws which relate to the organisations environmental aspects to facilitate the protection of the environment.

To have a process that ensures conformity to local regulations, including those relating to the reduction, reuse, and recycling of waste and the elimination and safe disposal of dangerous materials.

To identify a person within its business who has responsibility for environmental compliance issues and to be able to demonstrate that responsible personnel are adequately trained in environmental matters.

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To routinely identify risks of adverse environmental impact associated with their operations and where operations with identified risks are planned to ensure they are carried out under controlled conditions with the objective of minimising potential adverse impact upon the environment.