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### **Mission**

The aim of [Company Name]'s Responsible Procurement Policy is to prevent purchasing decisions from having a negative impact on the environment and local community, whilst considering the cost and quality of individual goods and services

### **Objectives**

The aims and objectives of [Company Name]'s Responsible Procurement Policy consist of the following:

- Ensuring consideration is given to environmental factors such as CO<sup>2</sup> emissions, water consumption, waste, business travel, biodiversity, pollution and air quality in all procurement decisions
- Supporting local SMEs, where possible, in all stages of the procurement process
- Providing chances for disadvantaged and minority groups in the local community to benefit from contracts awarded by [Company Name]
- Demonstrating respect for equalities and human rights in all procurement decisions
- Operating best practice at all stages of the procurement process

### **Commitment**

In order to meet our objectives, [Company Name] makes the following commitments throughout the company in relation to both the environmental impact and the tendering process:

#### **Environment**

- Develop guidelines for all products involving a significant environmental impact (e.g. timber, construction materials, energy, fuel, food and cleaning products) so their effect on the environment is minimised
- Encourage suppliers to use products which can be re-used, recycled, used in an energy efficient manner and which causes minimal environmental damage at all stages of the supply chain, whilst maintaining value for money and quality
- Avoid the purchase of products such as peat and ozone depleting chemicals where more environmentally friendly products are available
- Dispose of items only once all re-use options have been explored, while also adhering to relevant waste legislation
- Use Fairtrade goods wherever possible

#### **Tendering Process**

- Invite a minimum of one business located in the boroughs of Camden, Hackney, Islington, Lambeth, Southwark, Tower Hamlets and Wandsworth to bid for supplies, services and works
- Request evidence from potential suppliers relating to their professional or technical ability such as cultural awareness, language skills and services related to ethnic minority communities
- Encourage suppliers to comply with equalities legislation relating to disability, race, age, gender, sexuality and religion
- Process all invoices to all SMEs within ten days upon receipt of the invoice

- Provide staff with the appropriate training and guidance so that they are aware of the environmental and social issues around the procurement process
- Develop reporting mechanisms to help the reviewing, monitoring and improvement of the social and environmental aspects of the procurement process

**Signed:**

**Date:**

*For further information on responsible procurement, please refer to the "How to Develop a Responsible Procurement Strategy" which can be found [here](#)*