

ETHICAL PROCUREMENT POLICY

Statement of intent:

Ethical principles on behalf of our suppliers are one of our top priorities; in turn we demonstrate the highest level of ethical principles ourselves. We are fair in our procurement dealings and avoid any adverse conduct.

It is the responsibility of all our employees, but particularly those involved in the procurement process, to maintain and exhibit faultless standards of integrity in all business relationships, both internally and externally, and firmly to reject those practices that may reasonably be deemed improper; ensuring we are trusted and respected by all suppliers and that we are known for carrying out business efficiently in a fair and reasonable manner, and with integrity.

Aim:

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

Targets:

We will seek out suppliers and contractors that share our commitment to sound environmental and ethical performance and improvement. Suppliers shall comply with all national and other applicable law and regulations. We will develop partnerships with our suppliers and contractors and work together to minimise the environmental and social impacts of our supply chain.

As a result, our purchasing decisions will give preference to:

- suppliers that operate a fair employment policy
- organisations that have safe and healthy working conditions for their employees
- suppliers that contribute to, or participate in, policies that support the elimination of child labour
- suppliers that do not undertake any form of harsh and inhumane treatment.

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 and ethical 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 Organisation (ILO) conventions and other commitments.

Our Working Principles:

- We will ensure all procurement decisions and actions are considered to ensure the most ethical outcomes are achieved.

- Appropriate ethical, environmental and social requirements will be integrated into all procurement activities; these include pre-qualification, specification and evaluation stage.
- We will review the ethical, environmental and social impacts of a particular product or service over its whole-life cycle, and appropriate supplier performance assessment criteria and weightings will be used when doing this.
- We will also encourage and influence our suppliers to improve their ethical practice.
- We will consider a similar ethical trading standard as a reasonable alternative where suppliers are already working towards sustainability.

Our Accountability:

- All our business premises and relevant members of staff have a shared responsibility for integrating the provisions of this policy into their ethical procurement decision-making.
- We will review this policy and associated procedures on an annual basis and involve our suppliers in this review process.
- We will monitor and report, where appropriate, the ethical, environmental and social outcomes achieved from the application of our policy across our operations and will monitor external trends in these areas that we will need to respond to.

Signed: 

Name: R C Knowlton

Position: Managing Director.

Date: 11th December 2019