

# Sustainable Procurement Policy

Business in the Community (BITC) is a business-led charity focussed on promoting and supporting responsible business practice through its member companies and encouraging them to lead by example.

As such we are committed to **our own responsibilities** to society and to the environment and to demonstrate that responsible business is good business in all that we do including responsible supply chain management. This strategy aims to ensure that BITC's purchasing power is used to maximise positive social, environmental and economic impacts as well as acting with integrity and transparency.

Whilst we will always need to achieve value for money we will ensure that procurement is not limited to that consideration alone.

.BITC's purchasing decisions must include consideration of :

- Support for enterprise growth and economic diversity within **communities**;
- Support for suppliers to provide healthy, safe and inclusive **workplaces**;
- The impact of our supply chain and of individual purchasing decisions on the **environment**;
- Encouragement to suppliers to adopt responsible **marketplace** practices.

BITC's purchasing policy requires that all purchases for goods or services over **£5,000 per annum** should be subject to a minimum of 3 quotations unless there are good and sufficient reasons for not doing so. Such reasons must be clearly stated.

Purchases for goods or services over **£25,000 per annum** must be subject to a tendering process. In either case (£5k or £25k), formal consideration of all aspects of the sustainable procurement policy must be feature in the tender lists and the assessment process.

This policy applies to all purchasing decisions and all BITC staff are encouraged to consider and apply these principles in all cases; strategically and corporately most emphasis will be placed on suppliers at the upper levels of spend – which will include event management, IT purchasing and communications (as our largest purchasing spends).

BITC will promote this policy to all colleagues through staff induction and our online 'chatter' service, and all employees will be invited to actively support its objectives and develop our best practice further.

This policy is available to all stakeholders online at <http://www.bitc.org.uk>

We will seek and act on advice from external organisations and will review our progress and regularly update our procurement policy and targets in accordance with best practice.

**Stephen Howard**  
Chief Executive, Business in the Community

**Date: June 2012**



# Sustainable Procurement Objectives 2012

In order to achieve our aims, BITC continues to commit to the following actions:

- Always pay our suppliers' invoices within the agreed terms, and work with any that have experienced delays to identify and remedy the cause;
- Actively seek out and provide opportunities for local suppliers, women- and ethnic minority-owned businesses and social enterprises;
- Work with facilities/cleaning contractors to enable them to pay workers the UK Living Wage, as defined by Citizens UK, and the London Living Wage in London;
- Engage with suppliers in higher risk sectors or locations to ensure they have in place effective systems to manage key workplace, environmental and supply chain risks;
- Actively seek out more sustainable alternatives to key products, such as Fairtrade tea and coffee, recycled/FSC-certified paper and green cleaning products.

## **We will work with our major Suppliers to ensure they have:**

- Engage with us and provide information about their corporate responsibility policies, processes and performance as required;
- Have in place fair labour practices and effective systems to manage occupation health risks, in line with internationally recognised standards;
- Be prepared to engage with us on initiatives to reduce environmental impact, including energy and resource use, paper and packaging, transport and waste;
- Be proactive in letting us know when more sustainable alternatives products or services become available.

## **What We Will Do This Year**

- Ensure that all staff involved in purchasing decisions are aware of this policy
- Link sustainable procurement into our events policy and processes to maximise the impact in this major area of spend
- Focus on our major suppliers to determine where we are falling short of our targets and ensure that purchasing protocols are more systematically applied.
- Support colleagues to meet our agreed responsibilities, by identifying our current key sectors and locations of spend, in order to target high risk areas, and by developing processes and tools, such as a buyers' guide to sustainable products and make training available where possible.;

## **Communication and Monitoring**

We will determine appropriate targets within the next year and look to produce case studies to enhance the understanding of our ability to make a difference in this area.