



# **Sustainable Procurement Policy**

Last Updated: July 2019

Author: Crystina Woolley (Head of Quality and Talent)

Review Date: June 2021

Version: 3

## 1. Sustainable Procurement Policy Statement

Steps to Work / Starting Point Recruitment Ltd (STW / SPR) creates opportunities and changes futures by working with local people and businesses across the West Midlands to assist and support the long term unemployed back into the workplace. In order to meet our objectives we shall;

- Work with partners to create excellent advice, guidance, training and employment related services.
- Secure the right blend of staff, resources, systems and partners
- Be responsive to changing local and economic needs.
- Raise local people's aspirations
- Create sustainable long-term employment and skills opportunities

In achieving our strategic aims we are committed to working responsibly and we recognise that our activities have an effect on the environment and community. In recognising this we will aim to demonstrate that 'responsible business' can be good business and in all we do we shall consider how we can minimise the impact we have in order that we can pass onto future generations a thriving community within a clean, pollution free environment.

This policy aims to ensure that Steps to Work / Starting Point Recruitment uses its purchasing power to maximise the 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.

## 2. Supplier Considerations

The STW / SPR sustainable procurement policy requires that all purchases for goods or services will in the first instance be through Approved Suppliers who meet the criteria laid down within our ISO9001:2015 Quality Policy and take into account the considerations listed below. In the event that no supplier currently exists then our decision making process will consider;

- Support for local enterprise growth and economic diversity within the communities where we operate
- Support for suppliers who provide healthy, safe and inclusive workplaces
- Support for suppliers who embrace equality and diversity within the workplace
- Support for suppliers who view sustainability and the use of sustainable resources to be important within their activities
- The 'Life Cycle' costs of the product and/or service to the environment and society
- The impact that our supply chain partners have on the environment and how they achieve continual improvement in reducing that impact
- Providing encouragement to suppliers who adopt responsible practices in the marketplace and are able to demonstrate effective Business Management Systems that meets legislative, regulatory and our own compliance expectations
- The commercial aspects of the proposal alongside the previous points highlighted.

STW / SPR will ensure that where expenditure is in excess of £1000 or where a project determines that the purchase will be subject to a minimum of 3 quotations unless there are good and sufficient reasons for not doing so. Such reasons will be clearly stated and any expenditure of this nature will be authorised by the Head of Finance or Managing Director.

In all cases formal consideration of all aspects of the sustainable procurement policy must be a feature in establishing supply agreements, tender lists, and in the pre-order assessment process.

This policy will be applicable to all purchasing decisions and all STW / SPR staff are encouraged to consider and apply these principles in all cases. Strategically and Corporately most emphasis will be placed on supplier's at the higher levels of spend, this which will include IT, Communications and Welfare related expenditure, as our areas of largest purchasing expenditure.

### **3. Communication**

STW / SPR will promote and communicate this policy to all personnel through staff induction, regular news-letter's and periodic staff briefings. All employees of the organisation will be invited to actively support its objectives, develop our best practice and demonstrate a process of continual improvement.

Having established, implemented and operated 'best practice' in sustainable procurement, we shall communicate our progress, our outcomes and our impacts to third parties who have an interest in our development. This will include staff and trustee's but may also include, customers, delivery partners and local community bodies.

### **4. Objectives & Measurement**

In recognising the impact that purchasing expenditure can have on the development of the organisation we shall embrace the principles of this policy alongside the need to remain commercially competitive in our activities. The Sustainable Procurement Policy will be further developed in line with our strategic objectives. To enable a process of continuous improvement in this area we will establish objectives that will be 'SMART' by nature, will be reported on and reviewed quarterly and are subject to Leadership Team review annually. In order to achieve our objectives, we will where necessary actively seek and where appropriate act on advice from external organisations and individuals and will review our approach to procurement as appropriate.

In line with strategic objectives with the strategic plan.