

# **RESPONSIBLE AND SUSTAINABLE PROCUREMENT POLICY**

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## CONTENTS

<b>1.0. Responsible &amp; Sustainable Procurement.....</b>	<b>Page 3</b>
1.1. What responsible and sustainable procurement is:.....	Page 3
1.2. Purpose of Policy.....	Page 3
1.3. Statement of Intent.....	Page 3
<b>2.0. Aims and Objectives.....</b>	<b>Pages 4-5</b>
2.1. Supplier Diversity.....	Page 5
2.2. Supported Businesses.....	Page 5
2.3. Diversity and Equality.....	Page 5
2.4. Developing Market for the Third Sector.....	Page 5
<b>3.0. Supplier Code of Conduct.....</b>	<b>Page 6</b>
3.1. Working Conditions.....	Page 6
<b>4.0. Skills Development Scotland's Working Principles.....</b>	<b>Page 7</b>
4.1. Accountability.....	Page 7

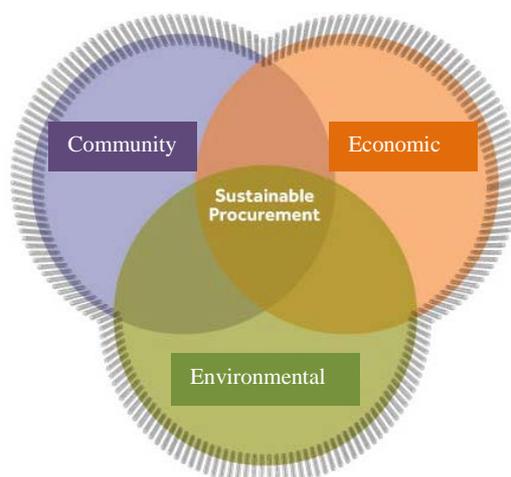
## 1.0 Responsible and Sustainable Procurement

### 1.1 What Responsible & Sustainable Procurement is:

Responsible & Sustainable Procurement is “a process whereby organisations meet their needs for goods, services, works and utilities in a way that achieves value for money on a whole life basis in terms of generating benefits not only to the organisation, but also to society and the economy, whilst minimising damage to the environment”.

The three key drivers to achieve sustainability are commonly known as the “*triple bottom line*”:

- **Economic** – “Realise our full economic potential with more and better employment opportunities for people”;
- **Community** – “To have strong, resilient and supportive communities”;
- **Environmental** – “To value and enjoy our built & natural environment, to protect and enhance it for future generations. We will reduce the local & global economic impact of our consumption and production”.



### 1.2. Purpose of Policy

This Policy sets out SDS’s approach to embedding Sustainable Procurement in its acquisition processes and throughout our supply chain. It reinforces our Corporate Social Responsibility (CSR) Policy and will build upon the organisation’s “We Can Make a Difference” campaign. This policy is intended for both an internal and external audience.

### 1.3. Statement of Intent

Skills Development Scotland is the non-departmental public sector organisation which plays a central role in raising employment levels, skills and productivity. Although employability and training is our primary concern there is also a further social dimension to our work, through our relationships with suppliers and the local communities in which we operate. We are therefore committed to understanding and managing our environmental, economic and community impacts of our procurement of goods and services.

Ensuring sustainability is embedded across every function, including procurement, is essential to our goal of making a sustainable contribution to society. This policy explains how Skills Development Scotland will integrate environmental and community considerations into its procurement policies and practices. We recognise that improving our procurement performance is an ongoing process and that our suppliers, both large and small, are important partners in our journey to become more sustainable.

## 2.0 Aims and Objectives

- Minimise our environmental impact and deliver community benefits through improved selection and use of products and services;
- Encourage a positive contribution from our suppliers to the local communities in which they work on our behalf;
- Explore opportunities for developing appropriate contractual provisions that deliver specific community benefits;
- Foster innovation in our supply markets to increase the availability and effectiveness of sustainable solutions that meet our organisational requirements;
- Encourage our suppliers to adopt practices that minimise their environmental impact and deliver community benefits in relation to their own operations and throughout the supply chains in which they operate;
- Encourage our suppliers to collaborate, where possible, to the mutual benefit of all parties;
- Work in partnership with suppliers to achieve our common goals and continually improve performance over time;
- Support the Zero Waste Scotland, and the Scottish Government's Sustainable Plan; to ensure that environmental issues are proactively addressed in all aspects of the procurement process and monitor our progress in this area;
- Seek to reduce waste through reviewing the amount and type of materials purchased and by exploring opportunities to purchase refurbished, recycled/recyclable equipment, products & materials;
- Source green energy wherever possible and adopt appropriate energy management measures across all SDS sites;
- Ensure that goods purchased by SDS are derived from natural sources where appropriate and do not have an adverse effect on the environment and furthermore comply with EU and international trading rules;
- Examine the environmental management practices of our current and potential suppliers where appropriate;
- Continue commitment to SDS principles on supplier diversity;
- Explore new opportunities for working with voluntary and community sector organisations in supply & service delivery, to build on our current successes;
- Reviewing and improving our procurement processes, regularly, to ensure they remain transparent and open to the supplier community;
- Continue commitment to purchase Fair Trade Goods (e.g. food and drink) and Eco-friendly products, where practicable;
- Seek to ensure that Conditions of Contract which enhance health & safety and equalities will be included;
- The engage the help of Green Champions to promote the use of sustainable products and encourage energy waste reduction;
- Encourage ethical sourcing practices amongst our suppliers, partner organisations and the broader market.

## 2.1. Supplier Diversity

It is Skills Development Scotland's policy to encourage a diverse range of suppliers to tender to provide services, materials or expertise and our aim is to give equal opportunities to suppliers owned by under-represented groups and/or third sector businesses. This enables SDS to contribute to increased social inclusion.

## 2.2. Supported Businesses

- SDS will identify and reserve suitable contracts for supported businesses.
- Supported businesses have demonstrated that they can provide value for money to the public sector, which is key to sustainable economic development.
- Early successes include: Redrock document processing services for scanning and the Sign Factory for signage.

## 2.3. Diversity and Equality

SDS is subject to the public sector duty under the Equality Act 2010. Also, where we require suppliers to have an Equal Opportunities Policy, we ask them to demonstrate what actions they can and will take to address the underrepresentation of people with Protected Characteristics (particularly Black and Minority Ethnic people) and/ or occupational segregation in the suppliers' sector.

## 2.4. Developing Market for the Third Sector

SDS supports the "Developing Market Sector for the Third Sector Provider's Programme". Community Benefits in this context are contractual requirements which deliver a wider social benefit. There are various categories of Community Benefits Clauses:

- Targeted Recruitment and Training
- Environmental
- Community Engagement

[www.readyforbusiness.org](http://www.readyforbusiness.org)

Suppliers are sign-posted to the Our Skills Force website.

### 3.0. Supplier Code of Conduct

As the contracting organisation, we expect our suppliers to ensure their practices are supportive of our approach. We expect to purchase goods and services that have been produced or are delivered with minimum impact on the environment and with due regard for social issues such as employment conditions and welfare. As a result, SDS reserves the right to refuse partnerships with organisations that do not achieve (or are unable to provide evidence of an action plan to address) the following minimum standards for their: operations, employees and supply chain, in accordance with International Labour Organisation (ILO) conventions and other public sector commitments.

#### 3.1. Working Conditions

- **Freedom of Associative and Collective Bargaining (C87 & C98)**

As far as any relevant laws allow, all employees are free to form or join a Union, which pertains to the protection of the terms conditions of the employment of employees, such as wages, hours of work, working conditions and grievance procedures.

- **Elimination of Forced and Compulsory Labour (C29 & C105)**

Forced, bonded or compulsory labour is not used and employees are free to leave their employment after reasonable notice. Employees are not required to lodge deposits of money or identity papers with their employer.

- **Elimination of Discrimination in Respect of Employment and Occupation (C100 & C111)**

Discrimination based on factors non-relevant to the terms of employment is prohibited. Examples of non-relevant attributes include race, religion, gender, sexual orientation, disability, ethnicity, height, weight and age.

- **Abolition of Child Labour (C138 & C182)**

Work undertaken by people of 16 years or under without consideration for their personal development, safety, education or health is prohibited. This will be supported by policies and programmes, which promote the development of any employed child. Placing children in employment deemed to be hazardous (in accordance with ILO definitions) shall not be tolerated.

## 4.0. Skills Development Scotland's Working Principles

- Our main focus will be on supply markets which have the largest environmental/community impacts by virtue of the size of our expenditure (i.e. top 10) and/or sustainability risks (i.e. specific and identifiable environment and/or social impacts regardless of size of expenditure);
- We will ensure all key procurement decisions and actions are considered and determined by a cross-functional team of in-house specialists to ensure the most sustainable outcomes are achieved;
- Appropriate environmental and social requirements will be integrated into all procurement activities, e.g. pre-qualification, specification and evaluation stage;
- As far as possible, all tenders will be evaluated to take into account the environmental and/or social impacts of a particular product or service over its whole-life cycle, and appropriate supplier sustainability performance assessment criteria and weightings will be used;
- We will adopt a pragmatic approach to encouraging and influencing our suppliers to improve their sustainability practice;
- Whilst this policy applies to all Skills Development Scotland suppliers, we will strive to ensure that it does not place unnecessary and over burdensome requirements on small to medium enterprises (SME's), putting them at a disadvantage in doing business with us;
- As required, we will establish performance agreements with our key strategic suppliers, monitor their progress over time, and provide them with regular and constructive feedback;
- As far as possible, we will conduct our procurement activities to support and deliver community benefits (e.g. recruitment of the long-term unemployed, skills development), and will work in partnership with other organisations to achieve this;
- We will ensure that the Sustainable Procurement Risk Assessment Tool (SPRAT) is applied to all major procurements;
- We will ensure early and consistent application of all applicable Scottish Procurement Policy Notes (SPPN's) to continue to improve our sustainable procurement practice.

### 4.1. Accountability

- All SDS offices and relevant members of staff have shared responsibility for integrating the provisions of this policy into their decision-making;
- In recognition of the need to support SDS offices and their staff in their decision-making, the Central Procurement Team (CPT) is charged with the overall accountability for developing a coordinated and integrated approach to implementing this policy;
- We will review this policy and associated procedures on an annual basis and involve our suppliers in this process;
- We will verify, using external assessors, our performance against this policy whenever possible;
- We will monitor and report the environmental and community outcomes achieved from the application of our policy across our operations, where appropriate;
- We will report on our progress in implementing this policy to the Executive Leadership Group (ELG), the Board of Directors and publicly to our key stakeholders on an annual basis.