



# SUSTAINABLE PROCUREMENT

Policy

### Name/Title of Policy

Sustainable Procurement Policy

### Policy Owner

Director of Central Control and Procurement

### Applies to

All FPI and Business Unit procurement employees, vendors/suppliers and subcontractors

### Definitions and Abbreviations

CSR – Corporate Social Responsibility

CCP – Central Controls and Procurement

### Policy Statement

This policy describes the framework within which all those involved in the procurement of goods and services will conduct their activities in order to contribute towards FPI/GEI CSR policy and objectives. We recognise and are accountable for our CSR and we are committed to working with vendors and suppliers who aim to operate in the same way.

Procurement plays a key role in ensuring that environmental and sustainable factors are embraced in a competitive manner and to this end we are committed to

- encouraging those involved in the procurement and purchase of goods and services for FPI/GEI to be aware and considerate of environmental and sustainable issues in all purchasing activity
- effectively managing procurement of hazardous materials
- encouraging the reduction of waste in both goods and the packaging of goods through effective inventory management and good storage and transportation practices
- encouraging the reduction of environmental impact through excessive or unnecessary travel or the utilisation of more environmentally friendly vehicles or the use of video conferencing
- Compiling specifications that encourage or favour, whenever appropriate, sustainable goods, services and works with minimal/managed environmental impact during manufacture and supply
- Procuring goods, services and works from vendors, suppliers and sub contractors that have submitted to an approval process that includes evaluation of their CSR policies
- Buy locally when possible to support the local economy and community and to minimise transportation impacts.

It is our commitment to

- Treat suppliers fairly and objectively at all times
- Ensure that major supply contracts are reviewed in line with our procurement processes and procedures and that appropriate suppliers have an equal opportunity to win our business at these times.
- Pay suppliers in accordance with the agreed terms and deal with any exceptions in a timely manner.
- Select suppliers without consideration of the gender of their employees or their ethnic origin.
- Maintain a programme of engagement of which key suppliers form an integral part.
- Assess our vendors/suppliers CSR performance at least annually and provide them with feedback and information to support improvements in their social and ethical practices.

We expect and encourage our suppliers to

- Comply with our CSR standards for suppliers as laid out in the supplier assessment questionnaire and to provide evidence of a planned programme of continuous improvement
- Follow procedures to manage their environmental impact
- Respect fundamental human rights including worker representation
- Have a positive impact on the communities in which they operate
- Maintain and evidence responsible occupational health & safety practices
- Be committed to a comprehensive policy of equal opportunities in employment.
- Adopt ethical business practices with respect to the business behaviour of individuals and the organisation as a whole

We will consider de-selection of Suppliers who do not complete the CSR assessment process or fail to respond to the need for improvement.

We will regularly review our supply chain and ethical purchasing practices to determine areas for improvement and set related objectives, action plans, performance measures and/or targets. We will report on our performance at least annually to the appropriate level CSR Committee.

**Policy Number**

FPI/P12

**Last updated**

28/4/11