

Ethical and Sustainable Procurement Policy

1. Introduction

- 1.1 At Bristol Together CIC, we are committed to procuring goods and services in a manner that is ethical, sustainable, and socially responsible. This policy outlines our approach to ensuring that our supply chain aligns with our core values of integrity, sustainability, and social responsibility while supporting local economies, reducing environmental impact, and promoting ethical practices.

2. Purpose

- 2.1 Promote ethical and sustainable procurement practices across all levels of the organisation.
- 2.2 Ensure that all suppliers and contractors comply with legal, ethical, and environmental standards.
- 2.3 Encourage responsible sourcing, minimising negative environmental impacts and fostering positive social contributions.
- 2.4 Support the use of local and sustainable resources where feasible.

3. Scope

- 3.1 This policy applies to all procurement activities undertaken by Bristol Together CIC, including goods, services, and works. It covers all employees, contractors, suppliers, and stakeholders involved in the procurement process.

4. Principles

- 4.1. Ethical Standards
- 4.11 Fair Workplace Practices: We require all suppliers to adhere to fair workplace practices, including no forced labour, child labour, or exploitation, and ensuring safe working conditions and fair wages.
- 4.12 Anti-Bribery and Corruption: Bristol Together CIC operates a zero-tolerance policy towards bribery and corruption. We expect all suppliers and contractors to comply with our Anti-Bribery and Corruption Policy and maintain high ethical standards.



- 4.13 Transparency and Accountability: We promote transparency in all procurement processes and require suppliers to disclose their practices related to ethical, environmental, and labour standards.
- 4.2. Environmental Responsibility
 - 4.21 Sustainable Sourcing: We aim to procure goods and services from sources that minimise environmental impact. This includes selecting suppliers that prioritise sustainable materials, energy efficiency, and low carbon footprints.
 - 4.22 Reduce, Reuse, Recycle: Where possible, we will prioritise products that are recyclable, made from recycled materials, or have minimal packaging to reduce waste and conserve resources.
 - 4.23 Local Sourcing: We encourage the procurement of goods and services from local suppliers to reduce transportation-related emissions, support local economies, and contribute to community development.
- 4.3. Social Responsibility
 - 4.31 Support for Small and Local Businesses: Bristol Together CIC will prioritise working with small, medium, and local enterprises (SMEs) wherever feasible, helping to foster local employment and economic growth.
 - 4.32 Diversity and Inclusion: We encourage diversity in our supply chain and seek to work with suppliers that are inclusive and promote equal opportunities for all, regardless of gender, race, or background.
- 4.4. Compliance and Legal Requirements
 - 4.41 Legal Compliance: All suppliers must comply with relevant local, national, and international laws and regulations, including environmental regulations, labor laws, and human rights conventions.
 - 4.42 Health and Safety: Suppliers are expected to maintain high health and safety standards in line with legal requirements to ensure the well-being of their employees and contractors.

5. Procurement Process

- 5.1 Supplier Selection

5.11 Due Diligence: We will conduct due diligence on potential suppliers to assess their ethical practices, sustainability credentials, and compliance with our standards.

5.12 Evaluation Criteria: When selecting suppliers, we will consider factors such as sustainability certifications, environmental impact, and local sourcing.

5.2. Supplier Code of Conduct

5.21 All suppliers are required to adhere to Bristol Together CIC's Supplier Code of Conduct, which sets out the minimum standards for ethical behaviour and environmental responsibility. Suppliers who fail to meet these standards may face contract termination.

5.3. Contract Management

5.31 Monitoring and Evaluation: We will continuously monitor the performance of suppliers to ensure ongoing compliance with ethical and sustainable standards. This includes regular audits and performance reviews.

5.32 Feedback and Improvement: We will work with suppliers to address any issues or areas for improvement, promoting continuous enhancement of ethical and sustainable practices.

6. Continuous Improvement

6.1 Regularly review and update our procurement policies and practices to reflect best practices in ethical and sustainable procurement.

6.2 Encourage feedback from employees, suppliers, and stakeholders to enhance our procurement processes.

6.3 Provide training and support to our staff to ensure they are equipped to implement this policy effectively.

7. Supplier Engagement

7.1 We recognise the importance of building strong, collaborative relationships with our suppliers to achieve shared ethical and sustainability goals. To this end, we will:

7.11 Engage with suppliers on sustainability issues and encourage them to adopt more sustainable practices.

7.12 Support suppliers in achieving certifications such as Fairtrade, ISO 14001 (Environmental Management), and other relevant standards.

7.13 Provide guidance and resources to help suppliers improve their social and environmental performance.

8. Responsibilities

8.1. Senior Management

8.11 Provide leadership and allocate resources to support the implementation of this policy.

8.12 Ensure that the principles of ethical and sustainable procurement are embedded throughout the organisation.

8.2. Procurement Team

8.21 Ensure that all procurement activities align with this policy and conduct due diligence on suppliers.

8.22 Communicate expectations clearly to suppliers and monitor their compliance.

8.3. Employees

8.31 Support and follow the principles outlined in this policy during any procurement process.

8.32 Report any concerns regarding supplier practices that may be unethical or unsustainable.

9. Review and Monitoring

9.1 This Ethical and Sustainable Procurement Policy will be reviewed annually or as necessary to ensure its relevance, effectiveness, and alignment with evolving best practices in ethical and sustainable procurement. Monitoring will include regular assessments of supplier performance and the environmental and social impact of procurement activities.

10. Conclusion

10.1 Bristol Together CIC is dedicated to promoting ethical and sustainable procurement practices that reflect our values and contribute to the well-being of our communities and the environment. By working with responsible suppliers, we aim to create a



positive impact through our purchasing decisions, ensuring that our operations contribute to a more sustainable and equitable world.

Paul Morgan, Managing Director

Bristol Together CIC

For inquiries or concerns regarding this Ethical and Sustainable Procurement policy, please contact Paul Morgan at paulmorgan@bristoltogether.co.uk.

| Review Cycle: | Date of Review: | Reviewed by: | Next Date of Review: |
|----------------------|------------------------|------------------------------------|-----------------------------|
| Annual | 01/08/2024 | Paul Morgan – Managing Director | 01/08/2025 |