

SUSTAINABLE PROCUREMENT STRATEGY TEMPLATE

How to use this document:

1. This is a template that can be adapted and utilised by individual companies as they see fit. We recommend that each company tailors the template to best suit its business.
2. This template strategy has been drafted using best practice procurement strategy examples and language from the Chancery Lane Project. As of March 2021, we do not consider that the implementation of this procurement strategy will infringe UK competition law.
3. This policy relates solely to environmental sustainability but could be adapted to incorporate other aspects of sustainability related to human rights, diversity, labour standards etc. For more information on human rights visit the TV Industry Human Rights Forum www.tvhumanrights.org
4. The document as a whole (namely Overview, Aims & Objectives, Sustainable Procurement Policy and Best Practice examples) may be something your company would like to adopt and promote via your website, for example. The 'Sustainable Procurement Policy' section would be what you use with your suppliers during a tendering/contracting process.

Overview/Statement of intent

The Intergovernmental Panel on Climate Change (IPCC), the United Nations body for assessing the science related to climate change reported in October 2018 that "keeping to the preferred target of 1.5C above pre-industrial levels will mean rapid, far-reaching and unprecedented changes in all aspects of society."

We at [company] are committed to playing our part, reducing our impact and in doing so mitigating any regulatory, organisational or reputational risks associated with high emissions. We are part of the albert consortium, leading the charge against climate change in the screen industries. We have set greenhouse gas (GHG) emissions reductions of [e.g. x% by 2030 and net zero by 2050] in line with/to contribute to the UK Climate Change Act's target to bring all GHG emissions to net zero by 2050.

To achieve this, we need to look beyond just our direct emissions. For many companies, indirect emissions associated with procurement and their value chain (Scope 3 emissions) are often higher than direct emissions. [optional if known - x% of our climate impact can be attributed to indirect emissions]

Sustainable Procurement defined by ISO 20400

Sustainable Procurement can be defined as procurement that has the most positive environmental, social and economic impacts possible over the entire life cycle. Sustainable procurement involves the sustainability aspects related to the goods or services and to the suppliers along the supply chains.

Aims & objectives

To reduce our indirect emissions by:

1. Ensuring sustainable procurement principles are applied at all stages of the procurement process including questioning the need to purchase goods and services at the start to implementing lessons learnt at the end.
2. Adopting a procurement policy that sets out the environmental standards we expect our suppliers to meet as well as recommended best practice
3. Making climate related targets and performance a key supplier purchasing criteria [consider setting a weighting for this].
4. Working with our suppliers, and supporting them to adopt more sustainable practices and action within their own supply chains to bring them on this journey with us.
5. Promoting best practice and innovation in our supply chain to increase the availability and effectiveness of sustainable products and services.

[Optional] As part of this we intend to measure our indirect emissions using a recognised standard such as the Greenhouse Gas Protocol and set targets for their reduction.

We strive to provide full and fair opportunity to avoid bias and prejudice in all procurement decision making. We will work to ensure that this policy does not place unnecessary burdens or requirements on small to medium enterprises (SME), putting them at a disadvantage in doing business with us. [Where our screening of suppliers as part of this procurement policy indicates a [significant] environmental risk in continuing with a particular supplier, it may be necessary to require remedial actions which, if not completed,

might lead us to review or terminate the relationship].

Sustainable procurement policy – requests to potential/existing suppliers

Notes for use:

- This can be edited/amended to reflect your own organisation's sustainability policy and practice.
- For coherence you may want to ensure that your own organisation is already enacting or committed to the requirements you set for your suppliers.
- You may wish to highlight which of the criteria you consider a requirement, and which are optional/preferred.

General

1. Do you have an up-to-date Environmental Policy? Y/N
 - a. If so, please provide us with details, including any accreditations related to Environmental Management Systems where relevant – ISO, BSI, Race to Zero initiatives e.g. B-corp)
 - b. If not, what, if any, plans do you have to introduce one? albert has useful guidance and templates
2. Do you have emission reduction targets and/or strategies in place? Y/N
 - a. Has your organisation formally set out a net zero strategy and adopted science-based targets?
 - b. If so, please provide us with details (including the means and frequency of any auditing) [and consider asking them to undertake/provide carbon footprint/assessment details for their company as a whole or specific goods & services]
 - c. For multi-year contracts, please provide us with an update on your progress towards any Strategy/target annually.
 - d. If you do not have an emission reduction target or strategy what, if any, plans do you have to do so over the lifetime of this contract?
 - e. Are you able to provide emissions calculations for the good or services that you provide?
3. Do you require your suppliers to meet any sustainability criteria? (please give details) Y/N
 - a. How do you assess contracts? Do you incorporate sustainability into the pre-qualification and Selection process?
 - b. If so, do you audit/monitor your suppliers on a regular basis against your sustainability criteria?
4. Are you part of a carbon offsetting scheme (please give details) Y/N
 - a. If yes, would the emissions related to this contract be covered by that scheme? Y/N
5. Are you an 'albert supplier' or 'albert carbon neutral supplier'?* Y/N
*If not and you are a supplier going the extra mile to be green and support the production industry, find out how you can become an albert supplier here <https://wearealbert.org/search-suppliers/become-asupplier/>

Energy

6. Are you signed up to a renewable energy tariff for your offices/premises? Y/N
 - a. If not, what, if any, plans do you have to switch to renewable energy in the future? [or in the lifetime of this contract]
7. Do you have any other measures in place to reduce the environmental impact of your offices/premises?
Y/N
8. Do you try to minimise the use of generators by carrying out a venue evaluation for suitable mains power?
Y/N
9. Where you need to supply or use generators, are these run on low or zero-emission fuels i.e. drop-in biofuels, electric or hydrogen? Y/N
10. Do you use low or zero emission fuels for other equipment you supply e.g. tower lights? Y/N
11. Have you checked what energy tariff, your cloud-based storage services are on? Y/N

Waste

12. Do you have measures in place to reduce and recycle waste, at both your home base and on site? Y/N
 a. Do you have a zero waste to landfill policy or other waste management policy in place? Y/N
 b. If not, what, if any plans, do you have to implement one in the future [or over the lifetime of this contract] and how do you dispose of your waste currently?
13. Do you report on you recycling rates, the amount of waste that you are disposing and how it is being disposed of? Y/N
14. Where you are responsible for creating structures or sets, do you use recycled or repurposed materials? Y/N
 a. Do you reuse or recycle these structures after their use? Y/N
 b. If not, what, if any plans, do you have to do so in the future [or over the lifetime of this contract] and how do you dispose of these materials currently?
15. Do you use any Single Use Plastic (SUP)? Y/N
 a. If yes, what plans do you have to phase out/stop the use of this and over what timeline?
16. Do you use rechargeable batteries in any equipment you supply/use that operates on batteries? Y/N

Materials

17. Do you take into account sustainability considerations when sourcing any/all materials you require? (please give details) Y/N
 a. If not, what, if any plans, do you have to do so in the future [or over the lifetime of this contract]
18. Do you source any timber you use from a verified sustainable source? (e.g. FSC) Y/N
19. If you use paint, do you use low VOC (volatile organic compound) or water-based paint? Y/N
20. Do you have a policy on the use of rare and/or conflict minerals? Y/N

Travel

21. Do you have a sustainable travel policy? Y/N
 a. If so, does this include reducing travel where possible through home working, video conferencing, workflow management or other measures?
 b. If not, what, if any plans, do you have to do so in the future [or over the lifetime of this contract] c. If you have a policy, does it rule out the use of mainland domestic UK flights unless in exceptional circumstances?
22. Do you monitor and report on vehicle mileage and fuel consumption, to enable greater efficiency? Y/N
23. If you have company vehicles are these electric? Y/N
 a. If no, what plans, if any, do you have to replace vehicles with electric ones in short, medium and long term?
 b. Or, have you looked into alternative fuels such as drop-in fuels like Hydrotreated Vegetable Oil (HVO) and bio-fuels from recycled stocks?

Catering

24. Do you provide/source catering that takes sustainability into account e.g. low meat, local, seasonal? [please give details] Y/N
25. Do you have measures in place to minimise food waste, e.g. monitoring consumption, working with food distribution charities? Y/N

Costume & clothing

26. Do you use recycled/upcycled materials to make costumes, or where that is not possible, source sustainable fabrics? Y/N
27. Do you report on the clothing that clients use and how they are serviced and cleaned? Y/N

Training

28. Do you provide/require staff to undertake sustainability training? Y/N

Other

29. Are there other sustainability policies or practices you employ that you think would be relevant to us? E.g. Do you have a company ESG pension? Y/N