

Sustainable Procurement Policy

Our Vision

Our vision is for Harrow Green to be an exemplary, sustainable, corporate citizen. Sustainability is made up of the three core principles of environmental, economic and social responsibility. We aim to support these three principles not only within our own business but also in the way we do business with other organisations.

Each year we spend a significant proportion of our turnover on suppliers and subcontractors, which gives us a limited but real opportunity to influence our supply chain to meet our own values and principles.

Our Commitment

We will develop and continually improve a Sustainable Procurement Policy that supports environmental, economic, and social sustainability. This policy will be underpinned with guidance, practice, communication and training to ensure it is embedded in the way we do business.

Our Aims

Our Sustainable Procurement approach encompasses the following themes.

ENCOURAGING A DIVERSE BASE OF SUPPLIERS

- The UK includes a wide diversity of large and small businesses, owned and managed by a broad range of individuals from all corners of the world and all parts of society. Our own supply chain will reflect this diversity.
- We will explore opportunities for working with voluntary and community sector organisations in supply and service delivery.
- Our on-going programme of reviewing our procurement processes will seek to ensure they are fair, transparent and open to the whole of the supplier community.

PROMOTING FAIR EMPLOYMENT PRACTICES

- Our on-going programme of contract review will seek to ensure we move towards a position that our contractors' staff receive a fair wage reflecting the environment in which they work, and that they enjoy contractual terms which represent reasonable minimum standards and which provide for family friendly, flexible and diverse working environments such as we offer in our own company.
- We will seek to promote the benefits of adopting fair employment practices through the supply chain to our partner organisations, suppliers and the market.

PROMOTING WORKFORCE WELFARE & DIVERSITY

- Our ongoing programme of contract review will seek to ensure that, our contract terms require our suppliers to make provision for the welfare of their workforce to mirror the provision in our own company.
- We will work with our suppliers to ensure that employment opportunities arising from our contracts are communicated to local communities.

COMMUNITY BENEFITS

- We will take measures to understand the impact our procurement activities have on local communities.
- We will encourage a positive contribution from our suppliers to the local communities in which we and they work.
- We will fully explore the opportunities for developing appropriate contractual provisions to deliver specific community benefits.

ETHICAL SOURCING PRACTICES

When sourcing suppliers for our contracts we will seek to work with suppliers who:

- Afford their employees the freedom to choose to work for them. Employees should be free to leave the supplier after reasonable notice is served. Suppliers should not use forced, bonded or non-voluntary prison labour;
- Establish recognised employment relationships with their employees that are in accordance with their national law and good practice. Suppliers should not seek to avoid providing employees with their legal or contractual rights;
- Can demonstrate a commitment to equality of opportunity for individuals and groups enabling them to live their lives free from discrimination and oppression;
- Impose working hours on their staff which are compliant with national laws or industry standards;
- Under no circumstances abuse or intimidate, in any fashion, employees and have appropriate disciplinary, grievance and appeal procedures in place;
- Work within the laws of their country
- Take appropriate measures to ensure the health and safety of their workforce and the wider public;
- Support our view that the long-term elimination of child labour is ultimately in the best interests of children, and have taken measures to ensure that child labour is not utilised in their operations;
- Do not support, encourage or facilitate the trade in drugs, arms, tobacco, slavery or prostitution; and
- Offer wages and benefits that at least meet relevant industry benchmarks or national legal standards.
- We will encourage ethical sourcing practices among our suppliers, partner organisations and the broader market.

PROMOTING GREATER ENVIRONMENTAL SUSTAINABILITY

In promoting greater environmental sustainability through procurement we will:

- Continue our commitment to the Green Procurement Code, 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 the opportunities to purchase refurbished, recycled and recyclable equipment, products and materials;
- Source green energy wherever possible and adopt appropriate energy management measures across all our sites;
- Ensure that goods purchased derive from natural sources where appropriate, do not have an adverse effect on the environment, and comply with EU and international trading rules;
- Purchase organic and fair-trade food and drink where practicable;
- Ensure that all new vehicles purchased have low emissions of local air pollutants and climate change gases, and take account of the need to minimise emissions and exposure to air pollution in purchasing goods and services;
- Where appropriate, examine the environmental management practices of our current and potential suppliers.

Implementation

To ensure effective implementation of this policy we commit ourselves to:

- Making appropriate financial and staff resources available to take responsible procurement forward;
- Implementing appropriate means of measuring progress, including establishing a baseline and regularly reporting progress;
- Integrating work on responsible procurement across the Harrow Green organisation as appropriate; and sharing good practice.

Principles of Co-operation

We recognise the necessity to collaborate with our suppliers in achieving these standards and requirements. To that end, it is our policy to work with our suppliers on the basis of the following principles. We will:

- Work collaboratively with suppliers in pursuit of these standards
- Welcome, rather than penalise, suppliers who strive to identify activities that fall below these standards and work towards achieving improved performance
- Consider an alternative ethical trading standard where suppliers are already working towards this alternative
- Not hold a supplier to a higher standard than Harrow Green's own policy on these issues
- Focus attention on those parts of the supply chain where the risk of not meeting these standards is highest and where the maximum difference can be made with resources available.

Signed on behalf of Harrow Green Limited

A handwritten signature in black ink, appearing to read 'Nigel Dews', written in a cursive style.

Nigel Dews – Managing Director