



RESPONSIBLE PROCUREMENT POLICY

Business in the Community NI (BITCNI) is a business-led charity focused on promoting responsible business practice. With 220+ members, we are the largest business-led coalition dedicated to corporate responsibility. Our purpose is to challenge and support business to be a force for good.

We have developed an Environmental Management System (EMS) in line with BS8555:2016 (phases 1-3) which is externally inspected every year. We address our environmental management aims by setting formal environmental objectives and targets, working to an environmental action plan, and implementing documented green office procedures.

The Responsible Procurement Policy aims to ensure that BITCNI's purchasing power is used to maximise positive social, environmental and economic impacts as well as acting with integrity and transparency.

Whilst we will always need to achieve value for money, we will ensure that procurement is not limited to that consideration alone.

BITCNI's purchasing decisions must include consideration of:

- Support for support economic growth and drive social value in local communities
- Support for suppliers to provide healthy, safe and inclusive workplaces
- The impact of our supply chain and of individual purchasing decisions on the environment
- Encouragement to suppliers to adopt responsible sourcing practices

Procuring goods and services

BITCNI requires that all purchases for goods or services over £500 per annum should be subject to a minimum of three quotations unless there are good and sufficient reasons for not doing so. Such reasons must be clearly stated.

This Policy applies to all purchasing decisions and all BITCNI staff are encouraged to consider and apply these principles in all cases; strategically and corporately most emphasis will be placed on suppliers at the upper levels of spend – which will include event management, IT purchasing and communications. BITCNI will promote this Policy to all colleagues through staff induction and our internal Teams platform, and all employees will be invited to actively support its objectives and develop our best practice further.

This policy is available to all stakeholders online by clicking [here](#). We will seek and act on advice from external organisations, review our progress, and regularly update our procurement policy and targets in accordance with best practice.

Sustainable Procurement Objectives

In order to achieve our aims, BITCNI continues, where possible, to commit to the following actions:

- Only buy goods and services when necessary
- Always pay our suppliers' invoices within the agreed terms, and work with any that have experienced delays to identify and remedy the cause
- Use local suppliers and social enterprises where possible
- Work with contractors to ensure they pay workers the UK Living Wage, as defined by Citizens UK
- Engage with suppliers in higher risk sectors or locations to ensure they have effective systems in place to manage key workplace, environmental (including biodiversity) and supply chain risks
- Use sustainable and ethical alternatives to key products, such as Fairtrade tea and coffee, recycled/FSC-certified paper and green cleaning products
- Minimise the use of virgin/non-renewable natural resources and eliminate single-use plastic when purchasing goods
- Prioritise the reuse, repair and recycling of products over purchasing new items, and consider the whole-life cost of products and services
- Cease trading with suppliers showing persistent disregard for important elements of environmental, social and ethical performance

We will work with our major Suppliers to ensure they:

- Engage with us and provide information about their responsible business policies, processes and performance as required
- Have in place fair labour practices and effective systems to manage occupational health risks, in line with internationally recognised standards
- Be prepared to engage with us on initiatives to reduce environmental impact, including energy and resource use, paper and packaging, transport and waste
- Be proactive in letting us know when more sustainable alternatives products or services become available.

What we will do in 2022/23

- Ensure that all staff involved in purchasing decisions are aware of this policy
- Use and dispose of goods in an environmentally responsible manner including considering reducing, substituting, reusing and recycling as sustainable options
- Ensure we are utilizing the responsible purchasing questionnaire which includes social and environmental considerations
- Ensure our top ten suppliers comply with our responsible purchasing policy
- Focus on our major suppliers to determine where we are falling short of our targets and ensure that purchasing protocols are more systematically applied
- Support colleagues to meet our agreed responsibilities, by identifying our current key sectors and locations of spend, in order to target high risk areas
- Link responsible purchasing into our Sustainable Events Policy and processes to maximise the impact in this major area of spend
- Undertake training and develop practice tools to increase knowledge and understanding of sustainable practices in the business environment

SIGNED BY



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