

SUSTAINABLE PROCUREMENT POLICY

Acuity Coaching

Document Version Control

Name	Sustainable Procurement Policy		
Status	Final		
Associated Policies	Modern Slavery (2015) Policy Equal opportunities & Diversity Policy Ethical Trading Policy Sanctions Policy Environmental Policy Health & Safety Policy Corporate Social Responsibility		
Version No.	004		
Last Updated	13 th February 2023	Next Review Date	12 th February 2024

www.acuitycoaching.com

Registered address: 130 Helmshore Road, Holcombe Village, Bury, Lancs BL8 4PB, UK

Hold Ctrl + Click on the section title to be taken directly to that section in the document

CONTENTS

1.0	Key Policy Statement.....	3
2.0	Definitions	3
3.0	Acuity Service And Supply Chain	3
4.0	Background	3
5.0	Objectives	4
6.0	Supplier Expectation	4
	This Policy Has Been Approved & Authorised By:	5

1.0 KEY POLICY STATEMENT

- 1.1 Acuity will embed the principles of sustainability within its procurement activities to ensure that only Value for Money products and services are selected and that in all cases a balanced consideration of social, ethical, environmental and economic impacts are undertaken throughout the procurement process.

2.0 DEFINITIONS

- 2.1 **Acuity Coaching Ltd** - "Acuity" for policy.
- 2.2 **ISO 20400:2017** – Sustainable Procurement Guidance.

3.0 ACUITY SERVICE AND SUPPLY CHAIN

- 3.1 Acuity is engaged solely in the sale of services. We do not manufacture or supply products.
- 3.2 Our operations are entirely office based and our administrative team operate from several small office locations.
- 3.3 The goods and services which we procure are used in the running of our offices and mainly comprise office consumables and energy. The individuals who work for us are all professional service providers.

4.0 BACKGROUND

- 4.1 We have developed a Sustainable Procurement Policy outlining how we and our supply chain will influence procurement choices of goods, works and services to:
 - 4.1.1 increase value for money
 - 4.1.2 reduce consumption of primary resources
 - 4.1.3 mitigate impacts on the environment
 - 4.1.4 deliver a healthier working environment.
- 4.2 By operating in line with this policy we will play our part in:
 - 4.2.1 maximising financial and resource efficiencies
 - 4.2.2 safeguarding natural resources
 - 4.2.3 delivering value to our Clients
 - 4.2.4 improving traceability and transparency throughout the supply chain
 - 4.2.5 leaving a positive legacy on biodiversity and safeguarding natural capital.
- 4.3 Our approach to sustainable procurement is in line with the principles contained within ISO 20400:2017. This standard is written for managers and contractors in supply chain, procurement, personnel, sustainability and/or economic and environmental development. Covering all stages of the procurement process, the standard is applicable across both the public and private sectors and applies to organisations of any size.

- 4.4** This standard was created to help pursue best procurement practice and takes into account the 3 P's of People, Profit and Planet.

5.0 OBJECTIVES

- 5.1** Our Sustainable Procurement Policy's aims and objectives are to:
- 5.1.1** use fewer resources and less energy through continuous improvement and the use of innovative solutions;
 - 5.1.2** procure all paper and consumable products from legal and sustainable sources, and procure other materials with a preference for recognised responsible sourcing schemes where applicable;
 - 5.1.3** specify and procure materials and products that strike a responsible balance between social, economic and environmental factors and generate benefits to society and the economy;
 - 5.1.4** use resource-efficient products and give due consideration to end-of-life uses;
 - 5.1.5** promote, specify and source materials which can be reused, e.g. promote the use of recyclable paper and card products over the use of plastics, promote the use of continued use plastics over single use plastics where alternative non-plastic resources are not available in the market-place;
 - 5.1.6** where possible procure locally, providing opportunities for small and medium sized enterprises (SMEs), collaborate with the voluntary sector and increase the use of social enterprises to support local employment, diversity and training;
 - 5.1.7** ensure that fair contract prices and terms are applied and respected, and that ethical, human rights and labour standards are met, in line with our **Modern Slavery (2015) Policy, Equal Opportunity and Diversity Policy, Ethical Trading Policy** and **Sanctions Policy**;
 - 5.1.8** source goods, works and services that embody our **Environmental Policy, Health & Safety Policy** and support the delivery of our **Corporate Social Responsibility Policy**.

6.0 SUPPLIER EXPECTATION

- 6.1** We expect our suppliers to ensure their practices are supportive of our approach.
- 6.2** We expect to purchase goods and services that have been produced or are delivered with minimum impact on the environment and with due regard for social issues such as employment conditions and welfare.
- 6.3** As a result, Acuity reserves the right to refuse partnerships with organisations that do not achieve our expected minimum standards for their operations, workers/contractors and supply chain.

This Policy has been approved & authorised by:

Name:	Simon Coops
Position:	Managing Director
Date:	13/02/2023
Signature:	