



## Corporate Social Responsibility Procurement Policy

*Policy Statement*

SRUC Corporate Social Responsibility (CSR) Policy in Procurement is defined as the integration of business operations and values, whereby the interests of all stakeholders including investors, customers, employees, the wider community and the environment are reflected in the company's policies and actions.

SRUC is committed to:

- Continuous improvement in our CSR programme;
- Procuring goods and services in a socially responsible and sustainable manner;
- Encouraging our business partners to strive for matching performance;
- Continually improving our performance and meeting all relevant legislation;
- Encouraging our staff to be mindful of the effect of their actions on any natural resource.

**Mike Wijnberg**  
**Managing Director, SAC Consulting**

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**Date of review: 31 March 2018**



## **1. Scope**

The purpose of this policy is to make clear to all stakeholders how SRUC will apply CSR in its procurement activities. This CSR policy applies all procurement activities, across SRUC.

In implementing this policy we aim:

- To be responsible in all that we do;
- To be an exemplar of good practice standards of business conduct;
- To recognise that good CSR embraces all aspects of sustainable procurement and the way SRUC affects its stakeholders through its business operations;
- To robustly assess which social issues are of most relevance to our contracts and decide at what stage in the procurement lifecycle this CSR policy could most effectively, and legally be included;
- To operate in a way that safeguards against unfair, unethical and illegal business practices;
- The adoption of a responsible approach to developing relationships with suppliers and the communities they serve, local or global, is a vital part of delivering business success;
- To carry out procurement exercises, in consultation with our customers, so that the environmental, social and economic issues are clearly identified and defined;
- Our contracts will clearly set out the agreed terms, conditions and the basis for our business relationships;
- To continually review our policies and business practices to encourage engagement with small and medium sized enterprises and to promote the development of regional supply chains.

## **2. Corporate Governance**

- We will share and declare information on personal and corporate conflicts of interest and seek guidance from higher authority before acting;
- We are committed to ensuring that our business is conducted in all respects according to rigorous ethical, professional and legal standards;
- All the laws that regulate and apply to procurement activities will be complied with;
- We endeavour to ensure that stakeholders have confidence in the decision-making and management processes of procurement, through the conduct and professionalism of all staff. We do this by training and developing our staff, and by critically assessing the impact and benefit of training activities;
- All groups and individuals with whom we have a business relationship will be treated in a fair, open and respectful manner;
- Competition will be reasonable and based upon the quality, value, sustainability and integrity of the products and services being supplied;
- Feedback on performance will be actively sought, and we will continually review all activities to ensure best practice is observed at all times;
- We will allow our customers and suppliers to give feedback on our performance through balanced evaluation and ensure that all customer comments are analysed, responded to and where appropriate, acted upon;



- We will review our own performance through balanced evaluation to ensure an appropriate review is undertaken;
- A Procurement Improvement Plan will be maintained to ensure continuous improvement is achieved.

### **3. Environment**

- Our objective is to reduce SRUC's impact on the environment through a commitment to continual improvement and waste reduction;
- We will continue to work with our suppliers to help reduce their impact on the environment and we will encourage them to achieve environmental credentials such as environmental management systems under ISO14001, EMAS or equivalent standards;
- Whole life cost (production, use and disposal) will always be considered when procuring goods or services;
- Our internal customers will be informed of the key issues involved in procurement so they can make informed purchases to reduce their impact on the environment;
- Where relevant, Tenderers will be required to confirm they will fully comply with the requirements and obligations under the Waste Electrical and Electronic Equipment (WEEE) Regulations 2013. Tenderers will be required to include the cost of disposal for their proposed system when completing Pricing Schedules;
- We will ensure that paper and wooden products used come from forests independently certified as well-managed according to the standards of the Forest Stewardship Council (FSC), or from recycled materials. All virgin paper products have been banned throughout SRUC, environmental alternatives are used.

### **4. Human Rights**

- We aim to support the provisions of the Modern Slavery Act 2015 and respect the protection of all internationally and locally proclaimed human rights;
- Invitations to Tender will always consider tenderers' compliance with legal and ethical employment practices. Tenderers will be required to demonstrate compliance, not only through their own employment practices, but also, in line with Section 54 of the Modern Slavery Act 2015, those of their supply chain partners. Tenderers that cannot satisfactorily demonstrate such compliance shall be excluded from the specific tender activity;
- We will promote ethical trade and encourage the purchase of ethically sourced and traded products.

### **5. Health and Safety**

- When purchasing goods we will only choose those that conform to the provisions and implied terms of the Sale of Goods Act 1979;
- We will ensure that before committing to a purchase, goods come with a Declaration of Conformity, user instructions in English, and where appropriate are CE (or equivalent) marked.



## **6. Equality and Diversity**

- We aim to have due regard to the need to eliminate discrimination, harassment and victimisation or any other prohibited conduct under the Equality Act 2010, to advance equality of opportunity, and to foster good relations between people who share a protected characteristic and people who do not share it;
- We will advertise tenders in line with the provisions of the Procurement Reform (Scotland) Act 2014 and promote equality of opportunity for small and medium-sized enterprises and other potential suppliers;
- We will undertake supplier engagement events to ensure suppliers have the necessary support and assistance that will support them to complete our tender documents;
- We will ensure that our customers and suppliers are able to work together in confidence and be treated with respect by each party;
- Our range of contracts will take account of SRUC's wider work to meet Public Sector Equality Duties.

## **7. Sustainability**

- A Procurement and Sustainability Policy will be maintained that will set out the principles and procedures on which sustainable procurement activity will be carried out by SRUC;
- The policy will act as a prompt to all staff, with delegated purchasing authority, to consider sustainability as a key factor in their purchasing decisions;

## **8. Impact on Society**

- We will take steps to understand how we can most effectively support the needs of the local and wider community and will seek to implement initiatives accordingly;
- Our impact on the local and wider community will be analysed and minimised where ever possible;
- Where possible, suppliers will be encouraged to adopt fair working practices including payment of living wages;
- Dialogue with local communities shall be encouraged for mutual benefit.

## **9. Ethics and Ethical Trading**

- We will ensure clear visibility through our supply chains, so we know where all our products are made using recognised labelling schemes such as FSC, MSC or EU Eco labelling where appropriate;
- Training will be provided to relevant people on environmental and social issues affecting our supply chains;
- We will ensure that suppliers uphold the workplace standards and behaviours consistent with SRUC's Core Values (Respect, Innovate, Support and Excel)..

## **10. Biodiversity**

- We actively encourage the use of sustainable practices in the maintenance of SRUC grounds and premises.



## 11. Suppliers

- We will work with suppliers to help us achieve our policy aspirations in the delivery of our products and services;
- We shall encourage suppliers to adopt responsible business policies and practices for mutual benefit;
- Suppliers are regarded as partners and we will work with them to help us achieve our policy aspirations in the delivery of our products and services;
- Ethical, environmental and social assessments of new and potential suppliers will be included in our procurement processes;
- We are committed to ensuring that the welfare of workers and labour conditions within our supply chain meet or exceed recognised standards;
- Where necessary, we will exert procurement pressure to ensure that all of our suppliers behave in a socially responsible way. This includes environmentally-friendly products and making sure that workers are treated properly;
- Where appropriate and relevant, our tender specifications include questions to reflect our desire for sustainable procurement;
- We hold regular meetings with suppliers to support these ideas;
- We will continue to work with suppliers to:
  - Promote more environmentally friendly products and promote these to our customers;
  - Reduce the amount of packaging and transit where possible;
  - Implement schemes to take-back, recover, re-use and recycle products at the end of their use/life.



## KEY CONTACTS

Andrew Tennant  
Senior Procurement Manager  
SRUC  
West Mains Road  
Edinburgh  
EH9 3JG

[Andrew.tennant@sruc.ac.uk](mailto:Andrew.tennant@sruc.ac.uk)

Telephone: 0131 535 4085

Billy Connelly  
Corporate Procurement Manager  
SRUC  
West Mains Road  
Edinburgh  
EH9 3JG

[William.connelly@sruc.ac.uk](mailto:William.connelly@sruc.ac.uk)

Telephone: 0131 535 4384

Claire Laing  
Procurement Assistant  
SRUC  
Carslogie Road  
Cupar  
KY15 4JB

[claire.laing@sruc.ac.uk](mailto:claire.laing@sruc.ac.uk)

Telephone: 01334 658869