

# SUSTAINABLE & RESPONSIBLE PROCUREMENT POLICY



## Policy Statement

SCCS Survey Equipment Ltd is committed to undertaking its business operations in a manner which incorporates Sustainable & Responsible Procurement Practices so far as reasonably practicable.

The Company aims to conduct its operations in a manner that is morally right, open, fair and transparent, whilst always aiming to procure and act in a way that is ethical, open, fair and transparent.

## Policy Aims & Commitments

### Company Specific Commitments

The Company has defined & set the following priorities within its operations:

1. The Company will procure goods & services that take into account the environmental, social and economic impact throughout the entire lifetime of the good(s) or service procured.
2. The Company will procure, where possible materials containing a high recycling content.
3. The Company will prefer to procure its products and services from local providers wherever reasonably practicable.
4. The Company will source timber-based products from sustainable resources where evidence of chain of custody information can be supplied.

### Policy Aims

1. Minimise the impact of the business operations of the Company upon the community in which it operates.
2. The provision of a structure for the appropriate selection within the Supply Chain.
3. Promotion of environmental & social awareness throughout the Supply Chain
4. Improve its usage of products & services thus minimising waste
5. Work in partnership with suppliers to achieve common best practice goals

## Scope

This policy applies to the purchasing of materials and services by the Company whether those materials or services are procured for order fulfilment or its own use.

## Definitions

“Company” shall mean SCCS

“SME” shall mean Small or Medium (size) Enterprise

## 1. Responsibilities

- 1.1 The Management Team retain overall responsibility for the implementation and review of this policy.
- 1.2 The day-to-day operation of the remit of this policy may be delegated to the Purchasing Team and such other personnel that may be appropriate.

# **SUSTAINABLE & RESPONSIBLE PROCUREMENT POLICY**

Reference:	002.2.2014.PL
Revision No:	10
Date of 1 <sup>st</sup> Issue:	12/03/2014
Current issue date:	18/01/2023

## **2. Defining Sustainable Procurement**

- 2.1 The Company defines Sustainable Procurement as the process whereby it meets its own resource requirements by sourcing products, services and utilities in a manner consistent with achieving value for money on a whole life basis (generating benefits for the Company and Society) whilst minimising its impact on the environment & complying with legislation.

## **3. Defining Responsible Procurement**

- 3.1 The Company defines Responsible Procurement as the process whereby it meets its own resource requirements by sourcing products, services and utilities by a selection process which encourages the selection of suppliers able to demonstrate a commitment & compliance to ethical codes of practice.
- 3.2 Ethical codes of practice shall include (but not be limited to):
- Promotion of equality, diversity, and inclusion in the workplace
  - Active practices encouraging recruitment from underrepresented groups
  - Compliance with (and where possible exceeding) minimum employment legislative requirements
  - Compliance with minimum Health & Safety legislative requirements
  - Do not support, encourage, or facilitate any trade in drugs, arms, slavery or similar
  - Monitors for, and prevents incidences of bribery within its operations
  - Compliance with all applicable (business operational) legislation, such as Working Time Regulations and the General Data Protection Regulations 2018
  - Compliance with the requirements of the Modern Slavery Act 2015
  - Takes steps to ensure product placed into the supply chain is both legitimate product and is fit for purpose (supplied with all applicable safety and technical markings and certifications).
- 3.3 Selection by Responsible Procurement key indicators will enable the Company to build a diverse base of suppliers which will not unfairly prejudice SME's with onerous requirements.

## **4. Management of objectives**

- 4.1 The Company will manage the objectives of this policy through the operation of a selection criteria when making Supplier Selection decisions.
- 4.2 Ultimate responsibility for informal background checks will rest with the Purchasing Team in accordance with Company objectives.

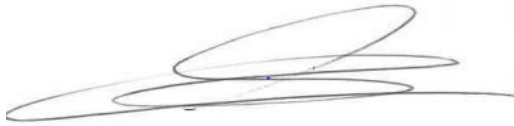
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## 5. Review & Improvements

- 5.1 The Company is committed to the continuous review of its objectives set out in this plan and making improvements where necessary to achieve those aims.

**Signed:**



**Print name:** Kevin Smith

**Position:**

Managing Director

**Revision**

10

**Date:**

18<sup>th</sup> January 2023

**Next review:**

18<sup>th</sup> January 2024