



SUSTAINABLE PROCUREMENT POLICY

VERSION 3

UMi recognises that in order to build a long term, successful business we need to address the impact that running our business has, whilst simultaneously maximising the positive impact we can have on society and the environment. UMi's aim is to make sustainability an identifiable and business-driven characteristic of the way we work. Sustainable procurement is an important lever to enable this and will provide a range of positive benefits to the business and customers. UMi has aligned its procurement processes to the principles of the ISO 20400 standard for sustainable procurement.

The business has defined three key areas which underpin the procurement priority areas in this policy:

Key Sustainability Impacts from Procurement

- **Reducing our impact on the environment through what we buy;** this includes minimising the use of resources, minimising waste and reducing carbon emissions.
- **Sourcing with integrity;** taking into consideration ethical sourcing and anti-bribery and corruption associated with purchasing products and services.
- **Growing and nurturing employees;** for our supply chain, this means good labour standards, ensuring fair and timely pay to suppliers, and that they provide fair wages for their workforce.

The aim of this policy is to provide UMi employees and suppliers with a framework to assist the procurement of materials, products and services in a sustainable manner.

This policy should be used alongside UMi's overall Purchasing and Procurement Policy, which outlines budget limits and authorities as well as when the Public Procurement Regulations 2015 may need to be applied.

Sustainable Procurement Objectives

Environmental

- **Resources:** UMi will actively work with suppliers to select and procure sustainable materials where environmental and social impacts are minimised as much as possible, considering secondary materials where relevant.
- **Waste:** In order to move up the waste hierarchy and avoid generating waste as much as possible, UMi expects key suppliers to have a waste management system and/or policy in place. For IT, preference will be given to suppliers with a take-back scheme.
- **Energy & Carbon:** UMi will actively work with suppliers to select and procure energy-using products and services that are as efficient as possible. Where relevant, we expect suppliers to have an Energy Management Plan in place in order to minimise their consumption as much as possible.



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Social

- **Fair Pay and Labour Practices:** UMi expects all contractors or suppliers to pay their staff (permanent or temporary) the Government Living Wage. We also expect that contractors' or suppliers' staff are not subjected to any workplace discrimination or substandard labour practices. We expect all suppliers to be paid on time as per the agreed contract terms and conditions. Furthermore, we expect all suppliers to comply with the Modern Slavery Act, and those with a turnover of more than £36 million to publish a statement online.
- **Ethics & Anti Bribery / Corruption:** UMi expects all of its UK suppliers to comply with the UK's ethics and anti-bribery and corruption legislation and be able to demonstrate compliance through a statement explaining how the organisation complies with the Ethics and Bribery Act.
- **Safety:** Ensuring the safety of both our employees and the employees of suppliers and subcontractors is paramount to the business, particularly when running events. UMi expects that all suppliers and subcontractors have an active Health & Safety Management System and communicate it with UMi.

Responsibilities and Governance

This policy will be upheld by UMi in the following way:

- Ultimate responsibility for the implementation of this policy lies with the Chief Executive;
- Each staff member of UMi with procurement responsibilities is responsible for following this policy when procuring products or services; and
- This Policy will be referred to in tender documentation and supplier's contractual arrangements.

Process, Review and Reporting

UMi has used a heatmapping exercise to identify business areas which present key sustainability risks. Linked to these high-risk areas, a set of objectives and targets for key Tier 1 suppliers (valued at over £25k per annum) have been set.

Progress against these targets and objectives will be measured and reported on an annual basis, coordinated through the Senior Management Team and also via our ISO20121 accredited Sustainable Events Management System.

In addition to measuring our progress for key suppliers, UMi aims to embed the principles of this policy throughout the organisation and at all levels of procurement, as far as is practicable. To this end, a set of sustainable procurement guidelines will be developed, and all staff will receive training so that they are equipped with the tools, knowledge and values to make a more informed, sustainable choice where appropriate.

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UMi is committed to the process of continual improvement and this policy will be reviewed at least every 2 years or sooner if deemed necessary.

Nicki Clark
Chief Executive

Last reviewed: 27 June 2019