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|---------------------------------------|-------------------------|---|
| <b>Integrated Management System</b>   | <b>PG34</b>             |  |
| <b>Sustainable Procurement Policy</b> |                         |   |
| <b>Version:</b> 1.0                   | <b>Date:</b> April 2023 | <b>Page 1 of 3</b>  |

## **Introduction**

WRAP's Vision is a thriving world in which climate change is no longer a problem.

At WRAP we believe that our natural resources shouldn't be wasted and that everything we use should be re-used and recycled.

WRAP procures goods and services to support the delivery of its programme and running of its operations and recognises the potential impact that it's spend has on the environment.

WRAP will integrate sustainability, environmental and social issues into all its procurement activities and this policy outlines the approach that will be taken in order to ensure that natural resources are used prudently, that there is effective protection of the environment whilst ensuring the efficient use of resources and delivery of value for money.

## **Authority**


WRAP's Heads of Programme and Programme Area managers are accountable for compliance with WRAP's procurement policies relating to their areas of external expenditure. The Head of Commercial has delegated authority from the CEO, and CFO, to ensure WRAP's compliance with Public Contract Regulations and agreed policies relating to the procurement of goods, services and works.

## **Key policy statement**

WRAP 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 is undertaken throughout the procurement process.

## **Aim of the Policy**

The aim of this policy is to ensure that WRAP employees, contractors and suppliers are aware of its commitment to long-term social, ethical, environmental and economic sustainability. We will seek to protect and enhance the environment and create better lives and well-being through our procurement processes.

|                                       |                  |   |
|---------------------------------------|------------------|---|
| Integrated Management System          | PG34             |  |
| <b>Sustainable Procurement Policy</b> |                  |   |
| Version: 1.0                          | Date: April 2023 | Page 2 of 3   |

## Key Objectives


WRAP aims to achieve this by:

- Encouraging all members of staff to question the need for new items, the quantities purchased and to consider alternative solutions such as reuse, rental and sharing resources so that specifications are functional and not over-specified;
- Considering the need to minimise emissions and reducing the negative impacts of transportation when purchasing goods and services;
- Taking steps to minimise greenhouse gas emissions and environmental impact through the detailed life-cycle consideration of products and services procured, and in line with our [Carbon Reduction Plan](#) available on our website.
- Considering the environmental performance of all suppliers and contractors, and encouraging them to conduct their operations in an environmentally sensitive manner;
- Maximising the use of recycled products and products derived from reclaimed materials;
- Selecting products / services that have a lower effect on the depletion of natural resources and biodiversity;
- Giving a preference to Fairtrade, or equivalent, and ethically sourced and produced goods and services;
- Working more effectively with diverse suppliers and ensuring that local enterprises are encouraged to bid for WRAP's business;
- Ensuring all relevant procurement contracts and tenders include sustainability in their specifications as appropriate;
- Including in our tender selection process the requirement for our bidders/suppliers/contractors to provide net zero policies or plans to reduce scope 1, 2, 3 emissions;
- Training all staff involved in procurement on sustainability considerations and how these can be applied; and
- Communicate the policy to all staff, suppliers and partners.

## Implementation

WRAP will ensure that:

- The tendering process is equally accessible to all suppliers;
- Sustainability is considered at the earliest stages of the procurement process;

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|---------------------------------------|-------------------------|---|
| <b>Integrated Management System</b>   | <b>PG34</b>             |  |
| <b>Sustainable Procurement Policy</b> |                         |   |
| <b>Version:</b> 1.0                   | <b>Date:</b> April 2023 | Page <b>3</b> of <b>3</b>   |

- Environmental and social criteria are considered in the process of acquiring goods and services as part of supplier appraisal and specifications;
- Value for money is delivered through the full consideration of quality and whole life costs;
- Staff embrace these objectives, receiving appropriate training and support; and
- We work with suppliers throughout the lifetime of the contract to encourage continual improvements in their practices.

### **Continual Improvement**

WRAP endeavours to continually improve its sustainable procurement performance and remain committed to achieving Net Zero such that all relevant policies, guidance and training are continually reviewed and updated. The effectiveness of this approach will be measured and reported upon annually.