

Sustainable Procurement Policy

1.0 Policy Statement

- 1.1 Stonewater recognises its responsibility to carry out its procurement activities in an environmentally responsible manner.
- 1.2 This policy will therefore explain how Stonewater will integrate environmental considerations into its procurement policies and practices.

2.0 Policy Scope and Objectives

- 2.1 This policy will focus on the environmental impact of our operations as an organisation. Our objectives are to:
 - 2.1.1 Minimise our environmental impact through better selection and improved usage of our products and services.
 - 2.1.2 Encourage our suppliers to adopt practices that minimise their environmental impact in relation to their own operations and throughout the supply chain in which they operate.
 - 2.1.3 Work in partnership with our suppliers and to achieve our common goals and continually improve performance over time.
- 2.2 We will monitor and report where appropriate the environmental outcomes achieved from the application of this policy.

3.0 Regulatory and Legal Considerations

- 3.1 This policy ensures compliance with the following relevant legislations and regulations:
 - 3.1.1 Climate Change Act 2008
 - 3.1.2 Environmental Protection Act 1990
 - 3.1.3 Waste (England and Wales) Regulations 2011

4.0 Policy Details

- 4.1 Environmental Impacts
 - 4.1.1 Stonewater's main environmental impacts from procurement activities and supply chain are: CO2 emissions; contractor mileage; supply chain waste and sourcing of products and materials. These issues will be Stonewater's focus within this procurement policy.
- 4.2 Key Considerations

4.2.1 The following considerations will form part of the decision making process in the procurement of goods, works and services:

- I. Consider goods and services which can be manufactured, used and disposed of in an environmentally responsible way.
- II. Give preference, where items are of a similar cost, to those that are manufactured with a high recycled content.
- III. Endeavour to identify and offer sustainable alternative products to our customers.
- IV. Favour suppliers that are committed to environmental improvement.
- V. Consider whole life costs and impacts when assessing equipment for purchase.
- VI. Promote the minimisation of waste at all levels and encourage suppliers to divert the majority of their waste from landfill where possible.

4.3 Screening Process

4.3.1 In each procurement process, suppliers will be contacted for expressions of interest for each tender. This will serve as an environmental screening process before moving onto the formal tender.

- I. Only suppliers with an environmental and/or waste management policy or willing to adopt Stonewater's policies will be invited to the formal tender process.
- II. Within the tender process, suppliers will be asked at least two environmental quality questions relevant to the contract or service being procured.

4.3.2 A guidance document will provide colleagues with the necessary resources to ensure appropriate environmental screening takes place.

4.3.3 Whilst this policy applies to all Stonewater suppliers, we will strive to ensure that it does not place unnecessary and over burdensome requirements on micro, small and medium enterprises, putting them at a disadvantage in doing business with us.

4.4 Key Performance Indicators

- 4.4.1 Key Performance Indicators (KPIs) will be outlined for all contractors. These may include, but are not limited to:
- I. Contractor mileage and subsequent CO2 emissions.
 - II. Waste diverted from landfill
 - III. Responsible sourcing of materials.
- 4.4.2 We will ensure regular reporting on KPIs is undertaken to monitor performance and ask contractors to supply such information on request.
- 4.4.3 We will provide guidance on monitoring appropriate KPIs.

5.0 Service Standards

5.1 Environmental performance management

- 5.1.1 Stonewater monitors its environmental performance using an environmental management system called SHIFT.
- 5.1.2 Stonewater reports key environmental performance data to SHIFT on an annual basis.

5.2 Roles and Responsibilities

- 5.2.1 The Chief Executive representing Stonewater is the duty holder in terms of ensuring that the standards within this policy are upheld.
- 5.2.2 Executive Directors, Directors, Assistant Directors and Heads of Service have responsibility for ensuring that this policy is implemented within their directorates/divisions.
- 5.2.3 The implementation, co-ordination and review of the Sustainable Procurement Policy is the responsibility of the Head of Procurement and the Environmental Sustainability Manager, who will work collaboratively to ensure this policy is upheld.
- 5.2.4 This policy will be communicated to all employees and our supply chain.

6.0 Partnership

- 6.1 In order to work in partnership, to achieve our common goals and improve performance over time, Stonewater asks our suppliers to make an environmental commitment.
- 6.2 We ask that suppliers support Stonewater and collaborate on initiatives within schemes to create a positive environmental impact on Stonewater communities.

7.0 Equality, Diversity and Inclusion

- 7.1 This policy will have a neutral impact upon Equality, Diversity and Inclusion. It is Stonewater's policy to encourage a diverse range of suppliers to tender to provide services, materials or expertise.
- 7.2 Our aim is to give equal opportunities to suppliers owned by under-represented groups with protected characteristics.

8.0 Author & Version

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