**SEABIRDS-AND-SEALS SUSTAINABLE PROCUREMENT POLICY 2023**

**(Updated February 2024)**

* 1. **OVERALL AIM**

Seabirds-and-Seals is committed to ensuring the goods and services it purchases:

* are manufactured, delivered, used and disposed of in an environmentally and socially responsible manner and
* deliver long term value for money for the company and our customers as a whole.

We will update our corporate objectives to include sustainability and consult with key stakeholders to develop a Sustainable Development Strategy.

* 1. **KEY SUSTAINABILITY OBJECTIVES**

Buying more sustainability offers potential whole life cost savings, supports our commitment to the environment and safeguards our reputation as a responsible company.

* Reducing fossil fuel usage to minimise climate change.
* Reducing usage of hazardous materials.
* Reducing waste.
* Protecting biodiversity.
* Complying with current and anticipating future legislation.
  1. **SCOPE**

This policy applies to all purchasing activities with the business.

* 1. **KEY POLICY PRINCIPLES**
     1. **SPEND ANALYSIS AND PRIORITISATION**

To support our spend analysis and work planning, we will establish a process to assess the following criteria at sub-category level:

* Level of spend
* Level of contract renewal activity
* Key suppliers by type and location
* Level of risk against each sustainability objective
* Scope for improvement
* Level of influence

This will be used to prioritise sub-categories for sustainability improvement activities.

* + 1. **DEMAND REVIEW**

Prior to any tender process, buyers will review the aggregate requirement to minimise volume, scale, costs and environmental impact.

Buyers will establish that:

* there is a genuine operational need for the purchase
* all cost effective opportunities for products to be shared, upgraded, refurbished, leased or delivered as a service have been exploited,
* the product will be used efficiently, minimising waste.

**1.4.7 INNOVATION & SUPPLIER DEVELOPMENT**

Sustainability is a key aspect of our commitment to innovation.

We will prioritise key suppliers with the highest spend and sustainability impacts for targeted supplier development activities.

We will work with suppliers to explore service-based contracts for products to reduce their whole life costs and environmental impacts.

We will encourage suppliers to propose innovations to sustainability and strive to offer innovative and cost effective sustainable solutions.

**1.4.8 TRAINING AND IMPLEMENTATION**

Sustainable Procurement will be incorporated in to the induction, job descriptions, objectives and recruitment criteria for all relevant staff and the source planning and contract management process.

**1.4.9 COMMUNICATION AND REPORTING**

To communicate this policy to suppliers, buyers will include a copy of this Sustainable Procurement Policy as an appendix to all invitations to Tender.

We will recognise those suppliers whose products and services offer the greatest sustainability improvements.

* 1. **POLICY DEVELOPMENT**

This policy will be reviewed on an annual basis

**Policy Review Date**: 01.02.2025

**Reviewed By:** Marie Leask – Green Tourism Leader