



SUSTAINABLE PROCUREMENT POLICY

Our organisation is committed to reducing the environmental and social impacts of our operations and activities, and to promoting sustainability in our supply chain. We recognise that our procurement decisions have significant implications for the environment, society and the economy, and we aim to procure goods and services that minimise negative impacts and maximise positive outcomes.

Scope

This policy applies to all procurement activities undertaken by our organisation, including purchasing in the shop, tower, cleaning and maintenance departments. It covers the entire procurement cycle, from planning and specification to contract management and disposal.

Objectives

The objectives of this policy are to:

- Support our organisation's vision and values, and align with our sustainability goals
- Ensure compliance with relevant legislation, regulations and standards, the 2030 Climate Strategy for the City of Edinburgh, the 2023-25 Edinburgh Visitor Economy Plan
- Reduce greenhouse gas emissions, waste, water consumption and pollution, and enhance biodiversity and natural resources
- Promote social inclusion, diversity, human rights, health and wellbeing, and community engagement
- Encourage innovation, efficiency, quality and value for money in our procurement processes and outcomes
- Engage with our suppliers and contractors to raise awareness and improve performance on sustainability issues

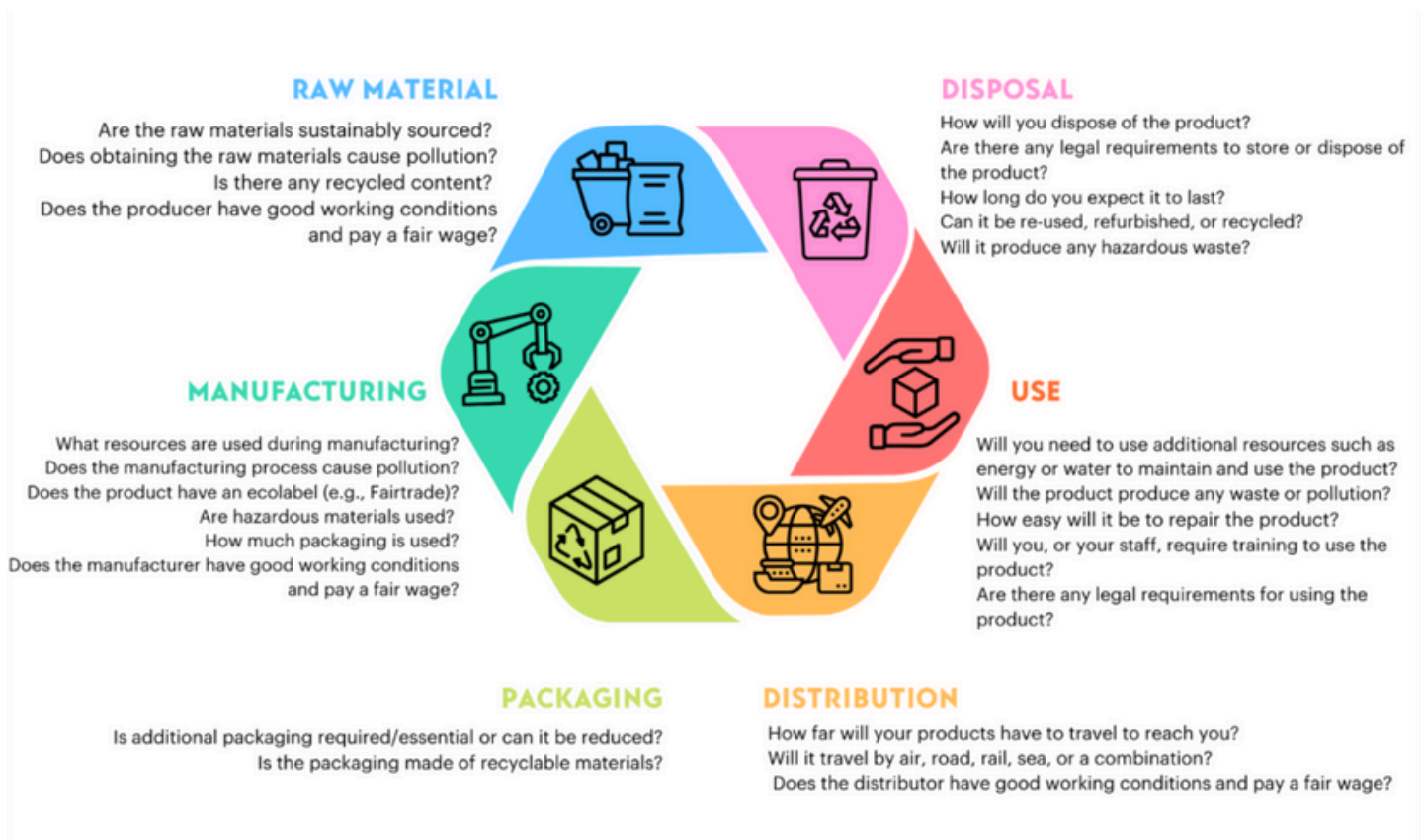
Principles

The following principles guide our procurement decisions and actions:

- Sustainability is embedded in all stages of the procurement cycle, from planning and specification to contract management and disposal
- Sustainability criteria are considered alongside price and quality, and are proportionate and relevant to the goods and services being procured
- Sustainability risks and opportunities are identified and assessed, and appropriate mitigation and enhancement measures are implemented
- Sustainability performance is monitored and evaluated, and continuous improvement is sought
- Sustainability best practices are shared and communicated, and feedback is sought and acted upon

Where practicable and proportionate, an analysis of whole life costs should be part of the procurement process covering, as a minimum:

- Manufacture, delivery, installation
- Operating costs including energy, water usage and maintenance
- End of life costs including decommissioning and disposal



Examples

Some examples of how we apply sustainability principles to our procurement activities are:

- Purchasing electricity from renewable sources¹
- Using energy efficient technologies such as LED lighting²
- Changing fleet vehicles to ultra-low emission vehicles (ULEV) or electric vehicles (EV)²
- Using low carbon construction materials²
- Purchasing fair trade, organic and locally sourced products for the shop³
- Using biodegradable, non-toxic and cruelty-free cleaning products
- Implementing a waste hierarchy of reduce, reuse, recycle and recover
- Donating or selling unwanted goods to charity or social enterprises
- Implementing a proactive approach to tackling modern slavery and labour exploitation in our supply chain
- Offering small and medium enterprises, social enterprises and local businesses the opportunity to participate in our supply chain
- Providing opportunities for graduates, trainees, apprenticeships and work experience
- Working with suppliers and contractors who actively manage diversity and inclusion in their workforce

Sustainability criteria are the factors that relate to the environmental, social and economic impacts of the goods and services being procured. For example, some sustainability criteria are:

- The carbon footprint of the product or service
- The energy efficiency and water consumption of the product or service
- The waste generation and disposal of the product or service
- The use of recycled, renewable or biodegradable materials in the product or service
- The ethical sourcing and fair-trade practices of the product or service
- The health and safety of the product or service for the users and workers
- The social value and community benefits of the product or service

1. Factors Considered in Procurement:

- When making procurement decisions, we consider price and quality, which are the traditional influencing factors.
- However, we also prioritize sustainability alongside these factors.

2. Balancing Sustainability Criteria:

- We don't solely choose the cheapest or highest-quality option; sustainability matters.
- The relevance and proportionality of sustainability criteria are crucial.
- Different procurement activities receive varying levels of scrutiny based on the nature, scale, and impact of goods and services.

3. Tailoring Criteria:

- For instance, stringent sustainability criteria apply more to large-scale construction projects than small-scale office supplies.
- We ensure that sustainability criteria align with the specific goods and services being procured.

4. Example Considerations:

- While biodiversity impact may not matter for purchasing cleaning products, we do consider toxicity and biodegradability.

Our goal is a balanced and rational approach to sustainable procurement.