

Psychopomp Limited Sustainable Procurement Policy

1 Introduction and background

This policy sets out the general principles that Psychopomp Limited will follow across all of its procurement and commissioning activities to ensure that it is undertaken in a sustainable manner.

2 Purpose

The aim of this procedure is to ensure that all purchases made by Psychopomp Limited staff embrace our management principles. An integral part of this procedure is a process which facilitates and supports those charged with carrying out any procurement task.

3 Scope

Procurement covers the process of acquiring goods and services (including consultancy) from third parties. It ranges from the initial concept and definition of a business need through to the end of the useful life of a purchased asset or service contract.

4 Policy

It is vital that Psychopomp Limited observes the highest standards of integrity when dealing with all matters concerning the procurement of goods and services. In particular Psychopomp Limited must:

- ◆ be fair, efficient, transparent, firm and courteous
- ◆ publicise procurement contact points and make available as much information as suppliers need to respond to the tendering process
- ◆ notify the outcome of tenders promptly and, within the bounds of commercial confidentiality, debrief winners and losers on request on the outcome of the tendering process to facilitate better performance on future occasions
- ◆ achieve the highest professional standards in the awarding and management of contracts
- ◆ respond promptly, courteously and efficiently to suggestions and enquiries
- ◆ respect the confidentiality of information relating to a tender or contract and never use the information for personal gain
- ◆ meets all legislation relative to Information Security, Equalities, Sustainability and Modern Slavery Act compliance

Not only must Psychopomp Limited be seen to be open and accountable in all its transactions, but we must also ensure that we operate fairly. This should be

achieved through competition unless there are compelling reasons to allow for a direct award to a supplier. Any direct award of a contract must be approved by the Board of Directors prior to the order being placed.

All procurement exercises should be based on sustainability.

‘Sustainable Procurement is a process whereby organisations meet their needs for goods, services and works in a way that achieves value for money on a whole life basis and generates benefits not only to the organisation, but also to society, the economy and the environment’.

- Sustainable procurement considers the social, economic and environmental consequences of what is procured through all stages of its life-cycle. This includes considering design, resource extraction and sourcing, manufacturing and production, transportation, service delivery, operation and maintenance, reuse, recycling and disposal. It is also about questioning whether the purchase requires to be made at all.
- Sustainable procurement also considers the capacity of suppliers to address these consequences throughout the entire supply chain.

5 Duty of Sustainable Procurement

Before carrying out a regulated procurement, to consider how in conducting the procurement process it can:

1. Improve the economic, social, and environmental wellbeing of the authority's area,
2. Facilitate the involvement of small and medium enterprises, third sector bodies and supported businesses in the process, and
3. Promote innovation.

In carrying out the procurement, to act with a view to securing such any improvements identified.

6 General Approach to Sustainable Procurement

Our approach to sustainable procurement is as follows:

- We will ensure that our procurement of goods, services and works contributes to achieving our vision of a truly sustainable supply chain.
 - We will ensure that our procurement minimises its contribution to climate change and supports goods, services and works that are well-adapted to the consequences of a changing climate.
 - We will deliver value for money by realistically assessing, where appropriate, the whole life-cycle costs of our procurement and not simply considering the initial purchase price.
 - We will ensure that what we intend to purchase is necessary and that, where appropriate, there is a business case for doing so. We will specify our requirements so as to meet the needs of users and to avoid purchasing more than is needed.
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- We will carry out sustainable procurement activities whilst complying within the public procurement legal framework which is intended to promote fair and open competition.
- We commit to purchasing core products from independent suppliers local to operations, where possible.
- We will ensure that when developing our requirements for goods, services and works we assess the possible social, economic and environmental impacts of our procurement and actively seek to contribute to the social, economic and environmental well-being of our communities. Where appropriate to the subject matter of the contract, this to be undertaken as part of pre-market engagement and consultation.
- We will not knowingly procure goods, services and works that impact negatively on places, people and other species both locally and elsewhere.
- Where appropriate, we will consult with the people whose needs we aim to meet through our procurement to ensure that we procure goods, services and works that meet their needs.
- We will not intentionally discriminate against specific groups of people when undertaking our procurement activities and will promote equality in line with legislative requirements.
- We will support the aims of the Modern Slavery Act 2015 and ensure that our suppliers provide us with confirmation of their compliance with the Act.

7 Benefits of Sustainable Procurement

Psychopomp Limited recognises and wishes to maximise the benefits achievable through sustainable procurement. Sustainable procurement can deliver additional benefits for the Company while contributing to the social, economic and environmental well-being of people and places. For example sustainable procurement will enable the Company to:

- Achieve value for money by avoiding unnecessary purchasing, by considering and then lowering the whole life costs of goods, services and works and through improved resource efficiency.
 - Report on progress towards meeting its legal duties and other obligations in relation to climate change and sustainable development.
 - Stimulate the market and encourage innovation for sustainable products and services.
 - Support the local supply community by engaging with Small and Medium Enterprises and Third Sector organisations.
 - Help build a sustainable supply chain for the future and improve supplier relationship
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