

PCC Policy/Position Statement 'Ethical Procurement'

'Procurement Professionals need to take a balanced approach to sourcing decisions, especially in a world where everything is connected. Understanding the impact of sourcing and buying decisions is critical'

Our Statement/Promise of Intent

Peterborough City Council (the council) understands itself and its suppliers must comply with national and other applicable laws and regulations and where there may be a conflict between these and any elements of this Position Statement/Policy, then the highest standards linked with such laws and regulations shall be applied.

Environment

In all sourcing practices, irrelevant of value, the council believe suppliers should be able, when asked, to demonstrate environmental policies and management systems sufficient to manage good practice and foster continuous improvement in environmental performance. Suppliers, therefore, should be able to demonstrate:

- Documented policies regarding environmental management
- The ability to manage and review on environmental performance.
- The degree to which operations are covered by recognised environmental management systems or the organisations intentions towards such accreditation.
- The awareness and risks associated with their production, service or sourcing activities.
- The implementation of mechanisms and processes in place to identify, mitigate or minimise potential environmental risks.
- The degree to which goods, works and services have been designed with environmental considerations in mind.
- Minimise the use of energy, water, and raw materials where possible.
- Where practical, maximise the use of recyclable and renewable materials including energy.
- Efforts to minimise waste and its disposal in a safe and efficient and environmentally responsible manner.
- Avoid contamination of the local environment, and ensure that emissions, air, noise and odour pollution is, as a minimum, within nationally defined limits.

Ethics

The council maintains a clear ethical standard and has arrangements in place to promote and encourage its compliance: standards are expected of our suppliers. Suppliers are expected to be able to demonstrate the existence of processes and procedures to implement appropriate staff guidance and codes of practice.

Suppliers are expected to ensure appropriate management systems and practices exist to ensure the prevention of:

- Money Laundering
- Conflicts of Interest
- Fraud, Corruption and Bribery and other improper Payments or Gifts.
- Unauthorised access to personal and business information.
- Malpractices involving unethical investments.

Society

The council through its sourcing practices in acquiring, Goods, Works and Services supports the standards set by the International Labour Organisations (ILO), and Universal Declaration of Human Rights (UDHR).

- **Child Labour;** Organisations ensure the effective long-term elimination of child labour, in a manner consistent with the interests of the children concerned. Children u18 shall not be employed at night or in hazardous conditions.
- **Forced Labour;** There should be neither, forced, bonded or involuntary labour and no workers are required to lodge 'deposits' or identity papers with their employers and should be able to leave giving reasonable notice.
- **Health, Safety and Hygiene;** All employees expect to work in an environment that is safe and healthy. Adequate preventative steps should be taken to minimise the opportunity for accidents to occur in the normal course of work. Worker should receive sufficient health and safety training and have access to clean welfare amenities and clean drinking water as required.
- **Discipline;** Physical abuse or discipline or the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation is **not** acceptable. It is expected that disciplinary and grievance procedures shall be clearly documented and communicated to all employees. All disciplinary measures of a serious nature shall be recorded.
- **Working Hours;** Working hours should not be excessive and shall comply with relevant national laws. Overtime to be voluntary.
- **Freedom of Association and Employee Representation;** Workers and employers have the right to form and join organisations of their own choosing without prior authorisation.

- **Equality of Treatment;** Suppliers will seek to eliminate discrimination in access to employment, training and working conditions, on grounds of race, colour, sex, age, religion, political opinion, national extraction, sexual orientation, disability or social origin and promote equality of opportunity and treatment.
- **Employee Terms;** All workers should be provided with some form of written contract which must detail the terms and conditions of their employment. Contracts should be clearly understandable to each worker. Any work performed should be on the basis of recognised employment law practice.
- **Remuneration;** Wages and benefits afforded to workers should meet national standards. Workers should be provided with clear written information on their pay and conditions. Excessive deductions on wages should not be permitted as a disciplinary measure.
- **Community Impact;** Organisations are encouraged to support the communities in which they operate through appropriate community initiatives.
- **Modern Day Slavery;** We have zero tolerance to slavery and human trafficking and we are committed to ensuring that there is no modern slavery or human trafficking anywhere in our supply chains or in any part of our business or in any of our business relationships.

To ensure all those in our supply chain and contractors comply with our values we are implementing a comprehensive supply chain compliance programme. This begins with ensuring that the elimination of any risk of modern day slavery features in our supplier on-boarding processes and strategic sourcing practices (including sourcing plans and invitations to tender). Where there is deemed to be a potentially significant risk of modern day slavery practices within our supply chain, we may conduct supply chain mapping, to enable us to determine, where the risk exists and determine an appropriate course of action.

Our due diligence process also extends to the terms and conditions of our contracts, which require our suppliers to warrant their compliance with the Modern Slavery Act 2015 (MSA) and, as the level of risk of trafficking in the supply chain requires, require the contractor to include equivalent clauses in their own contracts with sub-contractors, with the aim of enabling enforcement higher up the supply chain. Finally, our customary restrictions on the ability of our contractors to subcontract without our approval in our services agreements, also ensure the Council is in a position to make its approval conditional upon the subcontractor agreeing to comply with our Anti-Slavery Policy and the MSA and reporting on any departures from these, if necessary.

In support of this Position Statement the council will:

- Assign responsibility for the Ethical Procurement Policy/Position Statement and any associated principles to named council officer and provide Management Board oversight of both Policy/Position Statement and Principles.
- Monitor through supplier engagement the application of this Policy/Position Statement.
- Review and revise the Policy/Position Statement on an annual basis.