

UNIFORM EXPRESS SUSTAINABLE PROCUREMENT POLICY

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Authorised by – Anthony Beavis – Joint MD
Signature - 

Introduction

Uniform Express recognises its responsibility to carry out its procurement activities in an environmentally and socially responsible manner. In accordance with our Corporate Procurement Strategy we will strive to incorporate environmental and social considerations into our product and service selection process. We recognise that it is our responsibility to encourage our suppliers to minimise negative environmental and social impacts associated with the products and services they provide. We will also strive to ensure that local and smaller suppliers are not discriminated against in the procurement process and specifications.

1. Key Principles

To achieve our sustainability objectives Uniform Express expects our suppliers and to adopt, and further develop, practices that are environmentally sound, socially responsible and ethical, based upon the following five principles:

1. **Zero accidents:** having in place effective Health and Safety management systems that deliver zero harm through identification and mitigation of health and safety risks.
2. **Zero ethical breaches:** ensuring that products and services are sourced and produced under a set of internationally acceptable environmental, social and ethical guidelines and standards.
3. **Zero environmental incidents:** having in place appropriate and effective environmental management systems that identify and mitigate risk. Ensuring non-polluting/non-toxic materials and substances and secondary materials are used wherever reasonably practicable. Minimising embodied impacts by maximising resource and energy efficiency in the manufacturing and supply process. Reducing impacts over time.
4. **Zero losses:** always being able to demonstrate value for money, collaborative working to correctly allocate risks, maximising the use of materials with recycled content, minimising packaging and designing products that can either be reused or recycled.
5. **Zero defects:** having in place effective Quality management systems that identify customer requirements, efficient and effective delivery processes and minimise waste.

2. Our Aims

- Encourage all internal purchasers to review their consumption of goods and services in order to reduce usage where possible and develop business cases based on sustainable principles.
- Give preference to products and services that can be manufactured, used, and disposed of in an environmentally and socially responsible way.
- Ensure that sustainability criteria are included in specifications to suppliers.
- Consider whole life costs when assessing product suitability and in the award of contracts.
- Enhance employee awareness of relevant environmental and social effects of purchases through appropriate training exercises.
- Provide guidance and relevant product information to staff members to allow them to select sustainable products and services.
- Work with existing and potential suppliers to investigate and introduce environmentally friendly processes and products.
- Ensure that suppliers environmental credentials are considered our Supplier Appraisal process.
- Ensure non-discrimination against local and smaller suppliers.

3. Our Processes

- Develop clear objectives and tools, with all our stakeholders, to minimise the environmental and social effects associated with the products and services we purchase.
- Identify the mechanisms that we intend to use to incorporate environmental and social factors into our procurement process.
- Develop a process to measure our progress.
- Clearly specify the role that our purchasing agents will play in the identification and selection of sustainable products and services.
- Identify and implement necessary changes to the procurement process and specifications to ensure non-discrimination against local and smaller suppliers.