

## Sustainable Procurement Policy Statement

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### Introduction

D&A Systems limited recognises it has an implicit role in furthering sustainable development, through its procurement of goods, and services.

The company spends around £5.25 million a year on procurement and recognises the potential impact this spend has on the environment. We will integrate sustainability, environmental and social issues into our procurement process. This policy outlines the approach that will be taken in order to ensure that natural resources are used prudently, that there is effective protection of the environment whilst ensuring the efficient use of resources and delivery of value for money.

### Key policy statement

D&A Systems Limited will embed the principles of sustainability within its procurement activities to ensure that only Value for Money products and services are selected and that in all cases a balanced consideration of social, ethical, environmental and economic impacts are undertaken throughout the procurement process.

### Aim of the Policy

The aim of the policy is to ensure that D&A Systems Limited employees, contractors and suppliers are aware of the companies commitment to long-term social, ethical, environmental and economic sustainability. We will seek to protect and enhance the environment and create better lives, well-being and opportunities for the people of local community through our procurement process.

The company is committed to the responsible management of its procurement process in order to deliver value for money, whilst actively pursuing environmental and socially responsible products, services and buildings.

### Key Objectives

The company aims to achieve this by:

- Taking into account the need to minimise emissions and reducing the negative impacts of transportation when purchasing goods and services
- Taking steps to minimise carbon dioxide and other greenhouse gas emissions through the detailed consideration of products and services procured.
- Considering the environmental performance of all suppliers and contractors, and encouraging them to conduct their operations in an environmentally sensitive manner
- Maximising the use of recycled products and products derived from reclaimed materials
- Considering a basic life cycle analysis of products to minimise the adverse effects on the environment resulting directly or indirectly from products
- Selecting products / services that have minimal effect on the depletion of natural resources and biodiversity
- Giving a preference to Fairtrade, or equivalent, and ethically sourced and produced goods and services
- Working more effectively with diverse suppliers\* and ensure that local enterprises are encouraged to bid for the companies business
- Ensuring all relevant procurement contracts and tenders contain sustainability specifications as appropriate to the product or service being procured
- Maximising the opportunities for employment and economic gain within local communities
- Comply with all UK and EU statutory regulations and legislation and ensuring our suppliers do the same
- Training all procurement staff on sustainability considerations within the Policy and Strategy
- Communicate the policy to all staff, suppliers and partners

\* We define diverse suppliers as micro, small and medium sized enterprises, black, minority ethnic owned enterprises, those with majority ownership from a group protected by legislation (disabled, women, older people etc) and Third Sector organisations.

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### Implementation

The following elements will be put into place to ensure delivery of the Sustainable Procurement Policy:

- Sustainable Procurement Strategy and Action Plan: incorporating the Sustainable Procurement Task Forces' Flexible Framework themes of People, Policy, Strategy and Communication, Procurement Process, Engaging Suppliers and Measurements and Results
- Training and development plan including relevant resources, events and best practice.

### Continual Improvement

D&A Systems Limited endeavours to continually improve its sustainable procurement performance such that all relevant policies, guidance and training are continually reviewed and updated. The effectiveness of this approach will be measured and reported upon annually.

SIGNATURE :  POSITION : Managing Director  
N.A. Robinson

FOR AND ON BEHALF OF

**D & A SYSTEMS LIMITED**

DATE : 12th January 2016

REVIEW DATE : 1th January 2017