

POLICY Purchasing

POLICY NUMBER CFL036

EDITION

DATE OF ISSUE

DATE OF REVIEW

SIGNATORY

1 Introduction

This policy seeks to cover the ethical issues and social responsibility within supply chains when managing business to business supplier relationships and the purchasing of goods and services from suppliers.

Upholding the principles of this policy will be a shared responsibility between CONFIDANCE for Life and its suppliers and the policy will be adopted at senior level within the charity. CONFIDANCE for Life will expect its suppliers to assign and accept similar responsibility.

All CONFIDANCE for Life staff and volunteers involved in the procurement of goods and services have a responsibility to be aware and have a thorough understanding of the ethical issues referred to in this policy.

2 Supplier Management

- Suppliers' confidential information must not be disclosed to any third party or used in any way without the consent of the supplier.
- The relationship between CONFIDANCE for Life and the supplier should be open and honest and no relevant information should deliberately be withheld by either party.
- In competitive situations unsuccessful suppliers should be fully debriefed about the procurement process and the rationale around the decision making process.
- All suppliers should be treated fairly at all stages of the procurement process.
- The arbitrary or unfair use of purchasing power or influence is discouraged.
- Any material personal interest which may affect, or be seen to affect, impartiality or judgement should be declared by any staff member involved in the procurement process.
- It should be ensured that suppliers understand and agree to any negotiated terms and conditions.
- With regard to size, maturity and location of suppliers, consideration should be given to the magnitude of business awarded to a supplier, the impact of that business on the supplier and the level of dependence on that business.



REGISTERED CHARITY NUMBER SC037515

3 Social Responsibility

CONFIDANCE for Life believes the following principles should apply to all suppliers, and that the Board of Turstees will decide whether to work with a supplier who does not comply.

- Suppliers must uphold basic human rights.
- Suppliers must ensure that all employees have attained the minimum age required in order to be legally employed.
- Employees must be free to choose to work for the supplier and free to leave the supplier and there should be no forced, bonded or involuntary labour.
- Employee wages and benefits should at least meet industry or national legal standards.
- Employee working hours and holiday allowances should comply with industry standards or national laws.
- Employee working conditions must be safe and hygienic.
- Suppliers should always work within the laws of their country.
- Suppliers should have a policy of equality where there is no discrimination.
- Suppliers must make every effort to minimise the impact on the environment by seeking continual reduction in the use of resources, waste generation and by re-using and recycling where practical without affecting quality.
- No organisation within the supply chain should be linked to an oppressive regime, or be involved in a business that may damage the reputation of or is unacceptable to the principles of CONFIDANCE for Life.
- Employees should have freedom to join trade unions or other representative organisations.