

Procurement and Sourcing Policy



Objective

To strive to ensure that we provide products and services in line with our sustainability commitment and wherever possible commercial relationships are formed with partnering and contracting organisations who share our values on sustainability.

Sustainable Procurement

In our determination to become leaders in the field of sustainable procurement we will seek to identify and learn from examples of best practice. We will support, and evaluate opportunities for working in partnership with organisations in delivering and promoting sustainable procurement. We will communicate this policy to our people, our partners and suppliers.

In promoting greater environmental sustainability through procurement we will:

- Ensure that environmental issues are proactively addressed in all aspects of the procurement process and monitor our progress in this area
- Seek to reduce waste through reviewing the amount and type of materials purchased, and by exploring the opportunities to purchase refurbished, recycled and recyclable equipment, products and materials
- Ensure that goods purchased by the MotivAction Group derive from natural sources where appropriate and do not have an adverse effect on the environment
- Purchase organic and Fair-trade food and drink where practicable
- Purchase locally to keep transportation to a minimum
- Purchase new products and equipment where this reduces our carbon footprint and reuse or refurbish materials and equipment where possible

Approved and Preferred Suppliers

We maintain a database of approved and preferred suppliers. To become an approved supplier we require that Environmental policies, Insurance, Risk Assessments, Health and Safety procedures and any other statutory or regulatory documentation is approved by our Health & Safety and Environment Manager. Additionally, we ask for references and company information and discuss preferential rates available to us. There is a continual evaluation of suppliers based on products and service levels supplied.

Preferred suppliers are selected from the Approved register that offer us exceptional levels of service, best price and provide products and services in line with our sustainability commitment.

Our ongoing procurement and sourcing management

- Continually identifying products and services that are used by us on a regular basis and working with our suppliers to improve levels of service.
- Negotiating prices so that we can make savings across the business for the benefit of our clients and ourselves.
- Developing processes that are both time and cost saving.
- To provide a set of policies and practices that deliver best practice in an ethical supply chain.
- Identifying and appointing approved and preferred suppliers across all areas of our business who will provide us with best service, value and price for the benefit of our business and our clients in line with our sustainability commitment.

Environmental Events Policy

It is our intention to enable our clients to reduce the carbon footprint of all of their events by the use of environmentally friendly products, transport, equipment and venues as a first choice. Where this is not possible wholly or in part, we shall offer carbon offset options and we will require assistance from our suppliers in determining and measuring the carbon impact. Please see our Environmental Events Policy at [www.motivaction.co.uk/8/aboutus/aboutus events policy.htm](http://www.motivaction.co.uk/8/aboutus/aboutus%20events%20policy.htm)

Conclusion

In pursuit of these goals we are now more than ever depending on the contribution of our supply partners to deliver high performance that directly and positively impacts on the service we provide to our clients.