



## **CORPORATE PROCUREMENT UNIT**

### **Responsible Procurement Policy**



## **Introduction**

The British Library attaches great importance to its role as a public body seeking to meet the highest standards of corporate social, ethical and employment practice. To help achieve this, the Corporate Procurement Unit (CPU) will work with internal and external stakeholders and suppliers within the following key guiding principles. CPU's objective is to maintain and enhance, within the framework of value for money and legal compliance, Responsible Procurement activities in all relevant areas of our work in order to fully support the Library's [Corporate Social Responsibility](#) agenda.

## **CPU Responsible Procurement principles**

### **Sustainability (Environment)**

To encourage sustainable and environmentally responsible procurement decisions in all stakeholders, staff and suppliers.

To support reduction in consumption in contract specifications for goods, services and construction e.g. responsible management of waste and recycling, promotion of product reuse.

To promote continuous improvement in the reduction and efficient use of energy, water and raw materials in all relevant contracts. To champion the use of sustainable energy sources where possible.

To support the development of transport policies with reduced environmental impact in all relevant contracts.

To ensure contract specifications refer to the BL Estates Environmental policy.

Challenge Suppliers within the tendering process to develop innovative sustainable solutions.

Seek to verify suppliers' environmental policies and procedures ( including waste management ) and agree to work towards continuous improvement when required.

Our procurement aims are to be developed in order to :

- Harness the capability, diversity and innovation of our supply base in order to add value to our business and encourage suppliers to offer solutions which have a reduced environmental impact.
- Ensure the energy consumption and environmental impact of a product or service (from manufacture, through usage, to disposal) are included as an evaluation criteria as part of the tender process.
- Assess the energy consumption and environmental impact of any product or service (from manufacture, through usage, to disposal) to ensure it is less than its predecessor.

### **Human Rights (Social)**

We expect the working conditions under which the products and services we purchase are produced to meet the standards of the Universal Declaration of Human (UNDHR) and the International Labour Organisation (ILO) conventions. The UN ILO

standards must be met by BL Contractors and their sub-contractors and assessed prior to the award of contract.

Our Procurement Policy document specifies the minimum UN ILO standards we expect of our suppliers in the following areas:

- Child labour
- Cruel, harsh and inhuman treatment
- Forced labour
- Discrimination
- Freedom of association and collective bargaining
- Health and safety
- Wages
- Working hours
- Regular employment entitlements

### **Supplier Diversity (Economic)**

To provide increased contracting opportunities for a wider more diverse range of suppliers e.g. SME's, Voluntary, BME's.

To recognise and harness the innovation and difference that Supplier Diversity can bring to the British Library's contract requirements.

We believe that doing business with diverse suppliers can help contribute to innovation within our business.

We are committed to expanding procurement opportunities for minority businesses. This brings diverse ideas to our business and helps us to create innovative new products and services.

The size and category of a supplier will be monitored at the contract award stage in order to provide an assessment and a future benchmark.

### **Summary**

Responsible Procurement principles are to be considered as part of tender specifications and evaluation criteria as an integral element along with cost, technical and quality criteria.

The Library is aware of the reputational risk of not incorporating and adhering to these principles.

The Responsible Procurement Policy will be reviewed by CPU regularly on a quarterly basis in order to monitor and update against current legislation.

### **Corporate Procurement Unit – March 2009**

## **Appendices**

Appendix 1 - Responsible Procurement – Guidance notes

Appendix 2 - Whole Life costing – Guidance notes

### **Other useful web links**

[Office of Government Commerce - OGC](#)

[HM Treasury](#)

[Chartered Institute of Purchasing and Supply - CIPS](#)