

Procurement Policy			
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ECOFFICIENCY PROCUREMENT POLICY



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Procurement Policy Statement

Ecoefficiency Ltd is a leading nationwide provider of outsourced waste management and recycling services, operating from premises in Doncaster. We recognize that the products and services we procure have environmental, social and economic impacts. Our procurement policy aims to deliver the 'best possible value' for our clients, at the 'lowest possible overall cost'.

Value includes the quality and reliability of the products or services we procure and the reliability of their delivery based on our clients' specific requirements. Both the products and services we procure must conform to the highest ethical, social and environmental standards.

Cost is considered as the lowest possible priced product or service that we can supply that provides and meets the requirements of our clients while achieving the best possible value.

We will meet these requirements by:

- Collaborative partnership agreements with a preferred supply chain to build long term relationships which will improve service and provide more competitive procurement possibilities
- Encouraging our supply chain to invest in improving their products, technology, environmental impact and service
- Monitoring our supply chain in relation to operational, environmental, social and ethical standards through regular review meetings.

As part of our procurement strategy, we will endeavour to:

- Ensure suppliers are fully approved in line with this policy prior to any works being carried out.
- Address the requirements and expectations of our customers to ensure we select the correct suppliers
- Consider the disposal route of wastes and diversion quantities from landfill.
- Be more competitive through bulk spend.
- Consider transportation, distance and mode, from the original source of waste to final disposal facility.
- Ensure our supply chain are familiar with Ecoefficiency Health & Safety objectives.
- Operate a waste exchange service between sites as part of the CL: AIRE code of practice where possible.
- Give a preference to materials which have a recycled content or can be re-used.
- Provide equal opportunities for collaborative agreements to businesses of small, medium or large sizes throughout the procurement process

This policy will be reviewed at least annually by the Company Directors to ensure its continued suitability.

Copies of this policy will be displayed at the company premises and made publicly available on the company website and on request.

Signed:



Commercial Director

January 2022

Responsible Sourcing

Services

We are committed to, and expect our supply chain partners to support us with, the sourcing of services which generate positive impacts. This means:

- Considering the Waste Hierarchy when procuring services
- Avoiding waste to landfill
- Insisting that our subcontractors have an Environmental Policy and work to Ecofficiency's' Environmental Procedures to ensure compliance with relevant environmental protection laws and regulations
- Encouraging our supply chain to implement or to be working towards a UKAS accredited third-party certified Environmental Management System
- Encouraging our supply chain to become active members of the Supply Chain Sustainability School
- Encouraging our supply chain to become active members of FORS in line with Ecofficiency's' champion status
- Encouraging our supply chain to work towards a Net Zero target by 2025, in line with Ecofficiency Sustainability Policy

People

We are committed to creating work environments where everyone feels safe, engaged and supported to do their best. Therefore, all our suppliers are required to:

- Put the health and safety of anyone who could be affected by their activities at the heart of their operations.
- Insisting that our subcontractors have a Health & Safety Policy and work to Ecofficiency's' procedures to ensure compliance with relevant H&S legislation and regulations.
- Respect human rights and treat their employees with dignity and respect and ensure that these values are upheld by their own supply chain, for instance, by proactively addressing risks of Modern Slavery and following the Ethical Trade Initiative guidelines
- Demonstrate the necessary level of employee competence for all the tasks they undertake on our projects or in our workplaces
- Adhere to our Health and Safety Policy and cooperate on all matters of health and safety

Supporting local economy

We support local economic regeneration through our procurement activities. We:

- Encourage local procurement of services and materials
- Support schemes that promote the principles of the Local Social Values
- Work with our supply chain partners and local agencies to find appropriate opportunities for skills, training, work experience and apprenticeships at a local level
- Use local agencies, labour and workforce where possible, creating a positive impact on local communities and encourage our supply chain to do so

Implementation and review

We will ensure that Ecofficiency employees and our supply chain members adhere to these responsible sourcing principles by:

- Disseminating this policy to our supply chain partners
- Requesting information on the social and environmental performance of our supply chain. If we have concerns about a chosen supplier's procurement practices, we will work with them to agree on a remediation plan
- Integrating these requirements through our procedures, and provide ongoing training and guidance to our commercial teams
- Measuring and reporting on our progress and achievements annually

Supplier Approval Process

Any supplier looking to gain approved status on Ecofficiency system will be forwarded a 'supplier approval pack'. The pack will include the following documents:

- Ecofficiency Procurement Policy
- Initial Supplier Assessment Form
- Supplier Competence Questionnaire

In order to achieve approved status on the Ecofficiency Environmental Management System (EMS) the following documents must be received:

- Completed 'Initial Supplier Assessment Form' (Ecofficiency Document)
- Valid Waste Carrier Licence (If they are a Waste Carrier)
- Valid Environmental Permit / Exemption (For any facility accepting waste owned by the supplier or the primary facility the supplier transfers waste to)
- Valid Public Liability Insurance & Employers Liability Insurance

Documents should be forwarded to compliance@ecoefficiency.co.uk

On receipt of documents, the Ecofficiency Compliance Department will review and confirm once the supplier has been approved.

If the suppliers waste carrier licence or insurance details expire the supplier will automatically become unapproved. Further annual audits will be carried out against disposal facilities to ensure we hold the most recent environmental permit or exemption.

No orders will be placed with a supplier until they have achieved Approved status.

Supplier Accreditation Process

Once a supplier has achieved approved status, they can apply to become accredited to a tiered status within Ecofficiency. The accreditation status received will increase the possibility for additional works based on Ecofficiency client requirements.

Accreditation to Ecofficiency will be at Gold, Silver or Bronze level.

Any supplier looking to gain accredited status on Ecofficiency Environmental Management System (EMS) should return the following documents:

- Completed Supplier Competence Questionnaire (along with information requested within)
- Waste Disposal Facility information sheet (For every facility accepting waste that the supplier operates), or
- Latest EA Environmental Return, or
- Company's own recycling / diversion evidence.

On receipt of documents, the Ecofficiency Compliance Department will review and confirm whether the supplier has achieved accreditation and to what level.

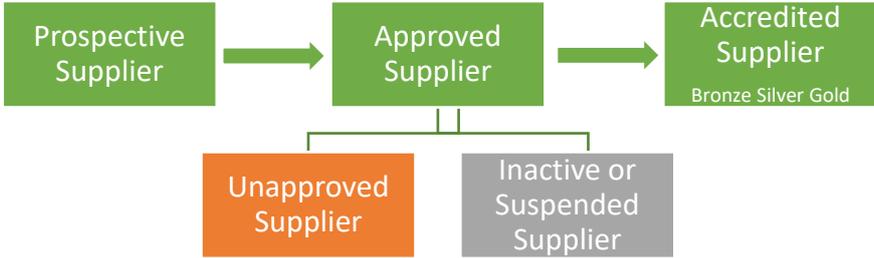
Suppliers who achieve Gold status accreditation can be considered for preferred framework agreements whereby they will be offered first option on all Ecofficiency sites within their agreed area.

Supplier performance will be assessed in line with the accreditation criteria and any non-conformances will be sent to the supplier to generate a response. Type of non-conformances are:

- Service failure resulting in formal complaint.
- Supply of unsuitable product
- HSQE Non-Conformance
- Environmental Incident
- Site Rules Non-Conformances
- Other

Once accredited, suppliers will be audited annually to ensure they still achieve accreditation.

Supplier Accreditation Criteria



Criteria	Rating			
	Gold	Silver	Bronze	Approved
Mandatory Requirements				
Supplier Assessment Form	✓	✓	✓	✓
Waste Carrier License	✓	✓	✓	✓
Environmental Permit / Exemption	✓	✓	✓	✓
Public Liability Insurance	✓	✓	✓	✓
Employers Liability Insurance	✓	✓	✓	✓
Accredited Criteria				
Supplier Competence Questionnaire	✓	✓	✓	
Delivery Success or Diversion Rate <90%	✓	✓	✓	
Delivery Success and Diversion Rate <95%	✓	✓		
Delivery Success and Diversion Rate >95%	✓			
Operational Performance				
Non-Conformance Notification (No. within 12 Months)	<1	<3	<5	
Mandatory Client Requirements (Bespoke to Client)				
ISO 14001				
ISO 9001				
ISO45001/OHSAS18001				
CHAS Accreditation				
CLOCS Accreditation				
FORS Accreditation (Please specify Bronze, Silver, Gold)				
PAS402				
CHAS				
Construction Line				
RISQS				
Audited Disposal facilities				
Bespoke Diversion Rate Target (Please specify)				
Bespoke Delivery Success Target (Please specify)				