

Sustainable Procurement Policy

1.1 Overall Aim

Norman Lewis Office Furniture and Facilities is committed to ensuring the goods and services it purchases:

- are manufactured, delivered, used and disposed of in an environmentally and socially responsible manner and
- deliver long term value for money for the Company and the public sector clients it serves

Norman Lewis will update corporate objectives to include sustainability and consult with key stakeholders to develop a Sustainable Development Strategy.

1.2 Key sustainability objectives

Buying more sustainably offers:

- potential whole life cost savings
- supports our commitment to Good Corporate Citizenship
- safeguards our reputation as a responsible company and
- protects the health of staff, and the public at large.

The key objectives addressed by this policy are:

- Reducing fossil fuel usage to minimise climate change
- Reducing usage of hazardous materials
- Reducing waste
- Improving public health and quality of life
- Increasing levels of employment, skills and equality in the South East
- Ensuring fair pay and working conditions throughout our Supply Chain
- Protecting biodiversity
- Complying with current (and anticipating future) legislation

The company will define measures relating to each of these objectives.

1.3 Scope

This policy applies to all purchasing activities within the company.

1.4 Key Policy Principles

1.4.1 Spend Analysis and Prioritisation

To support its spend analysis and work-planning, Norman Lewis will establish a process to assess the following criteria at sub-category level:

- Level of spend
- Level of contract renewal activity
- Key suppliers by type and location (Multinational, National, SME, Social Enterprise / Overseas, UK, Regional, Local)

- Level of risk against each sustainability objective
- Scope for improvement
- Level of influence

This will be used to prioritise sub-categories for sustainability improvement activities.

1.4.2 Demand Review

Prior to any proposed procurement, buyers will review the aggregate requirement to minimise volume, scale, costs and environmental impact.

Buyers will establish that:

- there is a genuine operational need for the purchase,
- all cost effective opportunities for products to be shared, upgraded, refurbished, leased or delivered as a service have been exploited,
- the product will be used efficiently, minimising waste
- the remaining forecast is accurate.

1.4.3 Sustainability Review

Prior to any substantial procurement process, Norman Lewis will review the purchase against the key sustainability objectives listed above. Where relevant, Norman Lewis will identify actions to reduce impacts through the use of comprehensive specifications, evaluation criteria, supplier development and continuous improvement.

1.4.4 Whole Life Costing (Intermediate & advanced)

Where relevant, Norman Lewis will evaluate all procurement on the basis of long term value for money, using whole life costing to assess:

- purchase, installation, transportation and commissioning costs
- operating costs, including labour, maintenance, re-processing, energy, water and consumables usage
- management costs, including staff training, insurance, health and safety and environmental costs
- disposal costs

This approach should be used for all capital investments, waste contracts and where comparing consumables against reusable alternatives. For key cost categories, such as energy, price escalation indices will be used to reflect cost increases over time.

Norman Lewis will review the feasibility of expanding this approach to include costs and benefits affecting public bodies (clients) and external social and environmental costs.

1.4.5 Mandatory Minimum Standards

Norman Lewis will explore the feasibility of adopting minimum social and environmental standards for products and services, based as a guideline upon the OGC Environmental Quickwin Specifications. Where there is no significant increase in cost or supply risks, these will be adopted as Norman Lewis's Mandatory Minimum Standards.

1.4.6 Innovation & Supplier Development

Sustainability is a key aspect of Norman Lewis's commitment to innovation.

Norman Lewis will prioritise key suppliers with the highest spend and sustainability impacts for targeted supplier development activities. These will be given senior management support and focus on continuous improvement and tangible delivery of sustainability benefits throughout the supply chain.

Norman Lewis will work with these suppliers to explore service-based contracts for products. This will encourage suppliers to hold responsibility for the whole life management of products, using gain share and incentives to reduce whole life costs and environmental impacts.

Norman Lewis will encourage suppliers to propose innovations which improve the sustainability of their tender responses and reflect this in tender evaluation criteria. Suppliers will recognise Norman Lewis's commitment to sustainability and strive to offer innovative and cost effective sustainable solutions.

1.4.7 Training and Implementation

All Norman Lewis directors will attend Sustainable Procurement awareness training. Procurement Teams will participate in a one day specialist "Sustainable Procurement" training event, including the use of sustainable procurement toolkits, and will participate in annual refreshers. All other staff indirectly involved in procurement activity, will receive "Sustainability Awareness" training.

"Sustainable Procurement" training will be incorporated in to the induction, job descriptions, objectives and recruitment criteria for all relevant staff and the source planning and contract management processes. Norman Lewis will appoint a "Sustainability Champion" to promote and support sustainable procurement practices.

Norman Lewis will review the feasibility of an incentive scheme to encourage buyers to improve their sustainable procurement performance.

1.4.8 Communication & Reporting

To communicate this policy to suppliers, Norman Lewis will include a copy of this Sustainable Procurement Policy as an appendix to all Supplier procurement Invitations. In addition, the policy will be distributed to all key suppliers, who will be invited to comment.

This policy will also be distributed to all non-procurement staff involved in contracting activities..

Norman Lewis will recognise those suppliers whose products and services offer the greatest sustainability improvements.

Norman Lewis will report the social, environmental as well as financial benefits achieved through each procurement process.

The Norman Lewis Board of Directors will report quarterly on the impacts and effectiveness of this policy and progress against key targets.

1.5 Policy Development

This policy will be reviewed on a six monthly basis and exceptionally following any new Government initiatives.