



# Responsible Procurement Principles

Responsible procurement is the act of sourcing services, supplies, and/or works in a way that takes into account ethical and sustainable considerations including economic, social, labour and environmental factors, while always aiming to procure and act in a way that is morally right, open, fair and transparent. UK Coaching recognises that procurement decisions can have a major socio-economic and environmental impact. By incorporating social, environmental, and ethical considerations into purchasing decisions, we endeavour to make a positive contribution to the environment and society.

UK Coaching is committed to upholding high ethical conduct in its activities. We seek to work with businesses and organisations that respect the following values and principles in their business:

## 1 Labour Principles

- Employment is freely chosen; UK Coaching has a zero-tolerance approach to the exploitation of workers.
- There is no exploitation of children.
- Living wages are paid as defined by all minimum national legal requirements.
- Working conditions are safe and hygienic.
- Working hours comply with all relevant legislation.
- No discrimination is practised.
- The rights of employees to freedom of association and collective bargaining are respected.
- No harsh or inhumane treatment of employees is allowed.

## 2 Ethics

- Conduct business with honesty and integrity, with high ethical and legal standards and comply with all relevant legislation and regulations.
- Have a zero-tolerance approach to slavery and human trafficking. The organisation expects its suppliers to assume responsibility for ensuring that their supply chain is assessed for risks in these areas and those risks are actively managed.
- Provide a safe, healthy working environment for employees, contractors, partners, or others who may be affected by the company's activities in accordance with relevant standards and national laws.

- Prohibit the use of bribery and corruption and not tolerate corruption in any form.
- Provide, where necessary, relevant health and safety training.

### 3 Environmental Sustainability

UK Coaching is committed to principles of sustainability and seeks to minimise the impact of our activities on the environment. We look to partners, suppliers, and associates to work with us to achieve these aims and promote environmental sustainability in our business.

The following principles should be considered in the products and services used and supplied to UK Coaching:

- Durable products that can be reused, refilled or recharged to extend its life.
- Made of recycled products.
- Recyclable after intended use and diverted from landfill.
- Non-toxic or minimally toxic, preferably biodegradable.
- Sustainable sources.
- Packaging is minimised.
- Schemes for end-of-life and packaging recycling.

### 4 Accountability

- All relevant employees have shared responsibility for integrating the provisions of these principles into their decision-making.
- UK Coaching will educate, inform, and encourage all employees to understand the responsible procurement principles and how to deploy them in procurement activities.
- UK Coaching will monitor and report where appropriate the environmental, social and Governance outcomes achieved from the application of these principles across our operations.
- We will review these principles every three years.

### Our Expectations

To demonstrate your shared commitment to responsible business, we may ask you to evidence some or all of the following policies during the process of welcoming you as a new supplier:

- An effective Environmental Policy.
- An action plan/record which highlights the implementation of this Environmental Policy at all levels throughout your organisation.
- Modern Slavery and Human Trafficking Policy.
- Anti-Bribery and Corruption Policy.
- Relevant Public and Employers' Liability Insurance Policies.

If you are unable to meet this requirement, we may decide to decline the opportunity to transact with your organisation.

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