

## BISLEY SUSTAINABLE PROCUREMENT POLICY

### Scope

This Policy applies to all purchases of goods and services made on behalf of Bisley Office Furniture.

### It is Bisley Policy is to:

- Treat suppliers fairly and objectively at all times
- Ensure that major supply contracts are reviewed in line with our Purchase Strategy and that appropriate suppliers have an equal opportunity to win our business at these times
- Pay suppliers in accordance with the agreed terms and deal with exceptions in a timely manner
- Engage with significant suppliers to encourage responsible business practice
- Select suppliers without consideration of the gender of their employees or their ethnic origin
- Select suppliers without consideration of the number of their employees or their location, unless this would create unacceptable risk to Bisley
- Continuously improve our knowledge of socially and environmentally responsible supply chain management practices

### Bisley Suppliers are required to:

- Comply with our Corporate Social Responsibility (CSR) standards (see below) for key suppliers. Compliance includes suppliers' requirement to:
  - ✓ Maintain effective policies and procedures to manage their environmental impact
  - ✓ Respect fundamental human rights including worker representation
  - ✓ Have a positive impact on the communities in which they operate
  - ✓ Maintain and evidence responsible Health and Safety practices
  - ✓ Be committed to a comprehensive policy of equal opportunities in employment
  - ✓ Adopt ethical business practices with respect to the business behaviour of individuals and the organisation as a whole

### Bisley is committed to:

- Providing advice to suppliers that do not comply with our CSR standards for key suppliers. Where significant progress is not achieved within an agreed period the supplier will be considered for de-selection
- Assigning responsibility for the management of supply chain CSR issues to appropriately qualified employees
- Set targets and action plans for improvements in our supply chain
- Regularly review our sustainable procurement practices to determine areas for improvement

## CSR Standards for Bisley Office Furniture Supply Chain

Bisley believes that Corporate Social Responsibility is a differentiating factor for its organisation in a highly competitive market. Our directors and staff have expectations of 'good governance', which includes managing and initiating opportunities in all areas of our operations.

Bisley is committed to ensuring that it deals ethically with its suppliers and that these suppliers recognise the importance of Corporate Social Responsibility to us and to them in their operations.



Managing Director

**John Atkin**

Date: November 2018