



GLASGOW 2014
XX COMMONWEALTH GAMES



Procurement Sustainability Policy

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Version V1



1 Purpose

Glasgow 2014 Organising Committee's (OC) vision is to stage an outstanding, athlete-centred and sport focused Games of world class competition; Games that will be celebrated across the Commonwealth; generate enormous pride in Glasgow and Scotland; and leave a lasting legacy.

Crucial to this vision is staging a Games which set a high benchmark with regards to sustainability. This benchmark has been clearly set out in the OC's Environmental and Sustainability Policy. The OC are committed to sourcing sustainably, ensuring that all required goods and services are procured to an end that demonstrates, wherever feasible, ethical, social, environmental and economic benefits.

Sustainable procurement is the value for money sourcing of products and services taking into account environmental, social and ethical aspects over the whole product or service lifecycle. The OC views this as an essential and efficient business practice which is integral to Games planning and delivery. It helps the OC to make properly informed and balanced decisions when procuring the products and services the OC need.

The purpose of this policy is to set out the focus areas and methods the Procurement functional area will employ to ensure that sustainability considerations are embedded not only throughout the procurement process, but also captured and recorded in OC awarded Games contracts.

This policy is a functional and pragmatic one. The objectives are clear, worthwhile and deliverable. The importance of sound sustainability practices in the OC's procurement processes are strongly demonstrated and aim to help support the achievement of wider Glasgow 2014 Environmental and Sustainability Policy goals which impact on the activities of the OC as a whole.

2 Background

On 9th November 2007, the Commonwealth Games Federation awarded the Commonwealth Games to Glasgow and Scotland. This decision was based on a wide variety of commitments, of which the adoption of sustainable behaviours was an important part.

Bid commitments include giving particular attention to the minimisation of packaging waste, particularly during construction, fit out and catering for the Games. In addition to these bid commitments, the OC aims to ensure the Scottish Government's procurement principles of integrity, honesty, value for money and the encouragement of continuous improvement and innovation are applied.

Through the adoption of sustainable purchasing principles, the OC aims to procure high quality, healthy products that demonstrate high efficiency and aim to reduce waste production at source. The intention is to generate a lasting social, economic and sporting legacy from the Games. The procurement vision therefore, as aligned with Games Partners, is to contribute to a sustainable Scotland – using the Games as an exemplar whilst showcasing how the Games are accelerating the creation of a regenerated, well-designed and sustainable community in the East End of Glasgow.

The OC is therefore tasked with organising and delivering the XX Commonwealth Games in a manner consistent with the aspirations of the Glasgow bid and the contractual obligations of the Host City Contract, on time and on budget.

Alongside these existing bid and legacy commitments, the OC recognises that organisations have a moral obligation to adopt good corporate social responsibility practices. This includes the commitment to understanding and managing the environmental and social impacts of these operations, including the production and procurement of goods and services.

To this end the OC's obligation is to stage a Games with responsible sustainability standards; which

- minimise impact on the environment and, where possible, seek opportunities that will enhance the environment;
- create a new generation of sporting enthusiasts in Glasgow, Scotland and throughout the Commonwealth; and
- stimulate a positive social and economic impact from Games Contracts

The OC will pursue these aspirations by approaching its procurement activity with a focus on sustainable development, specifically taking into account socio-cultural, economic and environmental considerations when and wherever possible. The procurement sustainability policy supplements the wider Glasgow 2014 Environmental and Sustainability Policy across the OC.

3 Scope

The OC considers the following areas as key in terms of driving the Games sustainability agenda:

- Labour
- Social
- Waste
- Materials
- Transportation

3.1. Labour

The OC is committed to managing and monitoring its supply chains to ensure that fair contract prices and terms are applied and that ethical, human rights and employment standards as expressed in the International Labour Organisations (ILO's) Fundamental Conventions¹, are met along with other local initiatives, where appropriate.

With these principles in mind the OC is a living wage employer with the aim of promoting the Living Wage throughout the Games supply chain. We believe that the Living Wage is good for business, good for individuals and good for society. Low pay is prevalent in all sectors with the lowest rates of pay in areas such as food, beverage and accommodation, retail, administrative and support services and arts. The OC would like to engage with suppliers, especially across these traditionally low paid sectors, to improve the rates of pay where possible.

The OC recognises that over the course of its lifecycle there will be times where goods and services will be sourced from outside the UK, and in these circumstances we would require suppliers to ensure that workers are protected under the terms of the Ethical Trading Initiatives Base Code² and where appropriate the Code of Conduct of The World Federation of the Sporting Goods Industry (WFSGI)³ as a minimum.

The Games is committed to creating and maintaining a positive health and safety culture which secures the commitment and participation of all its employees, volunteers, contractors, partners, suppliers and licensees.

Suppliers and licensees must comply with health and safety legislation, industry standards and OC policies.

All suppliers of services will be required to be actively involved in working safely to mitigate health and safety risks, reporting accidents and hazards as required. Unsafe work practices will not be tolerated by the OC. Where appropriate, we will request key information from our suppliers on the above points in order to help monitor progress.

¹ ILO Fundamental conventions - http://www.ilo.org/wcmsp5/groups/public/---ed_norm/---declaration/documents/publication/wcms_095895.pdf

² ETI Base Code - <http://www.ethicaltrade.org/eti-base-code>

³ WFSGI Code of Conduct - <http://www.wfsgi.org/about-us/organisation/code-of-conduct>

3.2. Social

Being aware of the large public investment the OC recognises the need to provide the best possible value for money. This means taking the full economic, environmental and social impact of spending into account.

The OC is currently working with Games Partners to create training and employment opportunities through all appropriate Games Contracts. The OC desire our procurement processes to enable opportunities for broader supply chain engagement.

The aim is to achieve this by awarding contracts, where appropriate, to supported businesses⁴, believing involvement of the third sector is crucial to improving social inclusion, along with delivering good value for money.

Through building social inclusion criteria, such as considering the use of apprenticeships, or supported businesses, the OC hope to build a long lasting legacy commitment and would like to encourage the supply chain to consider adopting a similar approach.

3.3. Waste

An important consideration in the staging of the Games is to ensure the OC create the smallest possible environmental impact, maximising sustainable benefits of all its activities.

Packaging

Suppliers and subcontractors shall support the OC in adopting Zero Waste principles, helping deliver the commitment to stage a Games where all waste sent directly to landfill is minimised either through design or recycling processes. Where practicable, all products should be able to be reused, recycled or recovered.

Use of primary, secondary and tertiary packaging should be minimised and made from materials that can be reused, recycled, or recovered by commonly available methods in Glasgow and Scotland. For example, the use of polystyrene should be avoided as it cannot be easily recycled or reused. Suppliers or subcontractors shall provide the OC, upon request, with all necessary information about any primary, secondary and tertiary packaging supplied with products or used. Suppliers or subcontractors shall at their expense and where required by the OC, remove any excess or non-compliant packaging relating to the products and services provided for subsequent reuse or recycling. Further guidance on packaging can be found in Producer Responsibility Obligations (Packaging Waste) Regulations and the Packaging (Essential Requirements) Regulations.

In particular, through the procurement approaches the OC aims to:

- Reduce the amount of waste that is created and sent to landfill sites. Suppliers will be made aware to use no or minimal packaging in all of the goods procured. This will be built into the requirements and specifications where appropriate.

⁴ Supported Businesses in Scotland - <http://www.scotland.gov.uk/Resource/Doc/116601/0101803.pdf>

- Ensure suppliers remove any packaging that is not required upon delivery for subsequent reuse or recycling.
- Ensure suppliers are able to provide the OC with all necessary information about the recyclable content and packaging of goods supplied.
- Request innovation from the supply chain to demonstrate their commitment to assisting the OC in minimising waste through reducing packaging, eliminating non-recyclable waste and grouping deliveries wherever possible.

The OC will have in place a Waste Management Plan for Venues and Villages outlining the procedures for waste management across the Games. Waste Management and Packaging Policies will underpin these with suppliers required to sign up to the principles set out in the Waste Management Plans.

To help monitor the waste disposal practices being actioned under key contracts, appropriate reports will be requested from suppliers involved with delivery in order to understand how Games related waste is being treated.

3.4. Materials

When procuring goods and services the OC will wherever feasible, request that our suppliers use substances and materials that represent a low risk to human health and the environment. Where practicable, suppliers will seek to use such substances and materials in the products and services they supply. All materials and substances must comply with relevant legislation. The areas these efforts can be most effective include; food, building and fit-out materials, printed goods, uniforms and merchandising.

Suppliers will make every effort to limit the environmental impact of their business operations and will have appropriate management programmes in place to help achieve this objective. Activities to help limit environmental impact may include using raw materials from sustainable sources, managing waste and resources in an environmentally responsible manner, minimising impact on local air quality, minimising noise, minimising their water and energy usage and using clean energy.

Staging the Games requires an ambitious catering programme to ensure that all of the athletes, technical officials and volunteers across all of the competition venues are fed for the duration of the Games. This area can make a real sustainable impact.

Where products of farm origin are supplied, the supplier should ensure that such products have been grown or raised to high standards of environmental protection, including meeting the sourcing standards that will be set out in the OC 'Food Charter'. This is being produced in conjunction with the Scottish Government, and the OC suppliers will be required to agree to the principles set out in this document and with the wider Glasgow 2014 Environmental and Sustainability Policy.

Suppliers will be encouraged to source Scottish and UK seasonal products where possible.

The OC will build into the procurement process criteria which aims to:

- Deliver the benefits of good nutritional quality
- Promote good health and education
- Reduce food packaging
- Protects the environment and avoids unnecessary use of natural resources

- Contributes towards economic development
- Adheres to Fair Trade, or equivalent, cotton and other approved fabric and apparel guidelines
- Aligns with merchandise and Games souvenirs guidelines
- Wherever possible minimise the use of pesticides and water consumption
- Provide products that have been certified as ethically sourced, such as those certified by a member of Fairtrade Labelling Organisations⁵, the Marine Stewardship Council⁶, the Soil Association organic certification, or the Rainforest Alliance, or other equivalent standards, where they represent value for money and do not compromise other sustainability objectives.
- Avoid procuring products that make use of any fur, skins, food or food ingredients of plant or animal origin (including fish) of any species identified in the International Union for Conservation of Nature (IUCN) Red List of Threatened Species. For seafood, the IUCN Red List is published by the Marine Conservation Society in its regularly updated 'Fish to avoid' list.
- Where products are likely to have been tested on animals, suppliers and contractors should seek advice from the OC before supplying them. Suppliers and contractors should also ensure high standards of animal welfare both for animals that are raised for meat and dairy products, and for animals used for work and transport.

Although the majority of the Games venues are already in place, the OC will be responsible for a large scale overlay of various sites come Games time. The purchasing of any materials required for the delivery of these contracts in particular will take into account:

- Sustainable timber principles – The OC will only purchase timber from sources that are FSC (Forest Stewardship Council) ⁷and PEFC Project ⁸certified
- Quarry products that meet the requirements of the BRE BES 6001 framework standard for Responsible Sourcing of Construction Products or similar.
- Energy optimisation and efficiency – Supplying products that can be rated in accordance with EU energy labelling, Energy Saving Recommended or any other recognised equivalent standards.
- The use of substances and materials that minimise the risk to human health and the environment.
- The OC supply chain's compliance with the principles already established for the engagement of Labour in this document, particularly with regard to manufactured goods.
- The need to confirm the extent to which they are Registration, Evaluation, Authorisation and restriction of Chemicals (REACH) compliant.

The OC's procurement department will minimise the use of paper and other printed materials as an internal department, and externally through procurement exercises. The OC wish to minimise the use of printed publications and other printed materials where possible. However, where this is not possible the supplier or subcontractor shall ensure that any organisation engaged to undertake printing in relation to OC work is certified to ISO14001, registered with EMAS, or taking

⁵ <http://www.fairtrade.org.uk/>

⁶ <http://www.msc.org/>

⁷ <http://www.fsc.org/>

⁸ <http://www.pefc.co.uk/>

steps towards managing environmental impact through other initiatives such as BS 8555. In addition:

- All tender documents and tender returns will be published electronically to ensure minimum paper consumption.
- The OC will ask suppliers to aim to achieve 75% post-consumer recycled content for all paper.
- Aim to follow the sustainable paper sourcing principles detailed in ISO 14001 or equivalent whenever possible.

3.5. Transport

The OC aims to minimise the impact of both its supply chain and Games time transportation requirements.

Where appropriate and economically viable suppliers and subcontractors will be required to use low emission transport modes including the use of rail or barge if feasible. In addition, suppliers and contractors shall aim to optimise transport efficiency and minimise transport distances through effective planning and driver training. In certain appropriate scenarios, the OC will request evidence from suppliers which captures the actions taken to reduce the impacts on our projects.

To this end, the OC will establish a set of Minimum Expectations for Delivery Drivers, forming part of any contract placed for the supply of goods. These promote the goals with regards to the environmental impact of transport and also to ensure safe practices are adopted whilst delivering to the OC, both on public highways and on construction sites.

4 Deliverables

In order to achieve our sustainability targets, the OC will adopt the following practices during the procurement process:

- To consider sustainability from the outset using cross-functional teams in order to determine the best solutions and the development of sustainably aware specifications.
- To adopt a pragmatic approach to encouraging and influencing suppliers to improve their sustainability practices.
- To not place unrealistic requirements on Small to Medium Size Enterprises (SMEs), disadvantaging them from doing business with the OC.
- Every effort will be made to conduct activities to support and deliver community benefits and work in partnership with suppliers to achieve this.
- As stated in the procurement code of conduct, the OC does not intend to place onerous requirements on suppliers. Any measures adopted will be proportionate to the value of the requirement.
- The OC will clearly state sustainability objectives from the outset of any procurement and would like to encourage suppliers to be innovative in their response on how to meet. Where appropriate updates will be requested on progress towards sustainability targets by the supply chain.
- Application of common sense approaches to reducing the negative and improving the positive footprints left behind.

In addition, the OC pledges to award an appropriate score to all tenders for Sustainability factors as related to the delivery of the requirement itself. The OC hope this helps to demonstrate the commitment to embedding appropriate sustainability considerations into all procurement activities from pre-qualification and scoping, through to evaluation and award criteria.

By adopting and mainstreaming these practices and behaviours – alongside the wider Glasgow 2014 Environmental and Sustainability Policy - the OC can monitor its progress towards ensuring all goods and services required to stage the Games are procured in a manner that delivers the greatest sustainability benefits possible.

5 Further Information

- Glasgow 2014 Environmental and Sustainability Policy
- The Scottish Government Sustainable Procurement Action Plan
- Glasgow City Council Sustainable Procurement Policy
- Producer Responsibility (Packaging waste) Regulations 2007
- Scottish Government Food and Drink Industry Division *Catering for Change – buying food sustainability in the public sector*
- WEEE Regulations
- Forest Stewardship Council
- Fairtrade
- Marine Conservation Society
- Zero Waste Scotland
- WRAP
- Ethical Trading Initiative
- Glasgow Living Wage
- G2014 Food Charter (when available)
- G2014 Waste Strategy