

Sustainable Procurement Policy Template

This template is intended to provide an outline for events teams looking to implement a sustainable procurement policy in their operations. Where companies have an existing procurement policy in place, this may translate to an appended sustainable procurement policy for the events team.

This template should be used as a guide only: sustainable procurement will look different from business to business, and this policy should be tailored to your organisation's broader organisational goals.

Any procurement policy, or policy that affects the broader company must be communicated and signed off by management, and should receive signed acknowledgement from all accountable members of your team.

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Sustainability Background

This section should introduce your organisation's commitment to becoming more sustainable. This helps to keep your team on the same page and demonstrates to clients and stakeholders that you are committed to more sustainable operations. If you currently have a sustainability policy, we recommend linking to it in this section.

Example:

[Organisation name] understands that reducing our consumption of resources is essential for the future of the planet and the long-term viability of our organisation. We are committed to reducing our own direct emissions and use of resources, as well as minimising the indirect emissions associated with our partners and suppliers, with the aim of reaching net zero emissions by 2040, ahead of the government's target of 2050.

Sustainable Procurement

This section should go into more detail on sustainable procurement and how it applies to your organisation. In this section you should address the reason for addressing sustainability in your supply chain, and how it ties into your sustainability objectives as a company.

Example:

We recognise that our supply chain has a significant impact on our organisation's emissions. This policy is designed to help our organisation harness our purchasing power for good, and increase awareness of our sustainability-focused KPIs.

This policy applies to all of the suppliers and sourcing associated with and funded by [organisation name]. All employees and stakeholders named below are responsible for applying the policy to procurement when planning internal projects.

Measures and KPIs

This section should detail the specific areas you will be focusing on, and how you will reduce them. It helps to provide Key Performance Indicators for your organisation to measure its progress against.

Example

[Organisation] will research products and services currently in use to verify which of our current suppliers align with our sustainability objectives. Where relevant we will identify alternative products which are sourced from more local or sustainable companies, ideally with sustainable certification.

Our KPIs for sustainable procurement in 2023 are as follows:

- Reduce non-recyclable waste by 20% by purchasing recyclable products, and products that have a minimum life guarantee.
- Reduce our packaging waste by 20% by requesting that suppliers use minimal or no packaging in deliveries.
- Work with suppliers within a 20 mile radius at least 50% of the time.
- Ensure at least 50% of products purchased hold environmental or social certification, such as Fair Trade, FSC, or Rainforest Alliance.
- Rent a minimum of 15% of goods, rather than buying new.

Reporting and Accountability

This section should detail how you will monitor and evaluate your efforts in sustainable procurement. It should detail how you will hold your team accountable for purchases made in line with your objectives, and where the results will be shared and reported. You should also establish how you will use the results to shape your strategy going forward.

Example

The performance indicators detailed above will be used to measure [organisation's] progress in meeting its sustainable procurement objectives, and inform areas of focus required going forward. We will keep a record of each purchase associated with an event, and measure these against the criteria set out above.

The results will be shared with our stakeholders, and published on our website. [Organisation] will review the policy annually and will seek to increase our measures with each review in order to reduce our impact on the environment in line with our target of achieving net-zero emissions by 2040.

Policy effective date

This policy shall take effect on [date].

Acknowledgement

This section should stipulate which members of the team are responsible for upholding the KPIs laid out in the policy. All team members who are involved in purchasing and sourcing for events should be briefed on the policy and its implications so that they are fully aware of the expectations on them.

Example

The undersigned acknowledge that this policy will be applied to all purchases across [organisation's] 2023 event sourcing and procurement. They accept responsibility for making procurement decisions in line with the KPIs detailed above, and for recording and reporting on those purchases to the team.

Employee Name	Job Description	Date	Signature