

ADAS Ethical and Sustainable Procurement Policy



Our Aim:

We will only procure goods and services from local and national suppliers who take into account relevant social, ethical and environmental factors in relation to the goods and services they provide.

This policy statement confirms the ADAS approach to ethical and sustainable procurement for all of the company's goods and service needs in compliance with UK government best practice advice and methodology as originally defined by the Sustainable Procurement Task Force ("Procuring the Future" – National Sustainable Procurement Action Plan published in June 2006) and the company's Corporate Social Responsibility (CSR) philosophy.

Social & Ethical:

Wherever possible ADAS will procure from suppliers who:

- Have a Corporate Social Responsibility policy (or equivalent) in place and act in an ethical manner.
- Take account of national and other applicable laws regarding the fair treatment of employees.
- Respect the principles of international labour standards covering forced or compulsory labour; child labour; freedom of association and collective bargaining (e.g. do not prevent or discourage employees from joining trade unions or discriminate against employees who hold trade union membership); prevention of any form of discrimination or oppression; employee harassment and abuse; disciplinary practices; working hours; remuneration; Health & Safety.
- Have contractual employment terms that include reasonable minimum standards.
- Uphold basic human rights.
- As far as can be established do not engage in bribery or corruption.
- Supply 'Fair Trade' goods (where applicable).

Suppliers must not use forced, bonded or non-voluntary prison labour, nor should they seek to avoid providing their employees with their legal or statutory contractual rights.

ADAS expects suppliers to demonstrate a commitment to equality of opportunity for individuals and groups and to address under-representation of particular groups and cultures and the need to provide skills and opportunities for people experiencing long-term unemployment.

Environment:

Whenever possible ADAS procures goods and services:

- That are derived from sustainable resources.
- That are purchased from local suppliers.
- Where production does not have an adverse impact on the environment.
- That fully comply with EU and international trading rules covering, for example, timber products from sustainably managed sources certified by the Forest Stewardship Council.
- Sourced to ensure that items as far as possible are energy-efficient, re-furnished, re-cycled and recyclable.
- That comply with relevant sustainability legislation.
- Take account of product life-cycle environmental impacts.

ADAS aims to minimise overall business waste streams and then maximise the quantities of waste sent for recycling or recovery and minimising quantities sent to landfill. The company regularly reviews the amount and type of materials purchased with the aim of realising opportunities to reduce the amount of resources

consumed and to introduce efficiencies in how materials and goods are used. **Whenever possible goods will be procured with minimal packaging in line with sustainable procurement good practice.**

Energy efficiency measures are in place to try to ensure that heating, power and lighting usage is as efficient as possible at each ADAS office location. A central contract is in place to secure 100% renewable electricity supplies (subject to availability) to those premises where energy bills are paid direct to the supplier.

ADAS implements a sustainable transport process covering the hire and use of different modes of business travel by employees with the aim of minimising carbon emissions. The procurement of rail and air travel tickets and hire vehicles is managed centrally and monitored to ensure this aspect of company operations is as sustainable as is reasonably practicable.

Workplace:

Every ADAS employee is introduced to the company's approach to sustainable procurement when they join the company at induction.

ADAS works with its suppliers to ensure that its events and meetings are procured from venues that actively address our own corporate social responsibility aspirations. For example fairly traded, sustainably produced and locally supplied food and drink are sourced for consumption at our premises.

Implementation:

This policy applies to single central contracts for company-wide goods and services. Relevant parts of the policy will also be applied for goods and services that local ADAS offices may source from local suppliers or small and medium enterprises.

To achieve the effective implementation of this policy, ADAS commits to:

- Making appropriate financial and staff resources available to progressing sustainable procurement throughout the company.
- Annually monitor suppliers against the requirements set out in this policy.
- Integrating work on sustainable procurement across the whole of ADAS with the aim of ensuring consistency in good practice and the sharing of learning to improve processes.

Review:

This policy is subject to periodic review by ADAS senior management with the aim of identifying opportunities to continually improve the company's procurement operations.



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