

Sustainable Procurement Policy

Subject	Sustainable Procurement Policy	
To	Elevate Workspaces Ltd.	
Date	February 2025	
Status	Publicly available	
Version	2.1	June 2025

Purpose

The purpose of this policy is to make clear to all ELEVATE staff what is meant by sustainable procurement and how we propose to work towards achieving it. “A process whereby organisations meet their needs for goods, services, works and utilities in a way that achieves value for money on a whole life basis in terms of generating benefits not only to the organisation, but also to society and the economy, whilst minimising damage to the environment.” Procuring The Future 2006

Sustainability can be incorporated into the whole procurement process assessing the need, defining the need, evaluating options, design and specifying, supplier selection, tender evaluation, post-contract management and supplier development

Scope

The policy applies to all ELEVATE procurement activity and governs ELEVATE’s approach to procurement.

Policy Statement

ELEVATE’s sustainable procurement objectives are:

- To comply with all relevant legislation and regulatory requirements
- To promote sustainable awareness amongst suppliers and contractors
- To procure sustainable products and services
- To include sustainable criteria when evaluating offers from potential suppliers
- To promote awareness of sustainable issues within the user community
- To develop measures of our sustainable practice

- To use the measures developed to monitor our sustainable practice with a view to seek continual improvement
- To use the results of the monitored practice to benchmark our performance against similar organisations
- To analyse the benchmarked performance to identify areas of practice for improvement

Procurement will:

- Research and follow guidance relating to sustainability
- Work with ELEVATE staff to promote the use of sustainable products and suppliers
- Include sustainability conditions and criteria in specifications and tender documents, where relevant
- Evaluate suppliers with appropriate weight given to sustainability points
- Encourage suppliers and contractors to include sustainability factors in the selection of their suppliers and the selection of goods or services for re-sale.

When should sustainability criteria be Introduced:

Sustainability criteria should be introduced into the procurement process at the earliest possible stage. Indeed, the first question in a sustainable assessment is ‘Do I really need to purchase this item’.

Developing sustainable options in the market:

Procurement Services practice will be aimed at motivating existing and potential suppliers to offer more sustainable products or services. This can best be achieved by specifying by functional performance rather than technical specifications of known products.

We will engage with the various channels in markets to make clear the importance of sustainability in our evaluation of bids.

Supply chain management:

Suppliers may be excluded from tender exercises for professional misconduct relating to environmental and social legislation or for non-compliance with environmental or social requirements in previous contracts.

A process for identifying the suppliers with most impact on the environment and social issues, and therefore the most opportunity to influence and manage their supply chains will be developed. A programme for the management of those suppliers and their supply chains will also be developed.

Sustainable goods and services:

We will research goods and services to identify which products or services are being produced from certified sustainable sources. We will encourage the development of sustainability certification schemes to increase the range of products covered.

Sustainability criteria:

Procurement will develop standard sustainability criteria which will form the core of sustainability criteria for goods or services.

- Carbon Emission data
- Energy data
- Supply Chain Management
- Distribution data
- Disposal data

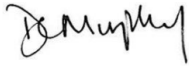
The criteria will be regularly reviewed to make sure that it continues to meet our objectives and continues to be challenging to suppliers and potential suppliers

Monitoring and benchmarking of performance:

More important than our internal progress is how we as an organisation compare with other businesses. It is important to benchmark ourselves with others in our sector.

Where we can learn from others, we will do so. We will seek out best practice and adopt and adapt as necessary.

The policy itself is subject to annual review.

**David Murphy**

Managing Director