



# Ethical Procurement Policy

Reviewed April 2020



## **1. Aims**

I-BOS Interiors take both social and environmental factors into consideration, alongside financial factors, when making decisions on the purchase of goods and the commissioning of services. Our purchasing decisions should, where practicable, consider whole life cost and the associated risks and implications for society and the environment.

This policy clarifies the expectation that our staff and suppliers must have a natural respect for our ethical standards and that relationships with our suppliers are based on the principle of fair and honest dealings at all times.

The same principle of fair and honest dealings must be extended to all others with whom our suppliers do business, including employees, sub-contractors, other third parties and their local communities.

We insist on ethical standards from our suppliers, and in turn we must exhibit the highest ethical standards ourselves. We must not only be fair and above-board in our dealings but avoid any conduct which is capable of having an adverse interpretation put on it.

## **2. Employees:**

It is the duty of all employees, but particularly those involved in the procurement process, to maintain and be seen to maintain this standard of integrity in all business relationships, both internally and externally. Practices which might reasonably be deemed improper must be rejected, ensuring that both employees and I-BOS Interiors are trusted and respected by all for not only carrying out its business efficiently but doing so in a fair and reasonable manner, and with integrity.

The guiding principles of ethical behaviour in procurement are:

- That the conduct of staff should not foster suspicion of any conflict between their official duty and private interest
- That the action of staff should not give the impression to any organisation with whom they deal with or to their colleagues that they have been influenced or may have been influenced by a gift or a consideration to show favour or disfavor to any person or organisation
- That dealings with suppliers/contractors must be honest, fair and even-handed at all times

Any improper approaches whether in the form of inducements or threats, must be reported to the Operations Director.

Employees are also required to comply with the I-BOS Interiors' Code of Conduct, which sets out standards of behaviour and rules of conduct to ensure integrity is maintained.



### **3. Suppliers:**

The principles in this policy seek to ensure that we and our suppliers act in a responsible manner.

We expect our suppliers to:

- Conduct business without the payment or receipt of inducements, unlawful incentives or other benefits that might be considered an attempt to influence decision makers
- Maintain a safe working environment at all times and provide access to protective equipment and safety training for all employees
- Confirm they understand and respect our environmental and ethical procurement policies
- Maintain effective policies, processes and procedures to manage their environmental impact and to operate their business in a sustainable way
- Comply with applicable local, national, regional and international laws, regulations and directives at all times
- Respect the intellectual property rights of others

Where it is found that a supplier's conduct is not in accordance with the I-BOS Interiors' Ethical Procurement policy, we will seek to engage with that supplier and encourage continuous improvement in their environmental, social and ethical performance.

### **4. Application of Policy**

In support of this policy I-BOS Interiors will:

- Review and revise the policy and its principles on an annual basis
- Work collaboratively with suppliers to improve environmental, social and ethical standards with the aim of realising continuous improvement in all three of these areas for both our suppliers and ourselves
- Protect the confidentiality of information entrusted to us
- Recognise the supplier's own standard where they are working to environmental, social and ethical standards similar to those stipulated in this policy
- Not require suppliers to realise environmental, social and ethical standards more onerous than our own
- Ensure that all relevant employees are aware of the Ethical Procurement Policy
- Seek to exert commercial influence where we are confident that improvements can be made in environmental, social or ethical performance of suppliers
- Ensure that supplier's staff working on our premises are treated with the same respect for diversity and workplace safety as our own staff
- Base our supplier selection on objective and transparent criteria that include the consideration of environmental, social and ethical performance
- Cease trading with suppliers showing persistent disregard for important elements of environmental, social and ethical performance