



SWINTON ESTATE GREEN PROCUREMENT CHARTER

2023

GREEN PROCUREMENT CHARTER

Swinton Estate's sustainable purchasing charter outlines our commitment to sustainable and socially responsible purchasing practices. Our charter includes guiding principles and specific goals and targets related to environmental, social, and economic sustainability.

Our purchasing charter helps our organisation make purchasing decisions that support our sustainability goals and reduce the environmental and social impacts of our operations. By committing to sustainable purchasing practices, we can support suppliers who prioritise sustainability and encourage the adoption of sustainable practices throughout the supply chain.

This sustainable purchasing charter includes:

- Our commitment to environmental, social, and economic sustainability principles.
- Outlines our clear sustainability goals and targets for purchasing activities.
- Our strategies for evaluating and selecting suppliers based on sustainability criteria.
- Our requirements for reporting on sustainability performance and progress.
- Our support for supplier diversity and inclusion, including small and disadvantaged businesses.

OUR COMMITMENT

Swinton Estate is committed to sourcing and procuring 'environmentally preferable' products and services that meet current performance, safety and regulatory requirements, and we invite our suppliers to sign up to our Charter to help deliver the elements we have committed to.

By adopting this green procurement charter, Swinton Estate and its suppliers agree to:

- Act in accordance with the waste hierarchy, avoiding the unnecessary procurement of products and services where possible.
- Use the criteria set out below to make decisions relating to the procurement of goods and services.
- Review and, if necessary, update the charter on an annual basis.
- Share the charter with all staff making procurement decisions.
- Monitor on-going procurement activity, provide regular feedback to staff and submit impact data for annual reporting.

OUR GOALS

At Swinton we have a commitment to protect the environment so that there is clean air, fresh water, and unspoiled nature for all to enjoy – today and tomorrow. Honouring that commitment means finding different ways to work, live and travel on the Swinton Estate.

Our vision, as caretakers of the Swinton Estate, is to achieve ground breaking environmental and socially responsible standards. Our responsibility for the wellbeing of future generations is interwoven in the landscape that surrounds us.

Our ambition is that we will deliver, amongst other objectives, an environment that is carbon neutral by 2030, and carbon negative by 2040.

OUR REPORTING

On the Swinton Estate, we capture data on an annual basis to determine our carbon footprint, and this informs our progress towards our goals. Swinton has achieved the Bronze award in Investors in the Environment and is currently working towards the Silver Award, using robust action planning to manage and monitor our journey towards Carbon Neutral and Carbon Negative. Our achievements can be viewed on our website.

OUR SUPPORT AND GREEN PROCUREMENT STRATEGY

Swinton Estate will consider the following criteria when making procurement decisions:

- Eliminating or reducing the procurement of products or services that have the most harmful environmental impact.
- Prioritising the procurement of products and services by spend or volume and environmental impact.
- Procuring reused, refurbished, remanufactured and recycled-content products when possible.
- Purchasing greener products available through existing suppliers, such as energy saving office equipment, biodegradable cleaning products, recycled content/FSC stationery and where appropriate, use reusable and refillable products.
- Purchasing organic and/or fair-trade products where practicable.
- Supporting local remanufacturing efforts by purchasing at least a portion of recycled/upcycled products from local organisations where they exist.
- Actively encouraging suppliers to stock products and services that have minimum environmental impact and reduce the packaging in which products are supplied.
- Asking suppliers to provide clear information about the processes and materials used in their manufacturing processes, identifying any processes harmful to the environment and seek suppliers that are working towards phasing out such practices.

It may not be possible to purchase a green alternative for every product or service. Compromise may be required. Swinton Estate will endeavour to:

- Address the significant environmental impacts of current procurement.
- Set targets and dates to achieve changes in purchasing practice.
- Engage colleagues responsible for procurement decisions with general environmental awareness and provide support for them to improve the sustainability of our supply chain.
- Work co-operatively with other departments and neighbouring organisations to purchase environmentally sound products.

The checklist in appendix 1 will be used, wherever practicable, with regards to resource use and recyclability, hazardous content, energy use, packaging, transportation, catering, supplier environmental reporting and social impact.

Jordan, from our Swinton Estate Accounts team, leads the implementation of this Charter and the monitoring of procurement activity in accordance with it.

Swinton Estate will make this Charter available when requested to interested parties including members of the public, including making a copy available on the Swinton Estate website.

SIGN UP TO OUR CHARTER

Swinton Estate invites you, as a responsible Supplier to show your support to our commitment.

Please sign up to our Charter join us on our journey towards our goals in reducing our carbon footprint.

Signature

Company

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Position in Company

Date

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APPENDIX A

PROCUREMENT CHECKLIST: KEY STEPS

The following checklist should be used to make procurement decisions.
A weighted decision matrix could be used if required.

Resource use and recyclability

- Does production/extraction of the product cause ecological damage, such as loss of habitats or damage to threatened species? Are there alternatives?
- Is this a remanufactured product?
- Can the product be reused, refilled, recharged or reconditioned to extend its life?
- Can the item be easily upgraded by adding or replacing a part?
- Does the product have a recycled content? What percentage?
- Is the product accredited with a recognised environmental standard?
- Can the product be recycled easily (in the workplace and/or local community)?

Hazardous content

- Is the product, or are its components, hazardous to humans and/or the wider environment?
- If yes, what are the health and safety implications and disposal requirements?
- Are there any non-hazardous alternatives available?
- Are technical data sheets available?

Energy use

- What is the energy efficiency of the items and how does it compare against alternatives?
- Does the item have energy consumption data for all operation modes?

Packaging

- Can the product packaging be reduced or eliminated?
- Is the packaging made of recycled material(s)?
- Can the packaging be reused, recycled or returned?

Transportation

- Is the product locally manufactured and/or locally supplied?
- Does the supplier have a Green Transport Plan for their operations?

Catering

- Do the suppliers or service providers source fresh, local and in season products?
- Do they use reusable and/or recyclable packaging and/or crockery and cutlery?
- Do they provide vegetarian/vegan food choices and consider specific dietary requirements?
- Do they prioritise the use of organic and/or fair-trade products?
- Do they source from independent, local sources?

Supplier environmental reporting

- Does the supplier have a company Environmental Management System?
- Does the supplier report on their environmental performance against set targets?
- Does the supplier have a current, in-date environmental accreditation?

Social impact

- Is the product made by an organisation which supports quality working conditions, worker health and safety and/or community prosperity?
- Does the product, or its manufacturer/supplier have any ethical certification labels – such as Fairtrade, Ethical Trading Initiative or similar?