



# Sourcing Procurement Policy

Finsbury Green has implemented purchasing and sourcing strategies to ensure that the services and goods we acquire are the result of transparent, objective, time and cost-effective decision making and risk management.

Our sourcing objective is to improve our customers' outcomes in a fair, consistent and transparent manner, providing opportunity for suppliers to compete in an impartial and unbiased environment.

It is the responsibility of all employees involved in sourcing to understand the meaning and intent of this policy and to comply with it in full.

This policy outlines Finsbury Green's obligations to ensure consistent sourcing practices across the organisation.

## Policy

Finsbury Green will ensure it only engages suppliers that have been evaluated against strict criteria that address Corporate Social Responsibility (CSR), financial stability, capability, sound systems and processes. All suppliers must complete the Finsbury Green Star Rating (FGSR) survey to be admitted to the supply panel.

Finsbury Green implements supplier panels for the procurement of specific goods and services by customers. The purpose of this practice is to develop effective supply groups which builds price tension and rewards suppliers with the opportunity to grow volume.

Real-time measurement of Finsbury Green's suppliers ensures that supply panels are providing the optimum levels of quality, service and value for money.

Any decision to add a supplier to a customer panel is made through consultation between the Business Unit Manager and the Supply Chain Manager and is based on the value to the organisation of the supplier's abilities.

This sourcing policy is focused on managing our suppliers with integrity and respect while improving our customers' outcomes through:

- Achieving value for money and efficiency.
- Enabling open and effective competition for opportunities.
- Treating supplier responses equally and fairly.
- Ensuring accountability for outcomes.
- Sourcing of appropriate goods and services to satisfy the customer and Finsbury Green's requirements.

- Integrating (where possible) CSR principles and practices into the sourcing processes.
- Ensuring that the supplier group is given a fair, equitable and reasonable opportunity to receive quotes and supply goods and services.
- Ensuring risk of supply is mitigated through a broad supply panel and a strong and thriving industry.

### Ethics and Standards

Employees shall not place themselves in conflict with their employment contract or where they may be, or deemed by others to be, influenced in making business decisions on grounds other than good sound commercial judgement. They should be, and be seen to be, beyond reproach.

Employees should avoid circumstances in which the acceptance of gifts, favours or prizes could give the appearance of conflict of interest with their official duties or could be interpreted as being made to secure a favour preference.

The following principles, standards and behaviours must be observed and enforced through all stages of the sourcing process to ensure the fair and equitable treatment of all parties.

- Full accountability shall be taken for all sourcing decisions and the efficient, effective and proper expenditure to achieve the best outcome.
- All staff involved in sourcing must maintain high ethical standards, including demonstrating an openness in the competitive acquisition process, maintaining commercial confidentiality about competing proposals and being respectful of suppliers' IP.
- Ensuring that there is fair and open competition and that, subject to the need for economy and efficiency in the sourcing process, all those who wish to and might be capable of supplying goods and services within each panel are given the opportunity to submit.
- Sourcing is to be undertaken on a competitive basis in which all potential suppliers are treated impartially, honestly and consistently.

- All processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies and audit requirements.
- Being accountable for decisions made and prepared to explain and justify choices made to unsuccessful bidders and to others with an interest.
- Any actual or perceived conflicts of interest are to be identified and disclosed to your direct manager upon identification of perceived or actual conflict.
- All dealings between Finsbury Green and the supply panel are to be treated as commercial in confidence and only used for the intended purpose.

Adhering to these principles will ensure that Finsbury Green maintains a reputation for fair and impartial dealing with suppliers and with those who bid for contracts to supply goods and services.

### Sustainable Procurement

Sustainable Procurement is defined as the sourcing of goods and services that have less environmental impacts than competing products and services.

Finsbury Green is committed to sustainable sourcing and where appropriate shall endeavour to provide an advantage to goods, services and processes that minimise environmental impacts. Sustainable considerations must be balanced against value for money outcomes.

### Social Procurement

Social Procurement is when organisations use their buying power to generate social value above and beyond the value of the product.

Finsbury Green is committed to sourcing from social enterprises and where appropriate shall endeavour to provide an advantage to goods, services and processes that maximise social value while balancing these considerations against value for money outcomes.

Finsbury Green shall always endeavour to identify and source products and services practically, environmentally, sustainably and with social impacts in mind.



### Further information

**Finsbury Green related documents and policies**  
Supply Chain and Purchasing (QEP16/12)

### Related legislation

Modern Slavery Act 2018  
Working with Children Act 2005