

## OUR VALUES — PURCHASING AND SUPPLY

### Our aims are:

- That the purchase of good and services are delivered under conditions that should not involve the abuse or exploitation of any persons and have the least negative impact on the environment.
- To use our purchasing power, where practicable, to influence and encourage suppliers in order to create a more reliable market for environmentally and ethically produced products and services.
- To ensure environmental and social factors are considered in the purchasing process. Specifically this includes considering what the product is made from, the product durability, where it is made and by whom, the efficiency of the product during use and the processes involved in its production and distribution, what the disposal requirements are and if it can be reused or recycled.
- That the procurement processes is conducted in an open and honest way.

### The purpose of the guidelines is to:

- To offer guidance to staff and committees involved in purchasing on behalf of Friends House and Britain Yearly Meeting.
- To promote high standards of labour rights; green house gas emission reduction; and environmental considerations in the suppliers and supply chain of Friends House and Britain Yearly Meeting; and
- To inform current and potential suppliers of what both parties should expect in terms of a mutually respectful and ethically sound mode of operation.

## Guidelines

When procuring goods or services all staff are asked to consider the following:

### Labour

Our ethical objective is to ensure that people in the supply chain are treated with respect and have their internationally recognised employment rights upheld. We expect our suppliers to adhere to the Ethical Trading Initiative's base code.

### Checklist

- **Freedom of labour**  
There is no forced, bonded or involuntary prison labour.
- **Workers, without distinction, have the right to join or form trade unions of their own choosing and to bargain collectively.**
- **Working conditions are safe and hygienic.**

- **Child Labour shall not be used**  
The long-term elimination of child labour should take place in a manner consistent with the best interests of the children concerned.  
Suppliers should develop or participate in and contribute to policies and programmes that provide for the transition of any child found to be performing child labour to enable her or him to attend and remain in quality education until no longer a child.  
Children and young persons under 18 shall not be employed at night or in hazardous conditions.
- **Living wages are paid**  
Wages paid for a standard working week meet or exceed national (or, where applicable, local) legal standards.  
In any event, wages should not be paid in kind and should be enough to meet basic needs.
- **Working hours are not excessive**  
Standard working hours must comply with national laws and national benchmark industry standards; whichever affords greater protection to the employee.
- All Employees should not, on a regular basis, be required to work in excess of 48 hours per week and should be provided with at least one day off for every 7-day period on average. Overtime requested by the employer must be voluntary and must not be requested on a regular basis.
- **No discrimination is practised**  
There is no discrimination practised in hiring, compensation, access to training, promotion, termination or retirement based on race, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.
- **Provision of regular employment**  
To every extent possible, work performed must be on the basis of recognised employment relationship established through national law and practice.  
Obligations to employees under labour or social security laws and regulations arising from the regular employment relationship should not be avoided. Examples include the abuse of labour-only contracting, sub-contracting, or home-working arrangements, through apprenticeship schemes where there is no real intent to impart skills or provide regular employment, or the excessive use of fixed-term contracts of employment.
- No harsh or inhumane treatment is allowed - Neither the threat of nor actual physical, sexual or verbal abuse; or any other form of harassment or intimidation, shall be tolerated.

*These points could form part of a tender pre qualification questionnaire.*

## Environmental values

Friends House and Britain Yearly Meeting is committed to the reduction of greenhouse gas emissions in its supply chains and will not knowingly purchase goods or services from companies that actively lobby to undermine progressive climate change policy or push for continued expansion of fossil fuel use. Refer to Appendix 1 our values on the environment and Appendix 2 our values on food.

Companies are asked to demonstrate steps taken to measure, set targets, reduce and report publicly on the direct and indirect greenhouse gas emissions from their business. They must actively research and introduce low carbon materials, transport, packaging and energy sources into their business processes and activities.

Sustainability requirements will be considered and where appropriate will be specified in initial tender documentation for both suppliers and contractors, to ensure suppliers and contractors are aware of our environmental and social criteria at an early stage in the tender process.

## **We expect our suppliers**

To have an effective environmental policy; to implement the policy at all levels throughout the company; and to include a commitment to continual improvement in environmental performance and prevention of pollution.

To comply with all environmental legislation, regulations and all local laws which relate to the organisation's environmental aspects to facilitate the protection of the environment.

To have a process in place that ensures conformity to local regulations, including those relating to the reduction, reuse and recycling of waste and the elimination and safe disposal of dangerous materials.

To identify a person within its business who has responsibility for environmental compliance issues and to be able to demonstrate that responsible personnel are adequately trained in environmental matters.

To routinely identify risks of adverse environmental impact associated with their operations and, where operations with identified risks are planned, to ensure they are carried out under controlled conditions with the objective of minimising potential adverse impact upon the environment.

## **Wood and paper**

Companies must source forest products from recycled sources or well-managed forests, which have been certified to a credible standard (FSC).

## **Waste management**

Waste should be minimised and items recycled whenever this is practicable. Products made for or purchased by Friends House will, where possible, use recycled materials and be recyclable.

## **Packaging**

Undue and unnecessary use of materials is avoided, and recycled materials should be used whenever appropriate.

*These points could form part of a tender pre qualification questionnaire.*

## **Business behaviour**

The supplier (and parent company if applicable) should not be involved in any of the following activities:

- Arms manufacture
- The sale or export of arms or strategic services to governments which systematically violate the human rights of their citizens, or where there is internal armed conflict or major tensions, or where the sale of arms may jeopardise regional peace and security.
- Tobacco production and sale.
- The sale of baby milks outside the WHO Code of Conduct.
- Pesticide sales outside the FAO guidelines for pesticide retailing.

- Extractive industries with a poor environmental and human rights record.
- Production or publication or broadcast of adult entertainment.
- Gambling.
- Harmful and inappropriate marketing of alcohol.
- Profiting significantly from, or contributing to, the Israeli occupation of the occupied Palestinian territories.
- Lobbying on any of the above issues

*These points could form part of a tender pre qualification questionnaire.*

We will seek out organisations that share our commitment to sound environmental performance and improvement. Where applicable, we will offer assistance to our suppliers in raising their environmental awareness. We will develop partnerships with our suppliers and contractors and work together to minimise the environmental and social impacts of our supply chain.

## For guidance or further information

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