



Sustainable Procurement Policy

Core Process: Procurement

Purpose/What does it do?

- This document sets out to define Sopra Steria's sustainable procurement policy and corporate governance for the procurement of goods and services. The aim is to provide a Procurement Service which maximises Sopra Steria's position in terms of quality, cost, sustainability and cycle time of procured goods and services, initially and ongoing ensuring that Sopra Steria is protected by the appropriate contract.
- Procurement activities must not infringe upon existing laws, and must conform to the highest ethical, social and environmental standards. Any activities must not only be fair and above board but must avoid any conduct which may be perceived as influencing judgement or impartiality or is capable of having an adverse interpretation placed upon it. In addition these Procurement activities will adhere to all applicable UK, European and international laws, Agreements, treaties and regulations. Sopra Steria is committed to being a sustainable business and a responsible global citizen. This includes our obligation to manage the social and environmental impact of our supply chain. Sourcing and supplier management activities play an important part in Sopra Steria's approach to sustainability
- Sopra Steria is committed to monitoring and improving sustainability in our supply chain and to working in partnership with partners and suppliers with a commitment to improving the economic, social and environmental sustainability of our operations and the local economy.
- To employ Sustainable Procurement methodologies and practices and to continually engage suppliers in sustainability topics

Scope/ Applicability

- The scope is applied to Sopra Steria's entire supplier base

Policy Statement

- This Policy is a component of Sopra Steria's Sustainability Policy and inherits principles from it. This policy applies to officers and employees of Sopra Steria, including contractors occupying a role equivalent to that of an employee. No employee can commit Sopra Steria to any supplier purchases without the involvement and agreement of Procurement or as defined within this policy.
- Procurement must be consulted in all projects, bids and supplier negotiations where:
 - Third party spend is greater than £10,000 and/or
 - Suppliers are not listed on Sopra Steria's Supplier database.
- Only Procurement, and functions with Procurement delegated authority are authorised to issue Purchase Orders. It is the responsibility of employees with Procurement authority to ensure that sources of supply and prices paid are consistent with the Business' needs and reflect the best reasonable business agreement for the entire Company. Full written documentation to support each purchase order or contract is required unless the purchase order is raised against an active, approved Procurement contract with pricing or agreed discount against list prices. However, the purchase order must reference the contract number on the purchase order. Competition, where possible, shall be applied for all the procurement of goods and services.
- Procurement, in conjunction with their stakeholders, are responsible for selecting Suppliers and for ensuring that these selected Suppliers are qualified to meet the stakeholders' technical/business needs. This qualification must also ensure that Sopra Steria determines the Supplier's financial condition and any associated risks.
- Contractual supplier commitments must only be made by authorised Procurement employees in the Procurement function or authorised employees outlined in the Delegation of Authority Policy (G-002). All unauthorised supplier commitments, including those, which exceed the parameters of any delegation given, are deemed as unacceptable to Sopra Steria.
- This qualification and selection process must be documented and address the minimum criteria for technical and financial qualification and define any additional requirements for qualification, which may be unique to types of products/services. Supplier contracts must be developed and managed in compliance with this process and all Procurement Contracts and Amendments, other than Purchase Orders, must be logged on the Procurement Contract database.



- The procurement of Professional Services within Sopra Steria is treated discretely. These purchases are related to the following commodities:
 - HR
 - Marketing
 - Tax
 - Legal
 - Finance
 - Training
- Specialized external resource may be required and Sopra Steria will need to engage with Suppliers who have Professional Qualifications and expertise within these areas. In these instances Procurement will rely upon the knowledge of and assistance from relevant Stakeholders during the procurement cycle and the usual procurement process will not apply.
- Each year the relevant Stakeholders covering these areas will be contacted to see if they have any requirements for such services in the coming months. Where appropriate, Stakeholders will be responsible for maintaining their own sets of notes from supplier meetings and reviews. Procurement will only be involved where deemed relevant. When new Suppliers are required, the Stakeholder will engage with Procurement to agree the most appropriate method of engagement.
- Sopra Steria standard commercial terms and conditions for purchase shall be used as a basis for supplier contracts (e.g. sixty day payment terms). Any deviation from these terms or use of supplier's own terms will need approval from Procurement and where appropriate Legal.
- Relationships with suppliers to establish an environment of professionalism and trust in both products and people are an essential part of the business. Entertainment should be conducted tastefully and in a manner, that promotes good communications between the supplier and Sopra Steria. Any entertainment or gift that bestows valuable benefit upon the recipient is not allowed
- Procurement will ensure that adequate safeguards are in place to prevent the inadvertent disclosure of all confidential or proprietary information during the tender process, bid support and throughout the procurement cycle.

Business Objectives

- To work with clients, partners and suppliers to share and continually work to improve best practice thereby increasing the efficiency and effectiveness of the procurement organisation. Performance is measured and monitored using both key performance indicators and procurement process reviews. Areas identified for improvement are recorded and tracked on a service improvement log.

Policy Objectives

The Sustainable Procurement Policy aims to fulfil these Business Objectives by:

- **Educating Staff to Reduce Demand and Environmental Impact by**
 - Making them aware of relevant environmental and social effects of purchases
 - Encouraging them to minimise their consumption of goods and services
 - Equipping them to develop business cases that fulfil Sopra Steria's Sustainability Policy
 - Providing guidance and information to enable them to select sustainable products and services
- **Integrating Sustainability into Procurement by**
 - Incorporating sustainability criteria in specifications to suppliers
 - Including suppliers' sustainability credentials in the Supplier Appraisal process
 - Considering whole life costs when assessing product suitability and in the award of contracts
 - Using sustainability criteria in the award of contracts
 - Giving preference to products that can be manufactured, used and disposed of in accordance with Sopra Steria's Environmental Policy
 - Giving preference to services that can be delivered in accordance with Sopra Steria's Environmental Policy
 - Applying the Human Rights and Diversity, Labour Standards and Protecting Company Value principles of Sopra Steria's Ethics Policy to potential suppliers and the act of procurement
 - Supporting diversity and ethnic minorities amongst suppliers
 - Supporting local and smaller suppliers



- Working with existing and potential suppliers to investigate and introduce environmentally friendly processes and products
- To impress upon its Supply and Value chains the importance of sustainability.

Policy Approved by:

Name	Title	Signature	Date
Graham Roberts			November 2018

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