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1. Principles

Portakabin is committed to procuring the goods and services it needs to operate in a way that minimises its impacts on people and the natural environment.

The purpose of this document is to outline the position of the Portakabin organisation in relation to the management of sustainable and ethical procurement.

2. Scope & Exclusions

This policy covers the procurement of goods and services for all locations including client sites where Portakabin is the contracting organisation with suppliers to those locations.

This policy is intended for:

- Directors and senior leaders – to advocate and adhere to the principles and governance requirements, advocating the approach and ensuring clarity of purpose towards sustainable and ethical procurement
- Managers and budget holders – to manage their department’s adherence to the principles and governance requirements which must be followed when carrying out procurement and purchasing activities
- Procurement and extended procurement team – To support the aims and goals of the Portakabin organisation by conducting procurement projects in line with the procurement policy and procurement best practice
- Suppliers – to understand the expectations and principles required for businesses and individuals supplying Portakabin
- Customers – to understand the policies and processes Portakabin must carry out to procure goods or services to show value is being delivered and good practice is being ensured

3. Policy

We recognise that procurement has a significant impact on the environment and communities and we are committed to reducing this impact. This policy reflects the principles for a pan-European procurement strategy and service, underpins the organisation’s wider sustainability policies and our unwavering commitment to our values and responsible business principles.

Every individual involved in procurement and supply management processes within the Portakabin organisation will use their best endeavours to ensure that our procurement and contracting activities meet the requirements below.

4. Goals

Portakabin shall carry out its procurement in an open, transparent and competitive manner that supports its culture and values and:

- is proportionate to the value of the contract being procured
- provides best value to the organisation
- complies with all applicable legislation
- is sourced ethically and without child labour or forced labour of any kind
- minimises the total cost of ownership
- incorporates environmental sustainability provisions wherever practicable, prioritising suppliers who provide demonstrable evidence of embodied carbon emissions information or environmental product declarations
- applies best practice
- are bought from sources which maintain ethical standards throughout their supply chain
- applies strong financial controls in the procurement process

5. Statement of Intent

We seek to understand the social and environmental impacts of the materials and services we source and seek those with minimum negative impacts and maximum positive impacts.

We are committed to ensuring that there are no acts of modern day slavery or human trafficking within any part of Portakabin and throughout the entirety of our supply chain. Suppliers must ensure that employees, workers and contractors in their business and supply chain (tiers one and below) are not subject to modern slavery or human trafficking, including child labour and forced labour. There must be no requirement for workers to lodge “deposits” or identity papers with their employers. All should be able to leave after giving reasonable notice.

We therefore require our suppliers to have in place an auditable process which demonstrates their commitment to the eradication of modern day slavery and human trafficking. We expect our suppliers to adopt and demonstrate compliance with the Ethical Trading Initiative (ETI) Base Code.

It is understood that suppliers must comply with national and other applicable laws and regulations and where there is conflict between these and this policy then the highest standards linked with such laws and regulations shall be applied. Where there is no conflict we would expect that the provisions that give the greatest protection to workers should be applied.

We are also committed to ensuring our key supplier partners are able to demonstrate environmental policies and management systems sufficient to ensure continuous improvement.

For our suppliers deemed to be in our A* and A Supplier Ratings, we expect the following:

- Documented policies regarding environmental management
- The ability to monitor, review and report on environmental performance
- The degree to which suppliers' operations are covered by recognised environmental management systems or their organisation's intentions towards such accreditation
- The awareness of potential environmental risks inherent in their production, service or sourcing activities
- The implementation of mechanisms and processes in place to mitigate or minimise potential environmental risks
- The degree to which products and services have been designed with environmental considerations in mind

In addition to relevant environmental policies and management systems, we also ask our suppliers to demonstrate their carbon reduction efforts. Portakabin has set a net zero target of 2040, and asks suppliers, where relevant, to provide information pertinent to our corporate carbon emissions measurements and product carbon emissions measurements.

6. Non Compliance

Employees are encouraged to raise concerns about non-compliance with this policy with the Head of Procurement, Head of Sustainability or Head of Governance & Secretariat.

Should the employee not feel comfortable with reporting in this way they should report through the "Speaking Up" hotline.

7. Referenced Documents

This Sustainable Procurement Policy incorporates the following corporate policies and codes of conduct:

- Procurement Policy
 - Employee Code of Conduct
 - Supplier Code of Conduct
 - and any and all policies, processes or procedures referenced in these documents
 - [ETI Base Code | Ethical Trading Initiative \(ethicaltrade.org\)](https://ethicaltrade.org/)
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