

Appendix B - Sustainable Procurement & Equal Opportunities

Manchester Central recognises it has a vital role in furthering sustainable development, through its procurement of buildings, goods, works and services. Procurement decisions have a major socio-economic and environmental implication, both locally and globally, now and for future generations.

Manchester Central will therefore strive to:

People, Education and Awareness

- Educate, train and encourage internal purchasers to review their consumption of goods and services, reduce usage and adopt more environmentally friendly products where possible.
- Communicate the sustainable procurement policy to all staff, suppliers, contractors and other relevant stakeholders.
- Encourage staff and partners to work with the business' sustainability lead, to ensure all purchases made have been given sustainable consideration.

Environmental Impact

- Purchase goods and services which have a minimal impact on the environment.
- Consider our business processes in an attempt to consume and purchase less. This will be achieved by identifying and eradicating wasteful practices within our own operation.
- Investigate opportunities for the recycling and re-use of materials where appropriate. Where this is not possible, all waste will be diverted from landfill and disposed of in the most environmentally friendly way.
- Assess the environmental and corporate risks to the organisation with a commitment to continually improving sustainable performance related to the supply chain.

Procurement Process

- Promote best practice for sustainable procurement, ensuring both environmental and social factors are considered in the procurement process (what the product is made from; where it comes from; the option to use local suppliers; product durability; circular economy etc.).

- Ensure that where appropriate, suppliers' sustainability credentials are considered in the supplier evaluation process and that sustainability criteria is used in the award of contracts.
- Sample audits of departmental purchases will be carried out to ensure sustainability is being considered in all purchases.
- All CAPEX purchases will need a sustainability sign-off before they are approved.

Engaging Suppliers and Working Collaboratively

- Ensure that low value and FTS (Find a Tender – high value contracts) contract opportunities are made available via appropriate platforms.
- Address barriers to entry in order that Small and Medium Sized Enterprises (SMEs), local suppliers and the voluntary sector are encouraged to bid for Manchester Central's business.
- Educate our suppliers regarding Manchester Central's environmental and sustainability objectives.
- Encourage and persuade suppliers to adopt environmentally friendly processes and supply environmentally friendly goods/services.
- Work with key suppliers to make changes and thereby extend sustainability improvements throughout the supply chain.
- Suppliers with a high environmental impact i.e., Tier 1 supplier, will be audited on their sustainability credentials on a quarterly basis, ensuring they are conforming to targets and measurements, as specified in the bid documentation.

Equal Opportunities

1. Compliance with Statutory Obligations

The successful tender shall, and shall procure that all Sub-Contractors shall, adopt a policy to comply with Manchester Central's statutory obligations under the Equal Pay Act 1970, Article 141 of the Treaty of Rome, Sex Discrimination Act 1975, Race Relations Act 1976, Disability Discrimination Act 1995, Employment (Age) Regulations 2006, Part Time Workers (Prevention of Less Favourable Treatment) Regulations 2002, Employment Equality (Sexual Orientation) Regulations 2003, Employment (Religion or Belief) Regulations 2003 or the Equality Act 2006 and shall comply with best professional practice in relation to equal opportunities and, accordingly, the successful tenderer will not, and shall

take all reasonable steps to ensure that all its employees and agents (and all Contractor and all Sub-Contractors and all employees and agents of the sub-contractors and its employees and agents) do not, discriminate against any person because of their sex, sexual orientations, marital status, colour, race, religion or belief, age, nationality (including citizenship), national or ethnic origin, part-time status, fixed term status or on the grounds of their disability, in decisions to recruit, train, promote, discipline or dismiss employees.

2. Codes of Practice

The successful tenderer shall, and shall procure that its sub-contractors shall, observe the Equal Opportunities Commission's Codes of Practice for employment and equal pay, the Commission for Racial Equality's Codes of Practice for employment, the Disability Rights Commission's Code of Practice for employment and any codes of practice relation to employment issues from time to time by the commission for Equality and Human Rights.

3. Adverse finding against a Tenderer

In the event of any finding of unlawful discrimination including, without limitation, sex, sexual orientation, part time, fixed term, racial, religious/belief, disability or age discrimination being made against the successful tenderer or any of its sub-contractors during the Contract Period by any court or employment tribunal, or of an adverse finding in any formal investigation (in the case of discrimination only) by the Equality and Human Rights Commission during the Contract Period, the successful tenderer shall inform Manchester Central of this finding and shall take appropriate steps to prevent repetition of the unlawful discrimination.

4. Provision of Information

The successful tenderer shall, on request by Manchester Central, provide the Manchester Central with details of any steps taken under condition 3.

5. Circulation of Equal Opportunities and Diversity Policy

The successful tenderer's equal opportunities and diversity policies shall be set out in any instructions circulated to those members of the tenderer's staff and sub-contractor's staff concerned with recruitment, training and promotion, in relevant documentation available to its staff and others and in its recruitment advertisements and other relevant literature.

6. Provision of Further Information

The successful tenderer shall provide such information as Manchester Central may reasonably request for the purpose of assessing the tenderers compliance with the above conditions, including, if requested, examples of any instructions, recruitment advertisements or other literature, and details of monitoring applicants and employees.