

# SCIENCE MUSEUM GROUP

## SUSTAINABLE PROCUREMENT POLICY

AUGUST 2022

### 1. PURPOSE

- 1.1. Sustainable procurement is a process whereby organisations meet their needs for goods, services, works and utilities in a way that achieves value for money on a whole life basis in terms of generating benefits not only to the organisation, but also to society and the economy, whilst minimising damage to the environment.
- 1.2. SMG is committed to combatting climate change and placing carbon literacy at the forefront of our visitor experience. The Procurement function is vital in ensuring that sustainability and social value principles are enshrined in SMG's purchasing activity.
- 1.3. SMG endeavours to work with suppliers who align with these principles of responsible and ethical procurement and who will support us on our journey towards Net Zero.

### 2. SCIENCE MUSEUM GROUP SUSTAINABILITY OBJECTIVES

- 2.1. We want to engage with suppliers and funders who support SMG's sustainability objectives, which are outlined below:
  - 2.1.1. Work towards a net zero target. SMG have committed to Net Zero by 2033, following the Science-based Target Initiative.
  - 2.1.2. Empowering our colleagues to use and share their expertise across SMG and with our visitors and digital audiences, in relation to our sustainability achievements.
  - 2.1.3. Inspiring visitors with authentic, inspiring sustainability and climate change stories.
  - 2.1.4. Reducing our carbon footprint across scope 1, 2, and 3 emissions, across our estates and supply chain.
  - 2.1.5. We are aspiring to be sustainability leaders.
- 2.2. This policy will be embedded in all procurement decisions and will consider environmental, social, and economic factors throughout the procurement cycle.

### 3. SCIENCE MUSEUM GROUP COMMITMENTS

- 3.1. Our tender and specification documents incorporate environmental, ethical, and social value requirements and criteria against which tenderers are scored as part of the evaluation process, is monitored against relevant KPI's and targets where applicable.
- 3.2. **Environmental:**
  - 3.2.1. In line with our Net Zero by 2033 commitment, we are targeting a 59% reduction in emissions across our scope 1, 2 and 3 emissions by 2033. In doing so, we have published a Sustainability Policy and have implemented several initiatives, including securing funding to create Decarbonisation Plans for each site, removing plastic bottles in our café's, and expanding our greenspaces and biodiversity across SMG.
- 3.3. **Social and Economic:**
  - 3.3.1. We encourage supplier diversity by offering small and medium enterprises, social enterprises, and local businesses the opportunity to participate in our supply chain.
- 3.4. **Ethical/Responsible Procurement:**
  - 3.4.1. We manage diversity & inclusion in our workforce and are committed to being *Open for All*. We procure ethically and work to ensure that Modern Slavery & Human Trafficking is not taking place within SMG's own operations or its supply chain.

### **3.5. Emissions Reporting:**

- 3.5.1. We report on our carbon emissions, under scope 1, 2 and 3 emissions across SMG. Full reporting takes place on an annual basis, as a minimum.

### **3.6. Supply Chain Collaboration:**

- 3.6.1. We have carried-out work with our key suppliers to establish a baseline for scope 3 emissions. We will be working with further key suppliers annually to reduce emissions in our supply chain. This will involve close collaboration, and suppliers will be encouraged to engage with SMG to help support this.

## **4. SUPPLIER EXPECTATIONS – WE WANT TO WORK WITH SUPPLIERS WHO...**

- 4.1. Show an aspiration to achieve Net Zero, through targets for carbon emission reduction.
- 4.2. Procure all timber products from legal and sustainable sources (e.g., FSC Certified), and procure other materials with a preference for recognised responsible sourcing schemes.
- 4.3. For major suppliers, have implemented, or are planning to implement, an environmental management system (ISO 14001, EMS 2004, EMAS or equivalent).
- 4.4. Show a consideration to develop environmentally preferable goods and services, in terms of product production, delivery, installation and disposal.
- 4.5. Show a commitment to mitigating labour issues and comply with the International Labour Organisation (ILO) standards, Equalities Act 2010, and the Modern Slavery Act 2015.
- 4.6. Show a willingness to work with the SMG to record and share data for scope 3 emission reporting, including provision of annual carbon footprint, where relevant and proportionate.
- 4.7. Show a willingness to work with SMG to build a requirement for CO2 reduction into the specification of contracts, where relevant and proportionate.
- 4.8. Show a demonstration of planning to support circular economy principles, with considerations to using/making products from non-virgin, repurposed and local materials, and reporting on waste data.
- 4.9. Encourage SME's, social enterprises, and local suppliers as part of their supply chain.
- 4.10. Show a commitment to social value creation and skills development, where relevant and proportionate to the contract.

## **5. IMPLEMENTATION**

- 5.1. This policy will be integrated into all procurement decisions, involved in the purchase of goods, services, and works. This policy will be published on the SMG website and will be reviewed annually.
- 5.2. SMG aspire to provide staff training in relation to sustainable procurement practices, as part of the SMG induction process.