

Supply Chain & Procurement Policy

Counterfeit, Fraudulent and Suspect Items

Sustainability & Ethics



Supply Chain & Procurement

The Training Manager (Assistant Training Manager in Training Managers absence) TM/ATM is responsible for the supply chain & procurement. **Consultation**, discussions/decisions on the supply chain will take place as necessary during Senior Management Team Meetings (SMT). Authority to select a supplier/contractor is the sole responsibility of the TM/ATM. Other members of staff have specific authority to select a supplier/contractor from the approved supplier list. (see 'approved supplier list' for more details) New suppliers/contractors will be added to the list by the TM/ATM once they have met the requirements detailed below and the requirements within 'External Contractors Briefing' (see staff policies portal). Suppliers/contractors will be reviewed within the audit system. This review mechanism will ensure poor performing suppliers/contractors have opportunity to rectify their weaknesses or if this is not possible they are removed from the approved list.

Procurement

Before anything or anyone's services (contractor) are procured the TM/ATM will ensure: -

- Any occupational health and safety risks have been determined, assessed and any hazards eliminated.
- Any new installations/equipment meet with specification and are tested to ensure they work as intended.
- Materials are delivered according to their specifications
- Any user requirements, training, precautions or other protective measures are communicated effectively.

Occasionally there will be times when external contractors are required to carry out specialised services. When this occurs the TM/ATM will ensure contractors:-

- Have the necessary skills, experience, competence, resources, equipment etc. to carry out the work
- Have satisfactory occupational health and safety performance records.
- Completed the External contractors briefing see <https://lantrain.co.uk/policies/>

LTS operate a policy where none of its functions or services are outsourced to 3rd parties.

Counterfeit, Fraudulent and Suspect Items

Lancaster Training Services Ltd recognises that counterfeiting is a serious global problem that affects companies and people worldwide and that there are parties who may seek to substitute Counterfeit, Fraudulent and Suspect Items (CFSI) for genuine items or services for commercial gain.

Our policy endeavours to make all employees, learners, suppliers, contractors, stakeholders and partners aware of the risks associated with CFSI. To this end our policy is to only choose suppliers that can demonstrate the quality and source of the goods that we require.

All our employees involved in the purchasing of goods have been informed about the potential for CFSI and advised that all goods must be purchased with these potential risks in mind.

The checking of goods supplied to ensure CFSI has not taken place will occur annually as part of our audit procedures.

Any employee suspecting CFSI must report their concerns to the Tm/ATM at the earliest convenience.

Any supplier found to be supplying CFSI as genuine will be removed from the 'Preferred Supplier' list.

Supply Chain Ethics

The Training Manager is responsible for the selection of contractors and suppliers. LTS:-

1. Will endeavour to source supplies from local companies within a 100Km radius from its operating centre.
2. Will endeavour to source '**fairly traded**' goods where available.

3. Believe in conducting business fairly and endeavours to prevent conflicts of interest, bribery, corruption, inappropriate offers of inducements, gifts & hospitality and fraudulent or dishonest behaviour.
4. Will ensure it procurement activities meet legal requirements, complies with the company health, safety, quality and environmental requirements.
5. Expects its suppliers to recognise minimum standards with regard to working hours, living wages and safety of employees. We expect our suppliers to meet these standards and to have the same expectations of these high standards from their suppliers to prevent **child labour** and exploitation.
6. Reserve the right to request an audit of any supplier to review compliance with these standards.
7. Will do all of the above whilst ensuring, value for money and the highest professional ethics.

Any member of staff that is deemed to have contravened any part of 3 or 4 above may be subject to disciplinary/legal action.

Sustainability

LTS is committed to acting in a socially responsible way and promoting sustainability. As an educational establishment care for the environment and promoting a broader sustainability agenda to ensure a bright future for all is integral to our professional activities. We aim to follow and to promote good sustainability practice, to reduce the environmental impacts of all our activities and to help our staff, learners and service users to do the same.

Principles

Our Sustainability Policy is based upon the following principles:-

- To comply with all applicable legislation, regulations and codes of practice.
- To integrate sustainability considerations into our business decisions.
- To ensure that all staff/learners and service users are aware of our Sustainability Policy and are committed to implementing and improving it.
- To minimise the impact on sustainability of all our activities.
- To make suppliers aware of our Sustainability Policy, and encourage them to adopt sound sustainable management practices.
- To review annually to continually strive to improve our sustainability performance.

Purchase of equipment and consumption of resources –

LTS will:-

Minimise the use of paper and other consumables and identify opportunities to reduce waste. As far as possible arrange for the reuse or recycling of waste, including paper, computer supplies and redundant equipment. Reduce the energy consumption of all equipment by purchasing energy efficient equipment and employing good housekeeping practices. Purchase electricity from a supplier committed to renewable energy. (see Environmental Policy)

Transport

Reduce the need for our staff to travel by supporting alternative working arrangements, including home working and a cycle to work scheme etc, Procure low emission and fuel efficient vehicles



Richard W Little – Chairman