

ETHICAL PROCUREMENT POLICY

Policy number	FFM4	Version	001
Responsible person	Chris Armitage	Approved by Board on	6 January 2020
Date for Next Revision	18 December 2022		

INTRODUCTION

As an international organisation, the Global EverGreening Alliance (the Alliance) sources products and services from within Australia and potentially around the Globe. Our environmental and anti-fraud commitments clearly state our position on these two very important issues and go some way to set out our position on how we conduct our work in a sustainable and ethical way.

We understand that our reputation does not simply rest with the quality and service we offer to our stakeholders. The Alliance acknowledges the organisation's corporate responsibility includes environmental responsibility, labour and human rights practices in supply chains and subcontracting arrangements. The Alliance commits to organisational support for ethical procurement from the highest level of the organisation.

PURPOSE

This Ethical Procurement Policy has been written to further describe how we conduct our business with our suppliers, together with the expectations that we have of our suppliers regarding the way that they conduct their business and applies to all the Alliance's purchases of goods and services.

Our aim is to ensure that the whole of our supply chain conforms to our ethical procurement standards.

SCOPE

This policy applies to all employees, volunteers, contractors and Board members of the Alliance and will be extended to implementing partners by MOUs/Partnership Agreements.

POLICY

The Alliance:

- is committed to sustainable and ethical procurement of our resources, ensuring that our purchasing decision-making process benefits not only the organisation but society as a whole, while minimising its impact on the environment;
- expects all Alliance employees, volunteers, contractors, Board members and implementing partners to adhere to our environmental, anti-bribery and ethical procurement commitment;

- will pay suppliers in accordance with the agreed terms and deal with exceptions in a timely manner;
- will select and treat our suppliers fairly and objectively at all times; and
- will seek to ensure that our environmental, fraud risk and ethical procurement policies are considered in our supplier appraisal process.

Applied to our decision-making process, the Alliance expect our suppliers to:

- conduct business without the payment or receipt of inducements, unlawful incentives or other benefits that might be considered an attempt to influence decision makers;
- respect fundamental human rights;
- treat employees fairly, never abuse or threaten them and never use forced, bonded or child labour;
- maintain a safe working environment at all times and provide access to protective equipment and safety training for all employees;
- confirm they understand and respect our environmental, anti-fraud and ethical procurement policies;
- maintain effective policies, processes and procedures to manage their environmental impact and to operate their business in a sustainable way;
- comply with all applicable local, national, regional and international laws, regulations and directives at all times; and
- respect the intellectual property rights of others.

The above expectations and further principles are included in the Alliance’s ethical procurement checklist.

This policy is extended to implementing partners through MOUs/Partnership agreements.

RESPONSIBILITY

The Chief Executive Officer has overall responsibility for ensuring the effectiveness of this policy.

All employees are responsible for the success of this policy and should ensure they use it to disclose any suspected danger or wrongdoing.

RELATED POLICIES AND PROCEDURES

Ethical Procurement Checklist

Human Rights Policy and Procedure

Child Safeguarding and Protection Policy

Fraud Risk Management Policy

Transparency and Accountability Policy and Procedure

Non-Development Activity Policy

Financial Wrongdoing Policy

Environmental Policy

REVISION HISTORY

Revision Date	Revision no:	Summary description of revision(s) made	Section(s) changed:
18 December 2019	1	Creation of policy	All

AUTHORISATION



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Board Secretary
6 January 2020
Global Evergreening Alliance