

POLICY TITLE:	Sustainable Procurement
CATEGORY:	Administrative
POLICY NUMBER:	ADMIN-004
POLICY OWNERS:	Finance and Operations

PURPOSE

The purpose of the Sustainable Procurement Policy is to ensure that all suppliers to VEC, at a minimum, meet the performance standards outlined in the Supplier Code of Conduct, including the core labour conventions of the International Labour Organization (ILO). The policy ensures and demonstrates VEC’s commitment to sustainability while ensuring safe and healthy workplaces for people who are creating procured products and services.

The Sustainable Procurement Policy also outlines the minimum parameters products and services must have in terms of environmental and social procurement principles and best practices. These standards will be met through collaboration, credible verification, fiscal responsibility, fairness, and transparency.

SCOPE

The Sustainable Procurement Policy applies to purchases by all VEC staff.

DEFINITIONS

International Labour Organization (ILO) is the UN specialized agency which seeks the promotion of social justice and internationally recognized human and labour rights. The ILO formulates international labour standards in the form of Conventions and Recommendations setting minimum standards of basic labour rights.

Purchasing refers to the process of procuring products from manufacturers or vendors.

Supplier Code of Conduct (SCC) sets the minimum performance standards for the VEC’s Sustainable Purchasing Policy. The goal of the SCC is to ensure suppliers are in good-standing upholding their statutory, legal, sustainable, and ethical obligations.

Suppliers are companies that have a direct business relationship to VEC. These companies may have factories or production facilities of their own or they subcontract parts or their entire production.

POLICY STATEMENTS

1.0 Guiding Principles for Supplier Workplace Practices

Vancouver Economic Commission will:

- 1.1 Ensure that the Sustainable Purchasing Policy is reviewed annually and require compliance with ILO core labor conventions.
- 1.2 Share information with current and future suppliers so they are aware of VEC's expectations in terms of product certification, standards and workplace practices.
- 1.3 Rely on the combination of external independent certifications, supplier disclosures and certifications, and public disclosures of information about factory and production facilities, to ensure that suppliers comply with EPP.
- 1.4 Consider the economic, environment and social impact of all purchasing decisions, and all outcomes, benefits and harm that may result from the purchase.
- 1.5 Reserve the right to discontinue business with suppliers who are not responsive to requests to address concerns around workplace practices and instances of non-compliance with the EPP.
- 1.6 Adhere to all applicable legal requirements and trade agreements.

2.0 Guiding Principles for Environmental and Social Practices

- 2.1 VEC's purchases have inherent environment, social and economic impacts that extend throughout the life cycle of each product or service. All purchases will be evaluated for sustainability, including those that: benefit the community, reduce waste, improve energy efficiency, limit toxic by-products, and contain recycled content.
- 2.2 All office supplies and electronics will only be procured when necessary for business operations
 - a. Energy efficiency will be prioritized for all purchases
 - b. All electronics will be sourced from companies that are members in good standing of sustainable industry associations
 - c. With the target to match the 2019 City of Vancouver [Supporting Green Operational Goal](#) of 100% of IT assets diverted from waste.

- 2.3 Used items will be considered for all purchases purchase, and only purchased if after use they are able to be responsibly recycled, repurposed, or safely disposed of in local vicinity – increasing the circular economy and maximizing value for each dollar.
- 2.4 Preference will be for suppliers who amplify their positive impact through social and environmental practices, including:
 - a. Businesses that are social enterprises;
 - b. Businesses that have sustainability reporting with specific environmental criteria which meet rigorous, third-party verification standards;
 - c. While adhering to the Canadian Free Trade Agreement (CFTA), New West partnerships Agreement (NWPTA) and the Comprehensive Economic Trade Agreement (CETA), businesses that offer strong community benefit and/or apprenticeship/training opportunities for individuals who face barriers to employment;
 - d. Owned or operated by equity seeking individuals including: Indigenous Peoples, visible minorities, LGBTQ2S+, youth, seniors, and women;
 - e. Pay a living wage.

3.0 Implementation and Compliance

- 3.1 To the best of VEC’s ability, the below processes and compliance review will be implemented for all purchases, while maintaining a cost-effective and timely procurement process.
 - a. VEC will incorporate criteria in the overall evaluation process of suppliers related to workplace practices, fair trade certifications, environment, and community benefit in award of contracts. VEC will not knowingly award contracts to any supplier who is not in substantial compliance with the performance standards.
 - b. VEC will require that suppliers provide details on factory and production facility locations, ensuring ILO core labor conventions and community benefit.
 - c. VEC reserves the right to ask for proof of compliance with all applicable labour, health, safety, and environmental laws.

4.0 Annual Reporting and Monitoring

- 4.1 VEC will report on Sustainable Procurement on a bi-annual basis to the VEC Board of Directors and VEC Management Team to meet the Sustainable reporting goals as set out in the annual Corporate Plan. The Senior Manager, Finance and Operations will review the policy annually and consider new items for inclusion as standards change and are updated.

REFERENCES / OTHER RELATED POLICIES

VEC Financial Spending Authorities Policy
 VEC Supplier Code of Conduct
 VEC Code of Conduct
 VEC Sponsorship Policy
 VEC Records Retention Policy
 VEC Petty Cash Policy
 VEC Procurement Policy

APPROVAL HISTORY

ISSUED BY: Senior Manager, Finance and Operations	REVIEWED AND RECOMMENDED BY:	VEC CEO, COV CPO, COV Legal	DATE: September 2 2020
	REVIEWED AND RECOMMENDED BY:	VEC Finance & Audit Committee	DATE: September 10, 2020
	APPROVED BY:	VEC Board of Directors	DATE: September 22, 2020

Next Review Date: October 2022