



Procurement

This statement seeks to cover the ethical issues and social responsibility within supply chains when managing business to business supplier relationships and the purchasing of goods and services from suppliers.

Upholding the principles of this statement will be a shared responsibility between Guide Dogs and its suppliers and will be adopted at senior level within the charity. Guide Dogs will expect its suppliers to assign and accept similar responsibility.

All Guide Dogs staff involved in the procurement of goods and services have a responsibility to be aware and have a thorough understanding of the ethical issues referred to in this policy.

Guide Dogs' procurement & contract management policy is created to ensure that Value for Money (VFM) is obtained in respect of all financial commitments made to third parties, whilst ensuring risk optimisation, appropriate transparency of process, non-discrimination in respect of suppliers, and recognition of ethical and sustainable trading practices.

Guide Dogs strives to introduce procurement strategies wherever possible that support the accessibility needs of our staff, service users and volunteers whilst ensuring that it buys ethically and responsibly.

In accordance with the Bribery Act 2010 staff will not accept personal gifts or other inducements including charitable donations, which, individually or cumulatively, can be reasonably adjudged as aimed at influencing the purchasing decision. Bribery under the Act is defined as "financial or other advantage offered, promised or given to induce a person to perform a relevant function improperly or to reward them for doing so".

Social responsibility

Guide Dogs believes the following principles should apply to all suppliers, and that our Director of Finance, Planning and Performance will decide whether to work with a supplier who does not comply.

- Suppliers must uphold basic human rights.
- Suppliers must ensure that all employees have attained the minimum age required in order to be legally employed.
- Employees must be free to choose to work for the supplier and free to leave the supplier and there should be no forced, bonded or involuntary labour.
- Employee wages and benefits should at least meet industry or national legal standards.
- Employee working hours and holiday allowances should comply with industry standards or national laws.
- Employee working conditions must be safe and hygienic.
- Suppliers should always work within the laws of their country.
- Suppliers should have a policy of equality where there is no discrimination.
- Suppliers must make every effort to minimise the impact on the environment by seeking continual reduction in the use of resources, waste generation and by re-using and recycling where practical without affecting quality.
- No organisation within the supply chain should be linked to an oppressive regime, or be involved in a business that may damage the reputation of or is unacceptable to the principles of Guide Dogs.
- Employees should have freedom to join trade unions or other representative organisations.

Please refer to our website for more information about our modern slavery and human trafficking statement

Supplier management

- Suppliers' commercially sensitive information must not be disclosed to any third party or used in any way without the consent of the supplier, unless required to do so by law.
- The relationship between Guide Dogs and the supplier will be open and honest and no relevant information should deliberately be withheld by either party.
- In competitive situations, unsuccessful suppliers will be fully debriefed about the rationale around the decision making process.
- All suppliers will be treated fairly at all stages of the procurement process.
- The arbitrary or unfair use of purchasing power or influence is discouraged.
- Any material personal interest which may affect, or be seen to affect, impartiality or judgement will be declared by any staff member involved in the procurement process.
- It should be ensured that suppliers understand and agree to any negotiated terms and conditions.
- With regard to size, maturity and location of suppliers, consideration should be given to the magnitude of business awarded to a supplier, the impact of that business on the supplier and the level of dependence on that business.