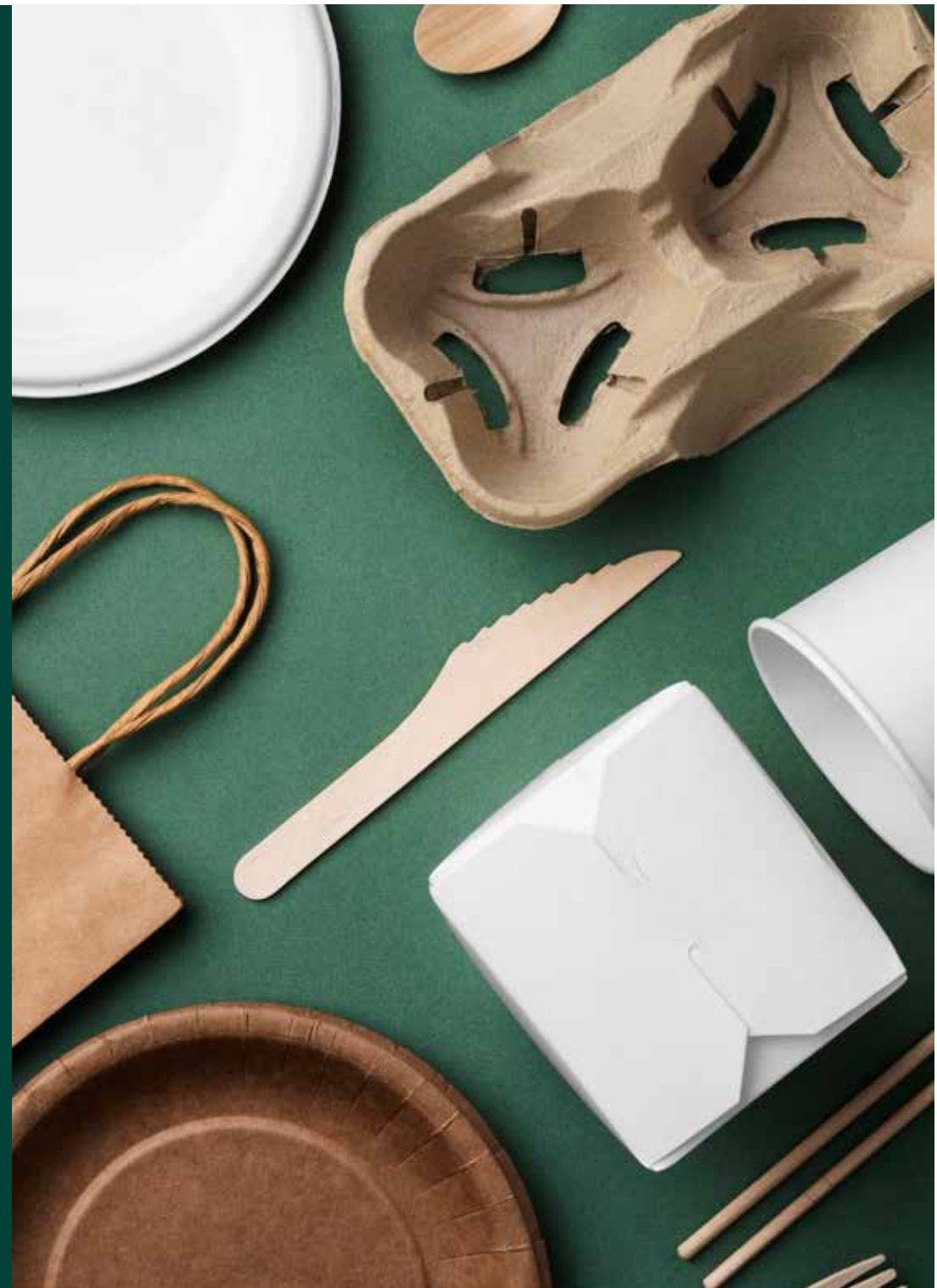


Sustainable Procurement

About this guide

If your tourism business is genuinely committed to sustainability, it's crucial to focus on procurement. In this guide, we outline the reasons why sustainable procurement is important, and how you can get started reviewing your procurement policy – along with a handy review checklist covering everything from produce to transport.



Five reasons why sustainable procurement is important

1. It reduces the impact on our environment

Sustainable procurement practices can help minimise the negative impact on our environment by reducing vehicle pollution, choosing to buy local, and also reducing pollution by choosing green energy tariffs. Good procurement also means less waste material going to landfill or for incineration.

2. It reduces waste

Procuring products with minimal packaging or those made from recyclable materials can have cost benefits for your business. They can be cheaper than virgin materials and can provide a cost-effective way to reduce your environmental impact. If you use an outside contractor for laundry, ask for your return laundry not to be wrapped in plastic. Also, source and buy unwrapped vegetable produce.

3. It supports the local economy

Sourcing services and materials locally not only makes environmental sense by reducing transportation-related emissions, but it also supports our local economy, increasing our ability to attract visitors.

4. It increases resilience

Making your supply chain more sustainable protects it from external shocks such as climate change, geopolitical events, shortages of sunflower oil and crop failures due to extreme weather events that are becoming more frequent. These actions will help contribute to the long-term sustainability of your business.

5. It builds a better place to visit

Select suppliers who prioritise sustainable practices such as sourcing local artisan suppliers for produce. Engage positively with local communities and share your motives because they operate in the area themselves and will help build a better place for visitors.

How do I get started?

Use the checklist below:

- as a guide to assess all products or suppliers you currently use,
- as a screening tool when procuring any new product or service,
- and to compare products against each other.

Use the criteria below as well as the information provided by your supplier to help you review the environmental, social, and economic effects of the products and services you procure by considering their whole-life impact.

Direct screening questions to all new and existing suppliers to gauge how they operate and determine if they run the business sustainably.

Aim to get as much evidence about each of the points from them and get them to return it to you with any supporting evidence such as certificates, or policies and procedures.

Sustainable Procurement Checklist

| Criteria | Questions |
|----------------------|--|
| Raw materials | <ul style="list-style-type: none"> • Are the raw materials sustainably sourced? • Does obtaining the raw materials cause pollution? • Is there any recycled content? • Does the producer have good working conditions and pay a fair wage? |
| Manufacture | <ul style="list-style-type: none"> • What resources are used during manufacturing e.g. energy and water? • Does the manufacturing process cause pollution? • Does the product have an ecolabel e.g., Fairtrade, Forest Stewardship Council, or Better Cotton Initiative? • Are hazardous materials used? • How much packaging is used? • Does the manufacturer have good working conditions and pay a fair wage? |

| Criteria | Questions |
|--------------------|--|
| Distributor | <ul style="list-style-type: none"> • How far will your products have to travel to reach you? • Will it travel by air, road, rail, sea, or a combination? • Is additional packaging required/essential or can it be reduced or re-used? • Does the distributor have good working conditions and pay a fair wage? |
| Use | <ul style="list-style-type: none"> • Will you need to use additional resources such as energy or water to maintain and use the product? • Will the product produce any waste or pollution? • How easy will it be to repair the product? • Will you, or your staff, require training to use the product? • Are there any legal requirements for using the product? |
| End-of-life | <ul style="list-style-type: none"> • How long do you expect it to last? • Can it be reused, refurbished, or recycled? • How will you dispose of the product? • Are there any legal requirements to store or dispose of the product? • Will it produce any hazardous waste? |