ISSUED BY: **Director of EPA** **Caroline Walton**	**End-Point Assessment** **POLICIES & PROCEDURES**	**ISSUE DATE:** **September 2023** **REVIEW DATE** **September 2024**
	EPA Supply Chain Policy	**ISSUE:** v4

Scope and Purpose

This Policy is for Ethical Supply Chain procedures. Our company is committed to ensuring that appropriate ethical measures are implemented into the supply chain services we provide. Setting out our procedures and responsibilities, this policy details our approach to Ethical Supply Chain procedures.

We understand the importance of creating a responsible supply chain that upholds ethical values and supports sustainable practices. As such, we are committed to ensuring that our suppliers meet the ethical standards set out in our policy.

Our approach to Ethical Supply Chain procedures includes conducting due diligence on our suppliers to ensure that they comply with ethical standards. We also encourage our suppliers to adhere to ethical principles, such as fair labour practices, environmental sustainability, and social responsibility.

Additionally, we are committed to working with suppliers who share our commitment to ethical values and sustainable practices. We believe that working together with our suppliers can help create a responsible supply chain that benefits everyone involved.

As part of our commitment to ethical supply chain practices, we will regularly review and update our policies to ensure that we are always operating in line with the latest ethical standards. We encourage our partners to provide feedback and suggestions on how we can improve our ethical supply chain practices.

By adhering to our Ethical Supply Chain procedures, we can ensure that our supply chain is responsible, sustainable, and supports ethical practices. We are committed to creating a positive impact through our supply chain operations and encourage our partners to join us in this endeavour.

Aims

The aim of this policy is to outline the processes, measures, and approaches ELS have in place to endure ethical supply chain procedures.

Supply Chain outlined and defined.

Ethical supply chain refers to a system of sourcing and delivering goods or services that is based on ethical and sustainable business practices. It involves ensuring that the products or services are sourced, produced, and delivered in a way that is socially responsible and environmentally sustainable.

Policy

Policy on Understanding the Types of Businesses in the Market:

We will continually develop our knowledge and understanding of the types of businesses operating in the market, including new businesses, entrepreneurs, start-ups, SMEs, VCSEs, and mutuals. This will involve regular research and analysis of market trends and participation levels by different types of businesses. We will use this knowledge to inform our procurement strategy and to ensure that we are actively engaging with a diverse range of businesses.

Policy on Sub-Contracting Opportunities:

We will identify opportunities to open sub-contracting under the contract to a diverse range of businesses, including new businesses, entrepreneurs, start-ups, SMEs, VCSEs, and mutuals. This will involve actively seeking out and engaging with businesses that meet our criteria for sub-contracting. We will also ensure that our contracts and procurement processes allow for the participation of a diverse range of businesses.

Policy on Engaging a Diverse Range of Businesses:

We will engage with a diverse range of businesses in activities prior to appointing supply chain members. This will involve regular engagement activities such as industry events, business forums, and networking opportunities. We will also ensure that our procurement processes allow for engagement with a diverse range of businesses during the contract term.

Policy on Collaborative Working:

We will work collaboratively with a diverse range of businesses as part of our supply chain. This will involve co-designing and co-creating services, using collaborative performance management techniques, implementing appropriate commercial arrangements, using inclusive working methods, and adopting inclusive technology. We will work with our supply chain members to promote inclusive practices and ensure that all businesses have an equal opportunity to contribute to the success of the contract.

Policy on Advertising Supply Chain Opportunities:

We will advertise supply chain opportunities openly and ensure that they are accessible to a diverse range of businesses, including advertising sub-contracting opportunities on Contracts

Finder. We will also ensure that our advertising materials are inclusive and do not discriminate against any particular group.

Policy on Ensuring Accessibility:

We will ensure that our procurement processes are accessible for disabled business owners and employees. This will involve making reasonable adjustments to ensure that all businesses have an equal opportunity to participate in our procurement processes.

Policy on Structuring the Supply Chain Selection Process:

We will structure our supply chain selection process in a way that ensures fairness and encourages participation by a diverse range of businesses. This will involve implementing anti-corruption measures, promoting transparency, and ensuring that our procurement processes are accessible to all businesses, including new businesses, entrepreneurs, start-ups, SMEs, VCSEs, and mutuals.

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