

Responsible Procurement Toolkit

The Toolkit

About	Answers
What is it?	A tool to help you make responsible buying decisions
The purpose	To provide you with the key questions and considerations to buy better
When to use it?	When buying any goods or service
How does it relate to LME?	Sustainability is one of our key LME pillars
Why have a toolkit?	The provision of goods and services is a key contributor to environmental and social sustainability
What if using the toolkit leads to a more costly good or service?	Price is obviously a key consideration in your decision making and you should weigh up the risks and benefits

It shouldn't add any time, enjoy it... just click on the category you're buying to see what to look out for

Toolkit Categories



Food and catering



Paper and printing



Signage and branding



Clothing



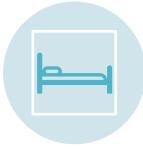
Power and energy



Transport and fleet



Office equipment



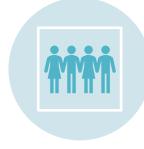
Hotels and venues



Event waste



Cleaning



People



Sponsorship considerations

Control and Click on an icon... it'll take you where you need to go

The Key Questions

What is required?

Is it needed, can it be rented, what quantity do we need...

Where does it come from?

Can it be made locally; do we know where it's come from and how it's transported; can the supplier provide emissions data...

Who made it?

Do you know who made it and the working conditions...

What is it made of?

Is it made from recycled or recyclable/compostable material...

What is it wrapped in?

Can packaging be composted or recycled, can the supplier take the packaging back ...

What will happen to it after it's been used?

Can the item be repurposed or made into something else (circular economy); is there a waste stream to recycle/compost?

What policies does the supplier have in place?

Do they have an environmental or sustainability policy; Do they prioritise buying locally...

Food and Catering



Aim to prioritise:

- Organic, fresh and fairly traded fruit or veg
- Local foods where possible
- Seasonal produce. Product grown in greenhouses out of season can have a high carbon footprint
- Serveware made from plant-based materials (PLA, recycled paper) which can be composted in an appropriate facility
- Drink cups which are compostable or recyclable
- Suppliers that take action to minimise food waste
- Providing compost or food waste disposal bins for back of house catering

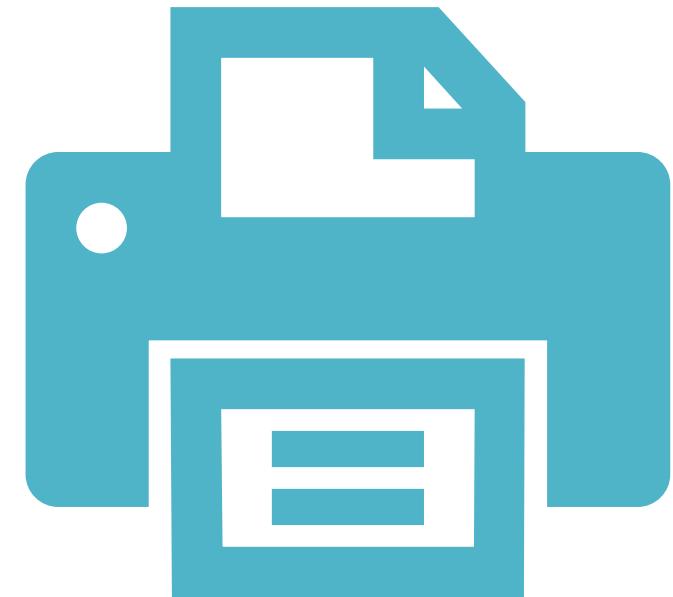
Aim to avoid:

- Food and drink that needs to be airfreighted in
- Single use plastic serveware (i.e. cups, cutlery)
- Plastic straws
- Any form of polystyrene
- Drink cups with a plastic liner

Look out for these logos:



Paper and Printing



Aim to prioritise:

- Digital rather than print – first consider whether it needs to be printed at all
- Only 100% (preferably post-consumer) recycled paper for copy paper and promotional materials. If this isn't possible, choose paper which is a mixture of recycled content and fibre sourced from sustainably managed forests (see logos below)
- Environmentally friendly inks that have a soy or other vegetable oil base rather than petroleum and contain a low percentage of volatile organic compounds (VOCs)
- The lightest paper for your needs. 200gsm paper uses twice the wood fibre as 100gsm paper
- Stick to standard formats as much as possible to minimise waste from paper offcuts
- An ISO 14001 certified printing company, or a local supplier who uses certified paper and vegetable inks
- Look for a printer using waterless or low-alcohol processes

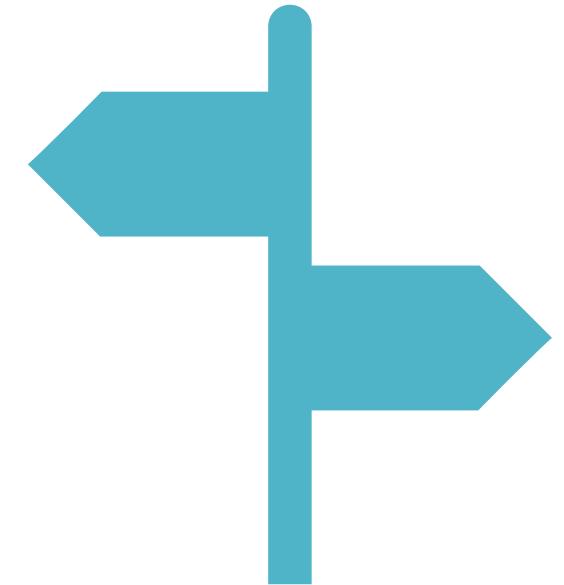
Aim to avoid:

- Inks that contain heavy metals such as barium, copper and zinc
- Non-FSC paper
- Dating documents if possible so that they may be able to be used for future events

Look out for these logos:



Signage and Branding



Aim to prioritise:

- ISO 14001 certified, preferably local suppliers who use recycled and recyclable materials—ask them what measures they are taking to reduce their environmental impacts
- Corrugated plastic board over foam-core for signs
- Banner roll that can be reused or if not, recycled or repurposed into future banner roll or other items
- Banner roll that is made from Recycled PET helping provide circularity
- If using digital signage, try to look for the most energy efficient, LED equipment. A list of the most energy efficient devices can be found at [Energy Star.com](https://www.energystar.com)

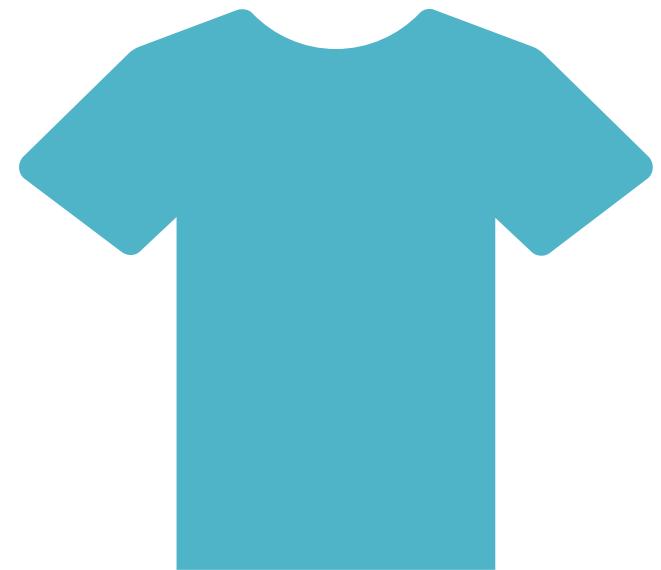
Aim to avoid:

- Glossy and laminated materials where possible, these use components such as plastics making them much more difficult to recycle
- Chlorine-bleached paper/board
- PVC based materials for banners –Dioxin, a known human carcinogen, can be formed during the manufacture of PVC, and during the incineration or burning of PVC products
- Dating the signs if possible – this makes them easier to re-use for future events
- Using cable ties; reusable cords are preferable

Look out for these logos:



Clothing



Aim to prioritise:

- Thinking about the quantity of clothing to mitigate against large numbers of excess items
- Traceability and suppliers who can outline where the product is made and show that labour standards were adhered to - ask the question 'where is this made?' 'do you have any certification or audit documents?' - look out for the Fair Wear and Goodweave logos below
- Clothing or textiles made from organic cotton (which avoids the huge impact of pesticides and fertilisers) or more sustainable materials such as bamboo fibre (which grows faster and with less water) or fabrics made from recycled PET bottles
- Clothing or designs without the event date on it where possible - so it can be reused for future events
- Textiles that have some form of eco-certification- see BCI, GOTS, OEKO-TEX logos below
- Items that use materials which are either not dyed or use plant-based dyes
- Suppliers which offer a circular return scheme for clothing to be re-made into other items

Aim to avoid:

- Clothing where the manufacturer or producer is not known
- Clothing which is individually wrapped or wrapped in unrecyclable packaging
- Dated clothing where at all possible

Look out for these logos:



Temporary Power and Energy



Aim to prioritise:

- A temporary power supplier who:
 - Has a track record for fuel and emissions reductions with clients (which they evidence)
 - Has taken steps to reduce their own carbon footprint
 - Offers monitoring and a detailed post-event report
 - Offers energy efficient equipment such as LED lighting, solar arrays
 - Provides lower emission or renewable fuel options such as HVO or battery power
- Negotiating a longer term contract so that LME and the supplier can work together on a plan to reduce fuel consumption and emissions
- A fixed-fee service including fuel to incentivise fuel savings
- Specifying particulate filter on diesel generators to limit air quality issues

Possible questions for suppliers:

- Based on the previous year, do they think loads could be combined with changes to generator locations to achieve fewer generators?
- Based on previous experience, what equipment do they advise against in order to achieve reductions in demand?
- Where can hybrid or smaller generators be employed to reduce fuel consumption overnight?
- Can they use at least a percentage of biodiesel? When using biodiesel try to make sure it is locally or regionally sourced WVO biodiesel.
- Ask if they are using EN 14214 certified fuels, which guarantees compliance with hardware warranties?
- What do they need or how do they plan to plug into the grid?

Look out for these logos:



Transport and Fleet



Aim to prioritise:

- Taxi firms, couriers and delivery companies that address their environmental impact, either by providing electric, biodiesel or hybrid vehicles, and/or sending their drivers on sustainable driving courses
- If purchasing a vehicle, choose electric, hybrid, or a fuel-efficient model. The Vehicle Certification Agency (VCA) publishes data on fuel efficiency and emissions: www.carfueldirect.gov.uk
- Avoiding travel where possible by making use of video calls and meetings
- Encouraging suppliers to use public transport to attend events where applicable
- Event vehicles which are hybrid or electric where possible
- Suppliers who purchase certified offsets for their unavoidable vehicle emissions particularly if using vans or lorries
- Selecting fleet vehicles which are based locally and that can be packed efficiently to minimise the quantity required

Aim to avoid:

- Hiring fleet with high fuel consumption and emissions
- Unnecessary travel for the service where possible
- Using suppliers who do not have a roadmap for future electrification of their fleet where possible

Office Equipment



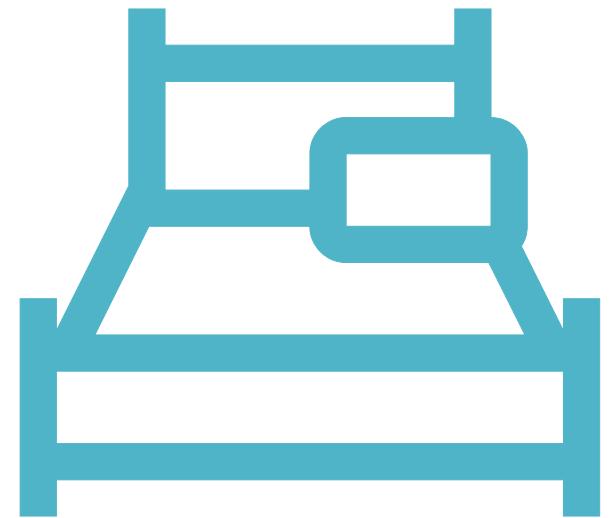
Aim to prioritise:

- Whether goods can be hired rather than bought
- Choosing suppliers who have a take-back or disposal scheme
- Energy-efficient models when replacing old equipment. As a start, choose appliances that have an A, A+, A++ or A+++ energy efficiency rating.
- Printers or photocopiers etc. that use cartridges that can be recycled
- Rechargeable batteries rather than single-use batteries
- Low-energy bulbs or LEDs
- Making arrangements with the lighting supplier to collect and dispose of dead light bulbs

Aim to Avoid:

- Buying equipment when it can be rented
- Equipment which cannot easily be returned or safely disposed of
- Equipment which has a high energy consumption or poor energy rating

Hotels and Venues



Aim to prioritise:

- Hotels, venues and accommodation providers with commitments to environmental sustainability (see other categories in this toolkit for specific considerations on food and office materials)
- Hotels within walking distance to sites where possible to minimise travel
- Considering whether staff or contractors need to stay in accommodation or whether they can stay at home or with family or friends
- Renting flats if possible, for longer stays; these can be more energy-efficient (and cost-effective) than staying in hotels or B&Bs.
- Venues who provide separate waste and recycling facilities

Aim to avoid:

- Hotels with a lack of commitment to environmental sustainability
- Using hotels for the sake of it, consider whether overnight accommodation is required

Logos to look out for:



Event waste



Aim to prioritise:

- Using waste management providers that can partner with you on collection and provision of suitably sized bins or waste pods
- Using waste management providers who can work with you and other suppliers as part of a closed loop recycling process
- Waste management providers that can provide comprehensive data including waste stream and volume of waste
- Waste management providers that can provide signage for separate waste streams

Questions for suppliers:

- How do you manage mixed material waste?
- How many waste streams do you directly sort and bale on-site and what are they?
- Which waste streams are sorted and baled off-site and why?
- Please summarise your company waste policy and what steps your company is taking toward being carbon neutral.
- Please identify destination of each processed material and where the circular economy may be supported.
- Please identify the individual waste collection streams are you able to offer and how each of these streams are processed from collection through to end of life.
- Are you able to bale materials and help us return them to producers to turn materials back into product via closed loop recycling?
- Are you able to offer bin pods or other innovative waste collection solutions at event sites in order to encourage greater recycling and the splitting of waste at source.
- Which materials do you send to incineration and how do you offset the environmental impact of this?
- Do you have a waste carrying license and environmental permit
- Are they ISO14001 certified or have they achieved any standards such as the Carbon Trust Standard?

Cleaning



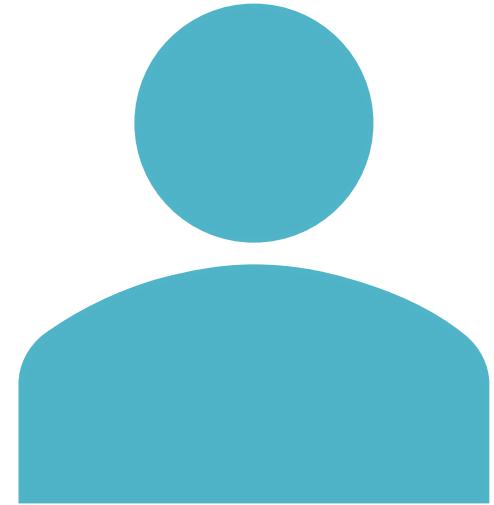
Aim to prioritise:

- Local companies where possible, to minimise travel
- Companies that use environmentally friendly cleaning products
- Ensuring that hand towels and toilet paper are made from 100% post-consumer recycled paper
- Less hazardous cleaning products that have a lower environmental impact (e.g. biodegradability, low toxicity, low volatile organic compound (VOC) content, reduced packaging).
- Buying concentrated cleaning products where appropriate, and dilute them on site, which means you can buy large quantities without the associated transportation or packaging costs
- Products with recyclable and compostable packaging and refillable bottles
- Suppliers that demonstrate they pay at least Living Wage and operate in accordance with the Modern Slavery Act 2015

Aim to avoid:

- Packaging which is not recyclable or compostable
- Cleaning products with high toxicity

People



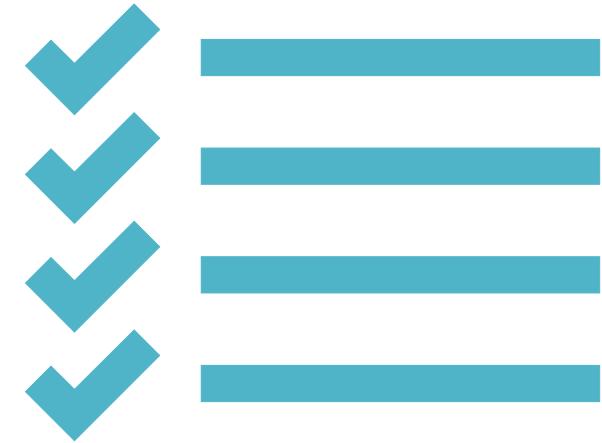
Suppliers must:

- Comply with the 2015 Modern Slavery Act (UK suppliers)
- Comply and pay their staff at least the National Minimum wage require by local law
- Comply with labor standards in their country of operation
- Not use any forced labour - prison, indentured, bonded or otherwise
- Comply with regulations concerning work hours mandated by local law
- Not subject employees to any physical, sexual, psychological or verbal harassment or abuse
- Not engage in child labor and operate in-line with local law
- Ensure there are adequate safeguarding policies in place and that staff are fully trained training

Additional Questions to ask suppliers:

- For UK suppliers, whether they pay the National or London Living Wage for information capture
- Whether the supplier can share information on health and safety policies to prevent accidents and injury at the workplace
- Their approach to ensuring diversity, equity and inclusion within their operations; do they have a policy?

Sponsorship Considerations



Aim to consider:

- Whether there is reputational risk to a new sponsorship deal, has the provider been involved in any social or environmental controversies?
- The approach and strategy of the supplier to environmental and social sustainability, does it align with our own trajectory?
- How the sponsor can help further our own sustainability ambitions and provide useful learnings
- The materials used by the sponsor in providing their goods or services (see other categories in this toolkit as applicable)