

# Sample Policies suitable for Public Procurement

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## Health and Safety

Building a health and safety policy can seem like a daunting task, when in fact there are some very helpful websites available to aid you in obtaining this.

A great site for this is <http://www.hse.gov.uk/business/index.htm>

Here you will find examples of H&S / Risk Management policy documents and descriptions of how to create your own. You will also find lots of other information on all things related to Health and Safety in the workplace.

## Equality and Diversity

Equality and diversity is very high in the agenda for most of local government at the moment so it is important that you can evidence that you are adhering with legislation according to your size (in terms of the number of people you employ).

<http://www.procurementlincolnshire.co.uk/section.asp?catid=24313>

This is an example of our E&D policy which you are more than welcome to use as a starting point. However, please ensure that you consult with your own legal and professional teams when considering whether to adopt this policy either in whole or part.

## Sustainability

Sustainability issues are another topic which is highly rated on the public sector's agenda, as this is a key aspect in which partner authorities are measured and assessed on. One way we do this is to try and ensure that the suppliers we use also value the importance of this. So if you wish to sell goods or services to the public sector, then you will need to consider how you can demonstrate that you are doing all you can to ensure your goods or services have as little negative impact as possible.

One aspect of sustainability you can easily look into is your environmental impact. The following sites offer advice to aid you with this which will hopefully help you in building up a policy to implement.

<http://www.netregs.gov.uk/>

<http://www.envirowise.gov.uk/home>

<http://www.businesslink.gov.uk/bdotg/action/layer?topicId=5000919648&site=210>

We may also ask for a Sustainability Policy during our PQQ process (where it is necessary to the contract). This is a voluntary undertaking in the UK however having one will provide you with extra points. The structure and content are not regulated under UK legislation so what you include is up to you. Below is our

Sustainable Procurement Strategy which outlines what we look for in suppliers, which may give you a few hints on what to add into your policy.

[www.procurementlincolnshire.co.uk/strategy](http://www.procurementlincolnshire.co.uk/strategy)

## Disclaimer

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There are plenty of other policy examples and online step-by-step guides available on the internet for you to use, but please ensure you tailor these to your company's needs/requirements and consult with legal bodies to ensure they're correct.