



# EDI and Sustainability Procurement Guide

September 2023



## Introduction

As an organisation, UK Sport is committed to harnessing the power and platform of sport to drive positive change across Equality, Diversity and Inclusion (EDI) and Sustainability; walking the walk and using our voice to inspire others to act. This includes leveraging our buying power to drive improved practices within the supply chain. UK Sport has an annual non-pay spend of approximately £10-15m. The scale and diversity of our buying power presents considerable opportunities for effective partnership working, to achieve value for money and to encourage innovative approaches.

## EDI in procurement

Diverse businesses are those which are approximately 51% owned, managed, and controlled either by people from ethnically diverse backgrounds, or women, people with a disability or from the LGBTQ+ community. Supplier diversity focuses on the creation of a diverse supply chain that aims to increase the inclusion of underrepresented groups in the procurement processes of public and private sector organisations. Sourcing products and services from previously underrepresented suppliers enhances supply chain diversification.

Research has shown that supplier diversity has a positive effect on an organisation's long-term growth and a successful supplier diversity programme leads to long-term relationships that provide superior value in the supply chain. The aim of supplier diversity is to create an equal marketplace where opportunities are open to all participants regardless of their identity or background.

Here at UK Sport, we want to attract a diverse range of talent to support our work. To help us achieve this ambition, it is important that staff apply these guidelines routinely when tendering for goods or services.

It is organisational policy that no former staff member should be appointed as a consultant within two years of leaving UK Sport.

## Sustainable procurement

The international standard, ISO 20400:2017 Sustainable procurement defines sustainable procurement as “procurement that has the most positive environmental, social and economic impacts possible over the entire life cycle”. Providing further detail, the UN Sustainable Development Goal 12: Responsible Consumption and Production refers to *“the use of services and related products, which respond to basic needs and bring a better quality of life while minimising the use of natural resources and toxic materials as well as the emissions of waste and pollutants over the life cycle of the service or product so as not to jeopardise the needs of future generations.”*

There are many different aspects of sustainability which can be considered when procuring goods and services. Relevance and proportionality of impact should be considered on a case-by-case basis.

Examples of impact areas are:

- Energy use
- Vehicle emissions
- Embodied carbon of products, materials, assets and in service delivery.
- Adaptation to climate change
- Natural environment (pollution and degradation and opportunities to enhance biodiversity)
- Resource use
- Ethical considerations, including human rights, modern slavery, trafficking and working conditions

### What we expect from suppliers

At UK Sport we expect all potential suppliers to embed and demonstrate our values and ambitions relating to EDI and sustainability. All suppliers must meet the requirements of:

- UNICEF Children's Rights and Business Principles
- Ethical Trading Initiative Base Code
- UN Sustainable Development Goals
- Social Value Act 2012
- Modern Slavery Act 2015
- Equality Act 2010

### UK Sport's commitment

In its tender evaluation and contracting processes, UK Sport will evaluate a potential supplier's approach to EDI and Sustainability in terms of its employment practices and service delivery. Relevant questions will be embedded into the ITT document and supporting appendices. The responses to these questions will be evaluated as part of the selection process. We will offer appropriate training and support for staff.

For **Contracts under £10k**, there is no requirement to obtain three quotes or undertake a formal tender process. However, these contracts amount to around 70% of UK Sport's total non-pay spend. Therefore, it's imperative we make fundamental change in this area to make a real difference in creating a fairer and more inclusive procurement process. For **Contracts between £10k and £30k**, there is a requirement to gather three quotes in a response to a brief specification. These contracts amount to around 15% of UK Sport's total non-pay spend. For **Contracts over £30k**, a formal tender process must be undertaken. These contracts amount to around 15% of UK Sport's total non-pay spend.

## Procuring managers – minimum requirements

Minimum requirements	<£10k	£10k-30k	£30k+
Ask all suppliers to complete the EDI and Sustainability Procurement Questionnaire.			
Include a 10% weighting on EDI criteria and a separate 10% weighting on Sustainability within the specification in the Invitation to Tender (ITT) document.			
The must be advertised to a wide range of diverse suppliers within the UK. This is the responsibility of the Procuring Manager.			

## Diverse supplier platforms

Contracts Finder: [www.contractsfinder.service.gov.uk](http://www.contractsfinder.service.gov.uk)

UK Sport website: [www.uk sport.gov.uk/resources/tenders](http://www.uk sport.gov.uk/resources/tenders)

Black in Business UK: [www.blackinbusiness.com](http://www.blackinbusiness.com)

OutBritain (LGBTQ+): [www.outbritain.co.uk](http://www.outbritain.co.uk)

## Support

For support on EDI and Sustainable Procurement, please contact:  
[Procurement@uksport.gov.uk](mailto:Procurement@uksport.gov.uk)

## Appendices

Appendix A: EDI and Sustainability – Procurement Questionnaire

## Appendix A

### EDI and Sustainable Procurement Questionnaire

All sections of this questionnaire must be completed to a satisfactory standard for any company to be considered for any quote or to tender for a UK Sport contract. Section A and B focus on the minimum Equality, Diversity and Inclusion standards we expect all our suppliers to meet. Section C focuses on the minimum Sustainability standards that we expect our suppliers to meet.

**All contractors with seven more staff will be required to complete this section of the Sustainable Procurement Questionnaire, regardless of the contract requirements. You must provide copies of all policies referred to.**

#### Section A – Equality, Diversity and Inclusion

1. Do you have written policies in place to ensure that you as an employer and as a service provider comply with your statutory obligations under the equality legislation, which applies to Great Britain, or equivalent legislation in the countries in which you employ staff?	<b>YES</b>	<b>NO</b>
2. Does your equal opportunities policy cover: a) racial discrimination b) gender (sex) discrimination c) disability discrimination d) age discrimination e) discrimination based on sexual orientation f) discrimination based on religious belief	<b>YES</b> <b>YES</b> <b>YES</b> <b>YES</b> <b>YES</b> <b>YES</b>	<b>NO</b> <b>NO</b> <b>NO</b> <b>NO</b> <b>NO</b> <b>NO</b>
3. Does your written equality policy cover (if so, please provide) a) Recruitment, selection, training, promotion, discipline, and dismissal? b) Victimisation, discrimination, and harassment making it clear that these are disciplinary offences. c) The identity of a senior person with responsibility for the policy and its effective implementation?	<b>YES</b> <b>YES</b> <b>YES</b>	<b>NO</b> <b>NO</b> <b>NO</b>
4. Is your policy on equality set out: a) In documents available and communicated to employees, managers, recognised trade unions or other representative groups? b) In recruitment advertisements or other literature? c) In materials promoting your services?	<b>YES</b> <b>YES</b> <b>YES</b>	<b>NO</b> <b>NO</b> <b>NO</b>
If you answered NO to any part of questions 3 and 4, please provide evidence to show how you promote equality in employment and service delivery.		
If your business is at least 51% owned, controlled, and actively managed by any of the following, please check <ul style="list-style-type: none"> <li>• Ethnically Diverse</li> <li>• LGBTQ+</li> <li>• Women</li> <li>• People with a disability</li> <li>• Other (please define)</li> </ul>	<b>YES</b> <b>YES</b> <b>YES</b> <b>YES</b> <b>YES</b>	<b>NO</b> <b>NO</b> <b>NO</b> <b>NO</b> <b>NO</b>
In the last three years, has any contract with you or your employer been terminated on the grounds of your failure to comply with:		

<ul style="list-style-type: none"> <li>• Legislation prohibiting discrimination</li> <li>• Contract conditions relating to equality</li> </ul>	<b>YES</b>	<b>NO</b>
6. In the last three years, have you or your employer been the subject of formal investigations by the Equality and Human Rights Commission, (or its predecessors the Commission for Racial Equality, the Disability Rights Commission, the Equal Opportunities Commission) or a comparable body, on grounds of alleged unlawful discrimination?	<b>YES</b>	<b>NO</b>
7. If the above formal investigation was proven, what steps did you take in consequence of that finding?		

### Section B – Additional Equality, Diversity, and Inclusion Questions

8. Are members of your staff with managerial responsibilities required to receive equality training?	<b>YES</b>	<b>NO</b>
If you have answered YES to question 8, please provide a list of such training (continue on an additional sheet if required)		
9. Do you have procedures in place to protect members of staff from unlawful discrimination by other members of staff or by members of the public?	<b>YES</b>	<b>NO</b>
If you have answered YES, please list the procedures below (continue on an additional sheet if required)		
<b>For organisations who sub-contract</b>	<b>YES</b>	<b>NO</b>
10. Do you require sub-contractors to demonstrate evidence of their equality policies and practices?	<b>YES</b>	<b>NO</b>
If you have answered YES, please provide details of what kind of evidence sub-contractors are required to submit (continue on an additional sheet if required).		
11. If you have any other information regarding your policies on equality and practices that you wish to be considered, including information on the work you have completed in previous or existing contracts, and references, which covers equality please detail below (continue on an additional sheet if required)		

### Section C – Environmental Sustainability Questions

12. Does your organisation have a public sustainability policy and/or strategy?	<b>YES</b>	<b>NO</b>
If you have answered YES to question 12, If so, please provide details, including organisational scope (i.e., the extent they would apply to goods and services supplied).		
13. Has your organisation undertaken a review of its environmental and social issues and impacts and set appropriate performance objectives and targets?	<b>YES</b>	<b>NO</b>
If you have answered YES to question 13, please provide details of key objectives and targets in this area and related achievements.		

<p>14. Does your organisation report on Scope 1,2,3 emissions?  A) What methodology do you use to calculate your carbon emissions and is this data verified by a third party?  B) Do you have emissions reduction targets? (Please provide details e.g., are they Science Based)  C) Do you have any product/service specific carbon quantifications?</p>	<b>YES</b>	<b>NO</b>
<p>If you have answered YES to any elements of question 14, please provide details.</p>		
<p>15. Does your organisation have formal certified systems in place to manage environmental and social issues e.g., ISO 14001: Environmental Management; ISO 20121: Sustainable Events, or does it have business specific or informal systems in place?</p>	<b>YES</b>	<b>NO</b>
<p>If you have answered YES to question 15, please provide details.</p>		
<p>16. Does your organisation formally report externally on progress towards meeting your sustainability objectives and targets?</p>	<b>YES</b>	<b>NO</b>
<p>If you have answered YES to question 16, please indicate how and to whom, and provide examples (e.g., your latest Sustainability Report).</p>		
<p>17. Is training provided to employees in relation to sustainability?</p>	<b>YES</b>	<b>NO</b>
<p>If you have answered YES to question 17, please provide details of the training.</p>		
<p>18. Has your organisation been successfully prosecuted for infringement of environmental or social legislation and/or received adverse media or stakeholder notoriety in the past five years?</p>	<b>YES</b>	<b>NO</b>
<p>If you have answered YES to question 18, please outline the measures your company took to rectify the situation and measures taken to minimise the chances of reoccurrence.</p>		
<p>19. Has your organisation been successfully prosecuted for infringement of environmental or social legislation and/or received adverse media or stakeholder notoriety in the past five years?</p>	<b>YES</b>	<b>NO</b>
<p>If you have answered YES to question 19, please outline the measures your company took to rectify the situation and measures taken to minimise the chances of reoccurrence.</p>		
<p>20. Does your organisation have an Ethical Sourcing Policy or Supplier Code of Conduct?</p>	<b>YES</b>	<b>NO</b>
<p>If you have answered YES to question 20, please state what it covers – e.g., human rights, labour standards, environmental management, animal welfare etc, and how do you assess effectiveness?</p>		
<p><b>Declaration</b></p>		

I certify that the information submitted within this statement is correct. I understand that the information will be used to assess my organisation's suitability to become a prospective supplier to UK Sport and that information will be held in accordance with the Data Protection Act 2018.

**Name:**

**Position:**

**Address:**