

# Responsible Sourcing Policy

## 1.0 Introduction

South Staffordshire College is committed to operating in an ethical, socially responsible, and sustainable manner. This Responsible Sourcing Policy outlines our commitment to sourcing products and services in a manner that respects human rights, supports environmental sustainability, and promotes ethical business conduct throughout the supply chain.

South Staffordshire College has a dynamic plan and accountability statement that can be downloaded at: [www.southstaffs.ac.uk/wp-content/uploads/2024/06/Vision-2030-Our-Dynamic-Plan-and-Accountability-Statement-2024-2025.pdf](http://www.southstaffs.ac.uk/wp-content/uploads/2024/06/Vision-2030-Our-Dynamic-Plan-and-Accountability-Statement-2024-2025.pdf)

Our core purpose is to transform people's lives. We do this through a set of priorities in order to overcome the significant skills shortages, challenges within the economy and wider community needs. In order to guide our strategy, we align our priorities to national, regional, and local needs through continual review of policy and priorities from central Government, the Department for Education, OfQual, our local authorities and Councils, local skills improvement plans and stakeholder feedback.

Our strategic objectives have been carefully considered by our Board and embedded within our college strategies, procedures, and key performance indicators. They are collectively known as the 4 Ps:

- **Participation:** Be the first choice college by meeting the needs of local and regional priorities.
- **Provision:** Deliver demand led, well sequenced, high quality vocational, technical, and professional skills in collaboration with others that lead to sustainable careers and employment.
- **People:** High staff engagement through reward/recognition, development, and health/wellbeing interventions.
- **Prosperity:** Remain a financially robust, sustainable, and resilient organisation that can continue to develop and invest in its facilities, infrastructure, and workforce.

Sourcing is captured as a key ambition in the Prosperity aim to use our financial strength to invest in excellent facilities and resources to support the development of skills, namely to:

***“Procure our goods and services efficiently and effectively, and where possible, locally. Ensure that suppliers recognise the college as a good customer”***

***“Plan to become a carbon neutral organisation including energy, waste, building maintenance, vehicles and purchasing”***

## 2.0 Purpose

The purpose of this Responsible Sourcing Policy is to:

- Communicate our ambitions and strategic aims to our suppliers.
- Integrate responsible sourcing best practice into the colleges purchasing procedures.
- Establish guidelines for socially responsible procurement practices across our supply chain.

## 3.0 Scope

This policy applies to all South Staffordshire College suppliers, contractors, subcontractors, and business partners.

**Rodbaston College**  
Corporate Headquarters  
Penkridge  
Staffordshire  
ST19 5PH

**Lichfield College**  
The Friary  
Lichfield  
Staffordshire  
WS13 6QG

**Tamworth College**  
Croft Street  
Tamworth  
Staffordshire  
B79 8AE

**Cannock College**  
The Green  
Cannock  
Staffordshire  
WS11 1UE

**Torc College**  
Silver Link Road  
Glascote Heath, Tamworth  
Staffordshire  
B77 2HJ

## 4.0 Guiding Principles

South Staffordshire College is committed to sourcing responsibly in accordance with the following principles:

### 4.1 Environmental Stewardship

Suppliers must:

- Operate in compliance with all relevant UK environmental laws and regulations.
- Strive to improve energy performance and reduce environmental impacts.
- Report annually on carbon reduction projects to reduce scope 1 and 2 emissions.

### 4.2 Labour & Human Rights

Suppliers must:

- Prohibit the use of forced labour, child labour and human trafficking and comply with applicable UK labour practices and respect internationally recognised Human Rights standards including those outlined in the UN Universal Declaration of Human Rights, International Labour Organization (ILO) Conventions and UN Guiding Principles on Business and Human Rights.
- Foster an inclusive workplace culture where respect for all and equality of opportunity is embedded within the organisation and in full compliance with the Equality Act 2010.
- Comply fully with the Employment Rights Act 1996 and Employment Rights Bill 2025.

### 4.3 Business Integrity

Suppliers must:

- Uphold high standards of ethical conduct and integrity in all business dealings.
- Practice anti-corruption, anti-bribery, and anti-fraud practices.
- Conduct business in accordance with the Competition Act 1998.
- Protect our confidential and proprietary information.

### 4.4 Social Responsibility

Suppliers must:

- Consider signing the Armed Forces Covenant and signing up to the Disability Confident Scheme.

## 5.0 Transparency in Supply Chains

Suppliers must:

- Monitor and assess their own supply chain for compliance with the Modern Slavery Act 2015, Clause 54, Transparency in Supply Chains.

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## 6.0 Monitoring & Reporting

To ensure compliance:

- Suppliers may be subject to audits, assessments, or evaluations.
- Non-compliance may result in corrective actions, suspension, or termination of the business relationship.

## 7.0 Continuous Improvement

South Staffordshire College is committed to working collaboratively with suppliers to:

- Improve social and environmental performance.
- Promote innovation in sustainable sourcing practices.

## 8.0 Policy Review

This policy will be reviewed annually and updated as necessary to reflect changes in regulations, industry standards, or organisation priorities to ensure it remains relevant and effective.

## 9.0 Approval

Approved by: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_