



NORFOLK **NSM** NORWICH
FESTIVAL

2024-2027

Environmental Responsibility Procurement Policy

CONTEXT

Norfolk and Norwich Festival Trust (NNF) delivers a programme of arts and cultural events in the East Anglian region, commissions work from artists and performers, tender contracts with other organisations and purchases goods and services from suppliers.

As a charitable and grant funded and public facing organisation NNF has a responsibility to consider the financial, social and environmental impacts when purchasing goods and tendering contracts.

In line with Norfolk & Norwich Festival's Environmental and Ethics Policies, NNF pledges to integrate environmental and ethical considerations when choosing supplies and services for our business operations; including (but not limited to) contracting & tendering, equipment (including ICT and digital), printed publications, accommodation and catering.

This policy is aimed at anyone who makes buying choices of goods or services within the organisation and sets expectations for external suppliers partnering with NNF.

The things we buy create environmental impacts – from the materials used and their extraction, to the energy and water used in manufacture, transport, online and physical shops, the product's use time and ultimately disposal. This makes your purchasing decisions a powerful tool to influence positive change.

We ask that all staff consider the implications of purchases made so that we are able to reduce the environmental impact of our purchases and particularly those that are made in haste.



PROCUREMENT PRINCIPLES

The general principles of sustainable procurement are:

- **Avoid, Reduce, Reuse, Recycle.**
- **Do you need it?**
- **Can you do without something?**
- **Can you upcycle or repurpose resources?**

If you do need to purchase, here are some guidelines when making your choices:

- Buy only as much as you need to.
- Consider hiring, borrowing, or sharing resources before you buy something new.
- Buy products that contain or use renewable, reused, or recycled content and that contain materials with a low environmental impact, which are manufactured in a way that minimises environmental impact and are fairly traded.
- Choose products that are long lasting and that can be reused, recycled or biodegraded
- Choose products with minimal packaging that contains post-consumer recycled content and is recyclable.
- Choose ethical suppliers that provide safe working conditions and fair pay.
- Choose suppliers that offer end of life reuse, recycling, recovery or remanufacture (in order of priority).
- Choose products made locally where possible, to reduce transport miles.
- Choose products that are manufactured or supplied by companies with certified health and safety, energy, environmental and/or event sustainability management systems.
- Choose meat and fish free catering.

FOCUSSES

Sustainable procurement can help address our impact on the environment so please consider the above when considering the purchase of:

- Materials
- Printed Materials and Merchandise
- Equipment
- Digital services
- Cleaning related products
- Catering and Food
- Transport
- Accommodation
- Energy
- Banking
- Energy

ADDITIONAL RESOURCES

- Julie's Bicycle Sustainable Procurement Guide

<https://juliesbicycle.com/resource/sustainable-procurement-guide/>

