

# **THE GATEWAY CENTRE**

## **SUSTAINABLE PROCUREMENT POLICY**

### **STATEMENT OF INTENT**

At The Gateway Centre we are committed to working in a sustainable way and maintaining the highest standards achievable for our events. We aspire to create sustainable events by minimising any negative environmental and social impacts associated with the products and services we use.

### **AIMS AND OBJECTIVES**

Our aims and objectives are to, whenever possible:

- Review our consumption of goods and services in order to reduce usage.
- Give preference to products and services that can be manufactured, used, and disposed of in an environmentally and socially responsible way.
- Endeavour to buy local or UK-produced.
- Endeavour to ensure products sourced from overseas are fairly-traded or ethically produced.
- Reduce the amount of waste created through our procurement process.
- Require potential suppliers to forward a copy of their environmental policy. The size of organisation will be considered when environmental information is requested so that small organisations do not suffer undue discrimination.
- Communicate our sustainable procurement policy to all our employees, customers, funding bodies, suppliers and contractors.

### **HOW YOU CAN JOIN US**

Whilst we appreciate that we have limited influence over the actions you may take, we would still like to ask you to help us by considering the following suggestions on what you can do to be a greener visitor at The Gateway Centre:

- Take responsibility for flight-related emissions by purchasing certified carbon offsets from a qualified supplier.
- Whenever possible, walk, cycle or seek out public transportation. Buses, trains and bicycles can minimise the dependence on cars and taxis and reduce overall greenhouse gas emissions.
- Think before you print. Download any event information onto your computer.
- Speakers are encouraged to provide hand-out information via email or USB stick. If printing is required, select sustainably sourced paper (e.g. FSC certified) and remember to print on both sides.
- Green accommodation. Participate in your hotel's green programmes such as reusing the towels and sheets where possible.

### **RESPONSIBILITY**

The Centre Manager is responsible for ensuring that this policy is adhered to. All staff are responsible for complying with this policy.

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**Nigel Byrne - Centre Manager**