

THE
VERY PINK
BUT ALSO
VERY GREEN
SOURCING
TEAM

United Nations Global Compact Communication on Progress 2016

Sharon Childs

FD and Head of Sustainability

The Sourcing Team Ltd





**The Sourcing Team Ltd
Corporate Social Responsibility**



Gill Thorpe FCIPS CEO



**Sharon Childs FD and
Head of Sustainability**





Statement by The Sourcing Team Ltd



To our stakeholders:

We are pleased to confirm that The Sourcing Team Ltd reaffirms its support of the ten principles of the United Nations Global Compact in the areas of Human Rights, Labour, Environment and Anti Corruption.

Working in a sustainable, ethical and compliant way is embedded throughout our company culture and in this annual Communication on Progress we share our achievements in these areas during this calendar year with a particular focus on how these relate to the principles of the United Nations. We continuously look for ways to improve and also to work in a more transparent way across our supply chain, engaging with stakeholders to facilitate these improvements.

This year we have begun a journey to take our transparency and sustainability to a new level and hope to see real benefits across our supply chain during 2017.

Our company culture continues to be underpinned by our commitment to the United Nations ten principles and how these influence our business practices. This is monitored and measured by our Green Team, led by Sharon Childs, Finance Director & Head of Sustainability. The team take the lead in promoting sustainable purchasing throughout the company, which ensuring continual awareness and improvement.

Gill Thorpe FCIPS
CEO – The Sourcing Team Ltd
December 2016





SUSTAINABLE DEVELOPMENT GOALS

1 NO POVERTY



2 ZERO HUNGER



3 GOOD HEALTH AND WELL-BEING



4 QUALITY EDUCATION



5 GENDER EQUALITY



6 CLEAN WATER AND SANITATION



7 AFFORDABLE AND CLEAN ENERGY



8 DECENT WORK AND ECONOMIC GROWTH



9 INDUSTRY, INNOVATION AND INFRASTRUCTURE



10 REDUCED INEQUALITIES



11 SUSTAINABLE CITIES AND COMMUNITIES



12 RESPONSIBLE CONSUMPTION AND PRODUCTION



13 CLIMATE ACTION



14 LIFE BELOW WATER



15 LIFE ON LAND



16 PEACE, JUSTICE AND STRONG INSTITUTIONS



17 PARTNERSHIPS FOR THE GOALS









- We have committed to focus on four of the UN Sustainable Development Goals this year and are helping to drive awareness through the supply chain by asking our key supply partners to commit to a minimum of two goals and report back to us on their achievements





Human Rights and Labour

-  Principle 1 – Businesses should support and respect the protection of internationally proclaimed human rights
-  Principle 2 – Make sure they are not complicit in human rights abuses
-  Principle 3 – Business should uphold the freedom of association and the effective recognition of the right to collective bargaining
-  Principle 4 – The elimination of all forms of forced and compulsory labour
-  Principle 5 – The effective abolition of child labour
-  Principle 6 – The elimination of discrimination in respect of employment and occupation

As part of the promotional marketing industry, we are very aware that what we do and how we behave has an impact on the wider world and, that we as a business must take steps to ensure we make a positive impact on our society. Promotional marketing is traditionally seen as a high risk area and therefore a robust, fully embedded CSR policy is crucial.

For us, CSR continues to run right through our business - we have always taken responsibility for checking factories and where necessary, setting action plans for improvement. We don't just send a form and ask them to tick a box; we carry out our own due diligence on ethical trading . We make sure that the people making product in our supply chain are fairly treated and working in a safe environment. We do this by asking for ethical audits of the factories with work directly with and encouraging all our supply partners to belong to SEDEX , of which we are AB members. We believe that vulnerable people should be supported, not exploited and we will turn work down if we cannot work with the right type of factory. We are fully committed to diversity and inclusion throughout the workplace and supply chain.

This year we welcomed the introduction of the Modern Slavery Act and although not required to report ourselves, understand our responsibility to help eliminate slavery through the supply chain.





We have a full range of policies to support our adherence to the Universal Declaration on Human Rights, which can be accessed via the link on our website.

These policies, which include our CSR statement, Equal Opportunities and Diversity Policy, Ethical Policy, Harassment policy, Staff Code of Conduct and Sustainable Policy have been updated and amended to reflect the ever-changing world in which we live. We have placed particular emphasis on our workers this year, revising our policies internally and updating our staff handbook and contracts with the help of an independent third party to ensure they are relevant and compliant to meet the needs of our diverse workforce.

In addition we are looking at new ways to ensure worker representation and engagement at all levels of the business.

Key messaging from our policies includes:

- ✿ 'We are committed to ensuring within the framework of the law that our workplaces are free from unlawful discrimination on the grounds of colour, race, nationality, ethnic or national origin, sex [including gender reassignment], sexual orientation, marital status or disability'.
- ✿ 'We ask UK/EU factories to complete a self assessment questionnaire asking many key questions regarding policy on ethical, environmental, discrimination and the use of child or forced labour. With factories outside the EU we will always carry out a factory audit on new factories to ensure they are not using forced or child labour and that pay and working conditions conform to local laws. We ensure all non EU factories we work with have a recent ethical audit, preferably a SMETA 4 pillar or similar.'
- ✿ All staff are entitled to a working environment which respects their personal dignity and which is free from objectionable conduct
- ✿ 'All staff have the right to join a Trade Union and to be represented by that union in regards to pay and working practices.'





How do we ensure implementation of the principles?

As a company we are committed to ensuring human rights across the supply chain. Our AB membership of SEDEX ensures increasing transparency throughout our supply chain whilst reducing ethical audit fatigue and our ISO9001 management system ensures robust procedures for checking credentials of factories.



This year we have continued our programme of collaboration and transparency and taken this to a new level both up and down our supply chain.

All staff receive training on our business principles and understand the importance of ensuring these principles are adhered to at all times. This is backed by our range of policies which all staff sign.

We have an open door policy and designated senior staff to deal with any reported breaches of these principles.





Improvements/Actions in 2016

Staff at Director level have continued their participation in the Accenture Diversity Programme, attending workshops highlighting the need for transparent and ethical working.

Our CEO, Gill Thorpe continues to offer her time freely to support transparency and diversity at a number of high profile events including the WEConnect Conference in London and supporting their Diversity Day. Gill is also an active member of the WBE Council. In addition, she instigated a CIPS fellows event attended by high profile speakers on 'Doing the Right Thing' which focused on Beyond Audit and the challenges of the Modern Slavery Act. This well attended event gave senior procurement staff valuable insights into the problems faced by business today.

Gill has also made contributions to the PPAI magazine. PPAI is the American trade association for promotional merchandise and her articles, which were very well received, gave a European perspective on sustainability and ethicability. She has now been invited to speak at the annual conference in January 2017 to share her learning in these areas and encourage other companies to begin their sustainable journey.





Goals for 2016 – What did we achieve?

'This year we are aiming to have over 85% of our approved core suppliers on Sedex (we are currently at 77%).

🦋 We now have just under 80% of our core suppliers on SEDEX but will continue to promote the benefits of this to our supply chain.

'Roll out additional learning to our suppliers through our engagement programme.

🦋 We are currently revisiting many of our long term partners to share insights and best practice in workers rights . We are at first stage in a 'beyond audit' pilot scheme with some of our key supply partners and a humanitarian Not For Profit client which we hope to share with you in our next report.

Refresh all staff knowledge in the areas of Human Rights through internal training / sharing sessions.

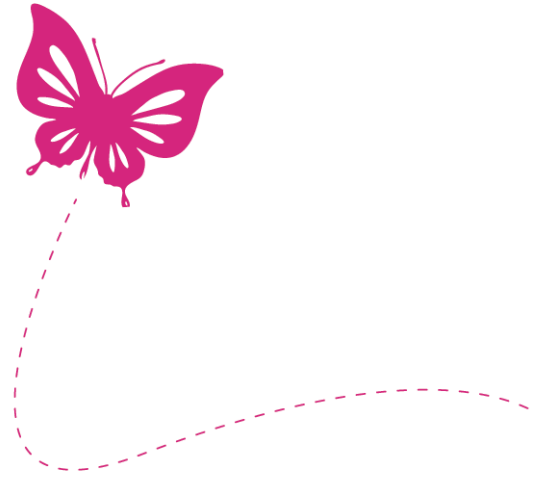
🦋 We have participated in a number of events highlighting best practice in worker and human rights this year and this is always fed back to staff via power hour training sessions. Staff are aware of the Modern Slavery Act and its implications throughout the supply chain and are supporting both clients and supply partners in managing transparency and risk. Our CEO supports speaker events to enhance diversity, inclusion, ethic ability and sustainability and this is shared throughout the team.





- Goals for 2017
- We have committed to focus on 4 of the UN Sustainable goals this year and are helping to drive awareness through the supply chain by asking our key supply partners to commit to a minimum of 2 goals and report back to us on their achievements
- Our People – Increased worker participation in decision making- we are looking at a number of ways to assist with this.
- Improved wellbeing education and benefits – we believe a healthier workforce is a happier workforce and we are implementing a number of initiatives this year to improve good health and wellbeing
- Roll out of pilot 'beyond audit scheme' to an initial group of supply partners





We consider education to be a fundamental human right and the key to making informed decisions

As such we will continue our education programme for staff - helping them to flourish and grow in a supported and nurturing environment.


We pledge to continue our supply engagement programme which shares learning and innovation to the benefit of all participants.


Globally we will increase our support for the Commonwealth Girls Education Fund which supports education for girls in Commonwealth countries with a view to facilitating the next generation of teachers, health professionals, engineers... educated young women who can actively contribute to the future of their communities.





Environment

 Principle 7 – Businesses should support a precautionary approach to environmental challenges.

 Principle 8 – Undertake initiatives to promote greater environmental responsibility; and

 Principle 9- Encourage the development and diffusion of environmentally – friendly technologies.

As a smaller office based facility, our immediate environmental impact is not as large as say, a factory or multi floored head office. However we take our environmental responsibilities seriously, as demonstrated by our ISO14001 certification.

We have identified where we have an environmental footprint and put in place a series of measures to reduce this footprint. This includes staff training and awareness an active recycling policy across the business and reduced consumption on gas and electric.

We offset the carbon emissions from our electricity via the Eon easy green tariff.

Where we have direct control over purchases – paper, cleaning materials etc. we buy recycled / sustainable alternatives from accredited schemes. All business travel is kept to a minimum and public transport is used whenever possible . We prefer to conference call unless a face to face visit is necessary and group such meetings to obtain maximum benefit from the trip. All our environmental impacts are monitored and measured as part of our ISO14001 and underpinned by our policies on Travel, Environment and Sustainability – all of which are available via the link on our website.





How do we ensure implementation of the principles?

We are independently audited annually as part of our ISO14001 certification. This ensures we continue to assess our impacts , target improvements and monitor progress. We actively look for ways to be more sustainable and reduce our environmental impacts.

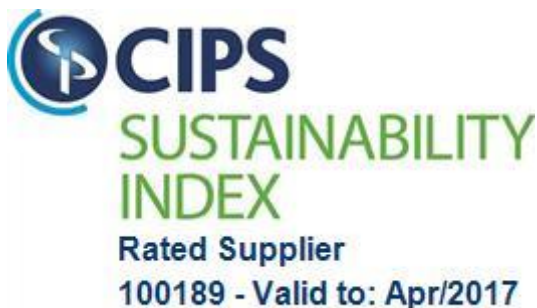
Improvements/Actions in 2016

As a responsible company we are always looking at innovative ways to reduce environmental impacts .

This year we increased our customer base for our sustainable charity box and continue to promote its sustainable benefits.

We once again offset 100% of our carbon emissions from our electricity usage via our Eon easy green tariff.

We renewed our membership of EcoVadis and CIPS sustainability Index and were reassessed on our performance



Goals for 2016 – what did we achieve?

‘Trial the textile recycling scheme to assess the benefits’

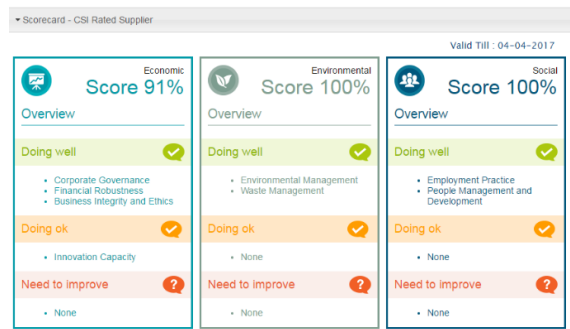
🦋 Unfortunately this did not work for us however undaunted we are now looking at other options such as recycling lanyards and staff uniforms

‘Increase our Green quote ratio to 1 : 3 using a new process currently being implemented.’

🦋 Unfortunately the new system took a while to bed in and this meant that we only achieved a 1:10 quote ratio. On the positive we have now identified key product areas to focus on and this remains a goal moving into 2017

‘Improve our CIPS scoring through improved environmental practices’

🦋 This year we improved our scoring



‘Raise Client awareness through a targeted marketing campaign focusing on specific sustainable products.’

🦋 We have increased client awareness on specific products and also won new clients based on the strength of our sustainability performance.

‘Increase the number of client orders purchasing a sustainable product from 10% to 12.5%’

🦋 This has remained static at just over 10%, however we are increasing our client base of like minded companies and hope that the improved quote ratio (as above) next year will yield improved figures.



Goals for 2017

🦋 We have just launched our sustainable charity merchandise website which offers sustainable solutions to charities and NGOs. We are hoping to drive traffic through here to increase our supply of more sustainable product.

🦋 We hope to continue our sustainable improvements and reflect this in an improved EcoVadis score – this year we scored 77/100

🦋 We are relaunching our internal green team goals with a view to increasing our 'greener' offerings across the range

🦋 Continue to aim for a sustainable option on 1:3 quotes




SUSTAINABLE CHARITY MERCHANDISE
Subsidiary of The Sourcing Team Ltd










Anti Corruption

 Principle 10 – Businesses should work against all forms of corruption, including extortion and bribery.

The Sourcing Team are opposed to all forms of bribery and corruption and this is underpinned by our Anti Corruption Policy and our Staff Code of Conduct, both of which are signed by individual staff members. Copies of these policies are available via the link on our website.

Key messaging includes:

-  The explicit setting out of what is acceptable in terms of hospitality/gift/charitable donation offers.
-  An explanation of the terms Bribery and Corruption.
-  The use of a benefits register to log all permitted hospitality.
-  The procedure if breaches are suspected, including a link to Public Concern at Work, should the breach involve the public good.
-  Rules concerning contract sign off.

How do we ensure implementation of the principles?

Ensuring all staff read, understand and sign the relevant policies.

The use of a benefits register to log hospitality which is available for inspection during working hours.

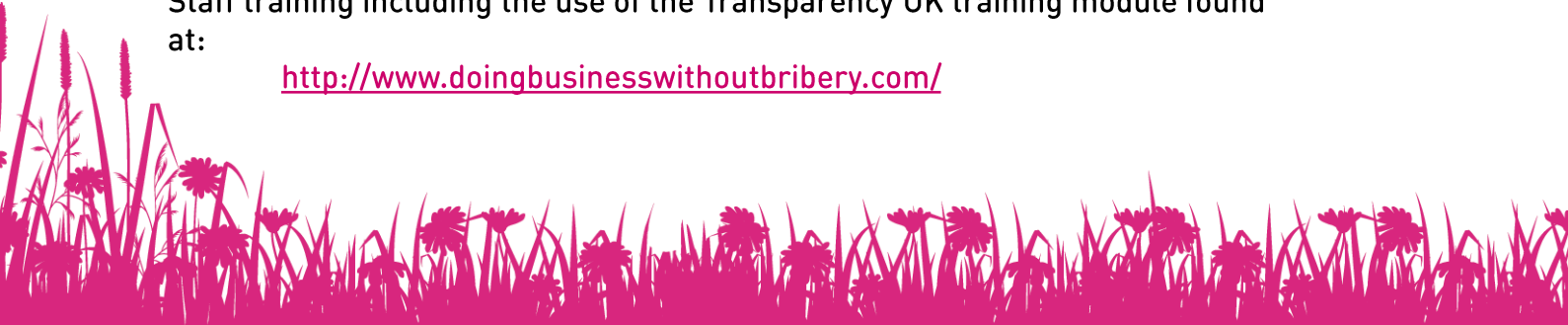
Counter checking and signing of sales and purchase orders.

Ensuring our supply chain are fully aware of our policies and our support to them in compliance.

Refusing work in geographical areas where transparency is not possible or bribery is culturally acceptable.

Staff training including the use of the Transparency UK training module found at:

<http://www.doingbusinesswithoutbribery.com/>





Improvements/Actions in 2016

Ensured all staff read, understood and signed the relevant policies.

Continued use of a benefits register to log hospitality which is available for inspection during working hours.

Ensuring our supply chain are fully aware of our policies and our support to them in compliance.

Refusing work in geographical areas where transparency is not possible or bribery is culturally acceptable.

Once again all new staff completed the Transparency International UK on line learning module covering anti bribery training.

Goals for 2016- What did we achieve?

To remain vigilant and ensure staff and stakeholders are fully educated into the risks.

🦋 We have met this through use of policies, training and education in relevant areas. This remains our goal for 2017 as we must not become complacent but remain alert to the challenges in an ever changing world.

Goal for 2017

To remain vigilant and ensure staff and stakeholders are fully educated into the risks.

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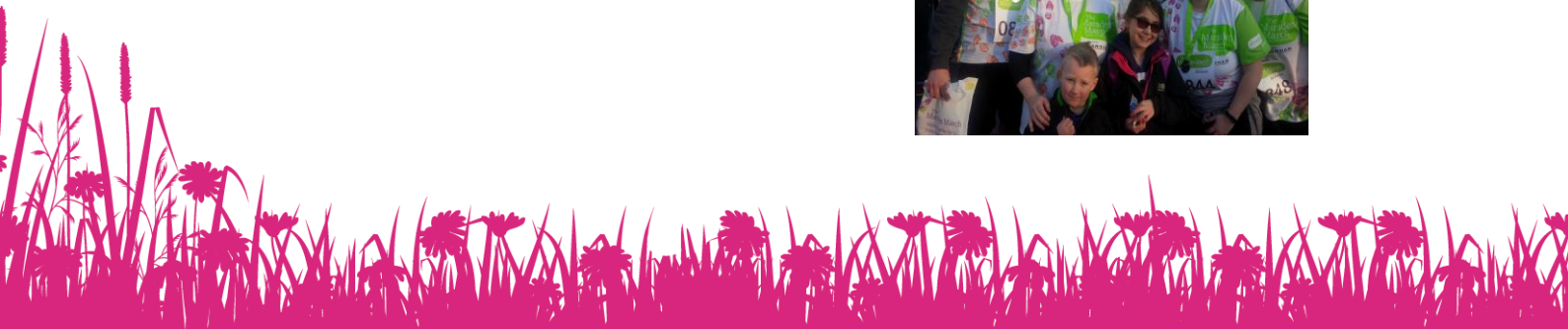


Other CSR achievements/ Events

As a small company in numbers we have limited time and funds to donate to charity however we feel it is important to support both our local community and the wider community as much as possible.

During the last 12 months staff have contributed to the following events/charities:

- 🦋 Donation to One Life - Local London Based Charity providing DJ & Music Academies across London for children
- 🦋 Participation in the Oxfam Dressed by Kids Day
- 🦋 Staff participated in the Marsden March to raise funds for the Royal Marsden Hospital – a branch of which is very local to us.
- 🦋 Donations to several smaller charities through Just-Giving donations
- 🦋 Donation to Crisis in lieu of Christmas Cards
- 🦋 Continued to support the Sutton Business Initiative to enable participation and collaboration with local businesses and community.
- 🦋 Supported the Buy 16 in 16 campaign to encourage women owned businesses to buy from other women owned businesses





• Useful Links

- www.sourcing.co.uk
- <http://www.doingbusinesswithoutbribery.com/>
- <http://www.transparency.org.uk/>
- <http://www.sedexglobal.com/>
- <https://cips-sustainabilityindex.com/>
- <http://www.macmillan.org.uk/Home.asp>
- <http://www.onelifeuk.org/>
- <http://www.cgefund.org/>
- <http://www.ecovadis.com/>

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WITH RESPONSIBLE SOURCING

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