



United Nations Global Compact

THE  
SOURCING  
TEAM

## The Sourcing Team – Communication on Progress 2017

Our corporate social responsibility is led by Sharon Childs and supported by the Chief Executive Officer Gill Thorpe.



Gill Thorpe FCIPS – CEO



Sharon Childs – FD & 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 focus on how these relate to the principles of the United Nations. We continuously look for ways to improve and to work in a more transparent way across our supply chain, engaging with stakeholders to facilitate these improvements.

This year we have started to expand our transparency to a new level including a pilot scheme for a beyond audit approach with a collaborative engagement programme end to end of the supply chain.

Our company culture continues to be underpinned by our commitment to the United Nations ten principles and how these influence our business practices and is monitored and measured by Sharon Childs, Finance Director & Head of Sustainability. Our internal 'green' 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*





THE  
SOURCING  
TEAM

United Nations Global Compact



SUSTAINABLE  
DEVELOPMENT GOALS



We have once again committed to focus on four of the UN Sustainable Development Goals this year.

## 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 have seen increased activity from Clients in regards to The Modern Slavery Act but we feel there is still a lack of understanding about the requirements across the supply chain. In our next Supplier engagement session we hope to facilitate the sharing of knowledge in this important area.





## United Nations Global Compact

THE  
SOURCING  
TEAM

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:

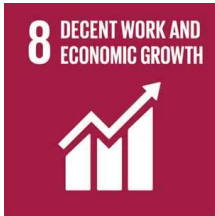
- ✦ 'We are committed to ensuring within the framework of the law that our workplaces are free from unlawful discrimination on the grounds of colour, race, nationality, ethnic or national origin, sex {including gender reassignment}, sexual orientation, marital status or disability'.
- ✦ 'We ask UK/EU 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.'





United Nations Global Compact

THE  
SOURCING  
TEAM



### 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. We are currently working with one of our clients – Oxfam – in a collaborative partnership of beyond audit which is currently focused on improving workers' rights and conditions

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.





United Nations Global Compact

THE  
SOURCING  
TEAM

## Improvements/Actions in 2017

Staff at Director Level have continued their participation in the Accenture Diversity Programme, attending workshops highlighting the need for transparent and ethical working.  
We became a London Living wage employer this year – highlighting the value we place on our staff.

We improved our EcoVadis score in the Labour practices area.  
Our CEO, Gill Thorpe continues to offer her time freely to support transparency and diversity at a number of high profile events including speaking at the WEConnect Conferences in both London and in the USA.  
Gill continues to be an active member of the WBE Council, acting as chair this last year.

Gill also presented at the PPAI Expo in the USA in 2017 sharing insights on being an ethical business and at an Accenture Diversity Day in Bologna.





## United Nations Global Compact

THE  
SOURCING  
TEAM



### Goals for 2017 – What did we achieve?

- ✦ We committed to focus on 4 of the UN Sustainable goals this year and asked our key supply partners to commit to a minimum of 2 goals and report back to us on their achievements.
- ✦ We are in the process of obtaining feedback and hope to use this to help shape our supplier engagement programme content
- ✦ Our People – Increased worker participation in decision making- we are looking at a number of ways to assist with this
- ✦ We continue to share our goals and aspirations with our colleagues and encourage their insights and thoughts on improving working practices and conditions. This is facilitated through appraisals, regular updates and 'Weds Coffee and Cake' sessions.
- ✦ 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
- ✦ We have increased our contribution to the staff Health Cash Plan increasing benefits for all staff. We are also introducing a shorter working week from Jan 2018 as well as increasing annual leave.
- ✦ Roll out of pilot 'beyond audit scheme' to an initial group of supply partners
- ✦ This is an ongoing project in collaboration with our client Oxfam. We have had initial meetings to glean interest and now have a group of supply partners on board. Our first conference to include training and feedback, scheduled for November 2017 was postponed due to unusually high order books for our suppliers but this will take place early 2018.

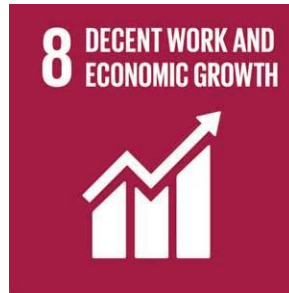






## United Nations Global Compact

THE  
SOURCING  
TEAM



### Goals for 2018

Our key focus for 2018 is for our beyond audit pilot to move from 'pilot' stage to a meaningful engagement programme offering education and transparency to help improve working conditions in our supply chain. However we are reviewing our supplier questionnaires to include new information including supplier diversity/minority ownership and specific questions to assist with our monitoring as part of The Modern Slavery Act



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 shared learning and innovation to the benefit of all participants.

We continue 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.





United Nations Global Compact

THE  
SOURCING  
TEAM



## 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.







United Nations Global Compact

THE  
SOURCING  
TEAM

## 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 2017

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 joined Heart of the City as a newcomer this year to help us increase our awareness and knowledge of sustainability. We also contributed to their member's knowledge zone with a Q & A session. We renewed our membership of EcoVadis and CIPS Sustainability Index and were reassessed on our performance improving our EcoVadis score in both environmental and Labour practices and also winning their award for best CSR performance in our category, presented at the EcoVadis conference in Paris.



This is to certify that:

**The Sourcing Team Ltd**

is a Rated Supplier on the  
CIPS Sustainability Index

Rated Supplier Number: 100189  
Valid to: 10-Aug-2018



*David White*  
David White CIPS - Chair Executive

This certificate is non-transferable and remains the property of the Chartered Institute of Procurement & Supply





United Nations Global Compact

THE  
SOURCING  
TEAM

## Goals for 2017 – what did we achieve?

- ✦ '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 have increased our client base in the charity sector this year and expect to build on that this year offering sustainable, affordable options.
- ✦ 'We hope to continue our sustainable improvements and reflect this in an improved EcoVadis score – this year we scored 77/100'
- ✦ We improved our score to 80/100 this year – increasing on environment and labour practices
- ✦ 'We are relaunching our internal green team goals with a view to increasing our 'greener' offerings across the range'
- ✦ Due to staff changes and other business focuses we have not increased our greener offerings by a significant amount. However we have improved on our uptake of sustainable merchandise and continue to focus efforts on improving this.
- ✦ Continue to aim for a sustainable option on 1:3 quotes
- ✦ Due to a change in CRM systems we were unable to accurately monitor this for a part of the year, however we are now tracking this again and are including a target in next year's focus to help us achieve this.





United Nations Global Compact

THE  
SOURCING  
TEAM

## Goals for 2018

- ✦ We plan to focus at least 25% of our marketing campaigns on green/sustainable products – hopefully this will lead to a greater awareness of the selection available and lead to increased orders in this area.
- ✦ We are aiming to increase the number of 'green'/sustainable product orders placed by at least 5%





## United Nations Global Compact

THE  
SOURCING  
TEAM

### 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/>





## United Nations Global Compact

THE  
SOURCING  
TEAM

### Goal for 2017 – How did we do?

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

We remain vigilant and continue to refresh existing staff on our policies and good business practice and induct new staff in this key area

### 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:

- ✿ Staff and their families again participated in the 14 mile 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
- ✿ Supported an event in aid of Zimkids – a charity helping vulnerable children in Zimbabwe get out of poverty.
- ✿ Continued to support the Sutton Business Initiative to enable participation and collaboration with local businesses and community.
- ✿ UNWomen – we supported the Women against Violence campaign with a donation and shared awareness on social media





United Nations Global Compact

THE  
SOURCING  
TEAM

## Useful Links

- ✿ [www.thesourcingteam.co.uk](http://www.thesourcingteam.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/>

Sharon Childs – The Sourcing Team Ltd

w: [thesourcingteam.co.uk](http://thesourcingteam.co.uk)

