

THE
VERY PINK
BUT ALSO
VERY GREEN
SOURCING
TEAM

United Nations Global Compact Communication on Progress 2018

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 expanded our transparency to a new level with our beyond audit collaborative engagement programme end to end of the supply chain. This has included a supplier education/engagement day and will be rolled out further during 2019.

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
December 2018





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 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 workers rights and CSR and have highlighted this; sharing insights and learning at a recent supplier engagement session held in conjunction with Oxfam. Our CEO, Gill Thorpe also championed the value of managing human rights in the supply chain by organising a recent CIPS fellows event 'Aligning procurement and CSR business goals' which focused on improving supply chains, workers rights and the Modern Slavery Act.





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.

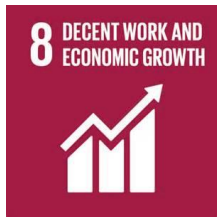
These policies, which include our CSR statement, Equal Opportunities and Diversity Policy, Ethical Policy, Harassment policy, Staff Code of Conduct and Sustainable Policy have been updated and amended to reflect the ever-changing world in which we live. We strive to ensure they continue to be relevant 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. We have explored worker committees and trade union representation with our supply partners in conjunction with Community and Oxfam as part of our beyond audit approach.

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 with Oxfam and our supply partners and a recent engagement day focused heavily on workers rights and representation along with insights and training on modern slavery.

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.





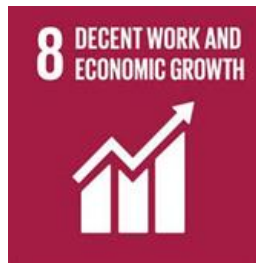
Other Improvements/Actions in 2018

We continued as a London Living wage employer this year – highlighting the value we place on our staff. We also increased our staff health benefit this year and added an additional three days leave to increase their Christmas break. We are currently employing and mentoring an apprentice.

We achieved Gold status again on the EcoVadis Platform. EcoVadis assessments focus on 21 issues which are grouped into 4 themes (Environment, Labour & Human Rights, Ethics, Sustainable Procurement). The 21 issues or criteria are based upon international CSR standards such as the Global Compact Principles, the International Labour Organization (ILO) conventions, the Global Reporting Initiative (GRI) standard, the ISO 26000 standard, and the CERES principles.

Our CEO, Gill Thorpe continues to offer her time freely to support transparency and diversity at a number of high profile events including chairing the WBE council to help support the mission of WEConnect International. The Council created the first European women owned business enterprise days supported by WEConnect Corporate members.





Goals for 2018 – What did we achieve?

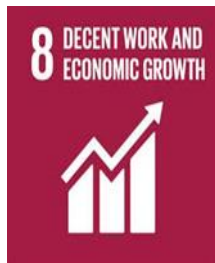
Our key focus for 2018 is for our beyond audit pilot to move from 'pilot' stage to a meaningful engagement programme offering education and transparency to help improve working conditions in our supply chain.

🦋 This engagement programme is gaining momentum and has already held a well attended supplier engagement event co hosted by The Sourcing Team, Oxfam and Community Union. This event gave valuable insight and education on workers rights as well as offering the opportunity to share and discuss challenges surrounding key labour issues such as The Modern Slavery Act.

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

🦋 This supplier review is nearing completion and we hope to gain valuable insights into which areas are our suppliers best strengths and those where future learning would be of value.





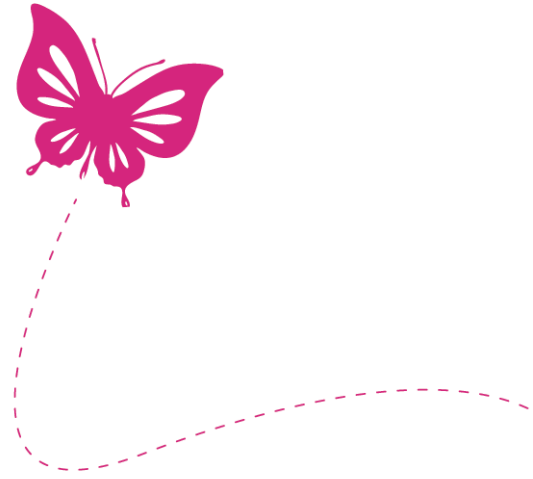
Goals for 2019

🦋 To keep short term absenteeism below 5% (this year was 2%) by continuing our health scheme which offers cash back on a host of preventative measures and supportive therapies.

🦋 Once our supplier review is complete, ensure that at least 80% of our turnover is with those supply partners

🦋 Enhance our supplier engagement with a further engagement day this year





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.


This year we have sponsored a girl in Asia via Plan International to help support her in achieving her full potential.





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 and are now looking at even greener alternatives for our electricity supply.

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.

We are also actively looking at our product range to see where we can offer more sustainable choices.





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. We are also measured as part of our CIPS sustainability Index and EcoVadis scoring.

Improvements/Actions in 2018

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

This year we once again increased our customer base for our sustainable charity box and continue to promote its sustainable benefits. We also introduced a charity bucket made from recycled plastics to complement our charity box.

We are looking at greener electricity options and hope to start 2019 with a new greener supplier for both gas and electricity

We renewed our membership of EcoVadis and CIPS Sustainability Index and were reassessed on our performance, obtaining Ecovadis Gold Medal for the 4th year running.



This is to certify that:

The Sourcing Team Ltd

is a Rated Supplier on the
CIPS Sustainability Index

Rated Supplier Number: 100189
Valid to: 12-Sep-2019



Paul Rogers
Managing Director CIPS - Chartered Institute of Procurement & Supply

This certificate is awarded by and remains the property of the Chartered Institute of Procurement & Supply





Goals for 2018 - what did we achieve?

🦋 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 have targeted specialist areas of sustainable merchandise in our marketing and also linked this to our charitable giving via Work for Good. This focused marketing has led to increased sales (see below)

🦋 We are aiming to increase the number of 'green'/sustainable product orders placed by at least 5%

This year we have managed to increase our green orders to just over 20% of our total turnover. There are a number of factors that have influenced this:

- Increase in clients for whom buying ethically made and sustainable items is a key element of their procurement system
- Increase in the number of organic clothing items offered and purchased
- Increased demand for products made from recycled materials
- Increase in take up for collection boxes made from recycled plastics with full end of life plan
- Increased TST marketing of organic cottons, fairtrade items, FSC and recycled products






Goals for 2019

- 🦋 To have a greener energy supplier for both gas and electric in 2019
- 🦋 To further increase our sustainable product orders to 25% of our total order book
- 🦋 To join B Corp as a member during 2019










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.

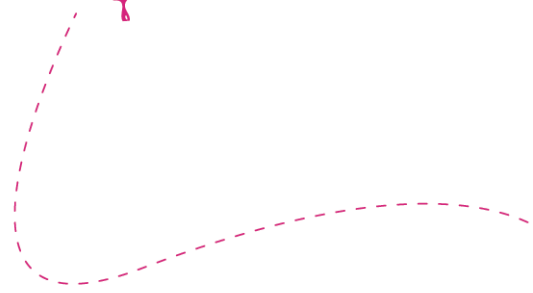
Counter checking and signing of sales and purchase orders.

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/>

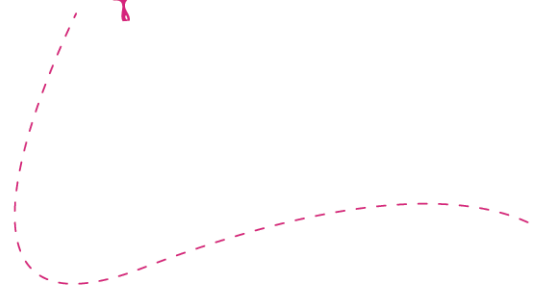


Goal for 2018 – How did we do?

‘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





Goals for 2019

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





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.

This year we partnered with Work for Good to give our charitable giving a more strategic approach and selected 4 charities to benefit:

Water Aid. We all take fresh drinking water and clean sanitation for granted but over 844 million people worldwide don't have clean water close to home and a staggering 2.3 billion people have no decent toilet -that's 1 in 3 people on the planet. Water Aid are determined to change this within a generation – giving people access to a basic human right. Here in the UK there has been much focus on plastic waste from water bottles and we've seen an increase in the numbers of people buying and using our refillable water bottles instead. We thought, what better way to celebrate this reduction in plastic waste than by supporting Water Aid. So, for every bottle we sell we will make a donation to help others access clean water and good hygiene. So keep those orders coming through and you will be helping us to donate for every bottle sold!

Plan International helps children gain access to education, clean water and healthcare. We decided to sponsor a girl in Asia as many of our textiles originate from that part of the world and we know first-hand how education can help girls in this region fulfil their potential and break the poverty cycle. As a woman owned business we are passionate about giving girls the opportunities they deserve and the Because I am a Girl campaign helps educate and empower girls across the world with campaigns on issues such as FGM, bullying and teenage pregnancy.

The Microloan Foundation helps provide the poorest women in sub Saharan Africa with the tools and skills to work their way out of poverty. Of the 770 million people that live in poverty worldwide almost half live in this region and approximately 70% are women. The impacts of a microloan means that over 83% of loanees have all their children in education and 98% can afford to access medical treatment. We love that this charity empowers women to earn and save their own money and provide for their families through health and education opportunities. We donate to this charity as part of our annual giving plan.

Cool Earth is a UK based NGO that have currently saved 901,679 acres of rainforest along with protecting 216,402,960 trees and locking in 234,436,540 tonnes of CO2. This is a charity that helps local people who live in the rainforests to build better health, education and livelihoods to create resilient and empowered villages. Partner villages help shield 5 million acres of pristine rainforest. So a win for the planet and a win for the people! We think that's pretty cool... so to help them continue their great work we will donate £25 every time we win a new platinum or platinum plus client- another win-win!





During the last 12 months staff have also 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
- 🦋 We recently supported 'Jumping 4 Craig' organised by a local client (also a diverse business!) Gibbs Hybrid to support the homeless in Manchester where they have a regional office
- 🦋 Continued to support the Sutton Business Initiative to enable participation and collaboration with local businesses and community.

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VERY
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TRANSPARENT
SOURCING
TEAM

Well done Nick & Kane - £500 raised
for @MacmillanCancer on the
#RegentsParkRun





- ## Useful Links

- 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.ecovadis.com/>
- [Work for Good - https://youtu.be/pTK2F6gSG1o](https://youtu.be/pTK2F6gSG1o)
- www.wateraid.org/uk/
- <https://plan-uk.org/act-for-girls>
- www.microloanfoundation.org.uk
- www.coolearth.org

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