

# Ethical Procurement Policy: The Priory Rooms

## 1. Purpose and Scope

As a not-for-profit venue, The Priory Rooms is committed to ensuring that every pound spent supports a sustainable, equitable, and local economy.

The purpose of this policy is to ensure that all goods and services are procured in a manner consistent with our commitment to social justice, environmental responsibility, and community wellbeing. This policy applies to all procurement decisions made on behalf of The Priory Rooms.

## 2. Core Ethical Principles

In accordance with our Quaker heritage, our procurement decisions are guided by five core principles:

### Integrity

We conduct business with honesty and transparency, and we do not tolerate bribery, corruption, or unfair advantage.

### Stewardship

We seek the wise use of resources, prioritising products and services that minimise environmental harm and support long-term sustainability.

### Equality

We support fair treatment, safe working conditions, and fair pay for all workers throughout our supply chains.

### Simplicity

We favour straightforward, durable, and high-quality solutions over excess, waste, or unnecessary complexity.

### Peace

We avoid sourcing from organisations whose primary activities contribute to violence, armed conflict, or the unethical manufacture or trade of weapons.

## 3. Supplier Standards and Labour Practices

We expect all suppliers to respect internationally recognised human rights standards.

### Fair Pay

Suppliers must comply with all applicable minimum wage legislation.

Where feasible, preference is given to Accredited Living Wage Employers. We believe wages should reflect the true cost of living in Birmingham and beyond.

## **Modern Slavery**

We operate a zero-tolerance approach to forced labour, bonded labour, and child labour.

Suppliers must demonstrate compliance with the Modern Slavery Act 2015 or equivalent legislation.

## **Diversity & Inclusion**

We actively seek to work with social enterprises and organisations that promote equality, diversity, and inclusion in the workplace.

## **Proportionality**

We recognise that smaller, local or community-based suppliers may not have formal policies or certifications in place. In such cases, ethical practice may be demonstrated through transparency, reputation, references, and working practices rather than formal accreditation.

## **4. Environmental Stewardship**

To support our commitment to sustainability, we prioritise suppliers who demonstrate strong environmental responsibility.

### **Sustainable Sourcing**

Preference is given to products with recognised environmental or ethical certifications where available (e.g. FSC-certified paper, Fairtrade refreshments, RSPO).

### **Circular Economy**

We prioritise suppliers who minimise waste through plastic-free packaging, reuse or refill systems, take-back schemes, or products made from recycled or reclaimed materials.

### **Carbon Footprint**

To reduce transport emissions and food miles, we prioritise suppliers based within Birmingham and the wider Midlands area, where quality and value are comparable.

### **Biodiversity**

We prioritise suppliers who minimise damage to biodiversity in their production. Preference is given to those who provide proof of responsible farming or manufacturing (e.g. FSC-certified paper and RSPO).

### **Waste Management**

Suppliers must comply with all relevant waste and environmental legislation.

Preference is given to partners who operate zero-to-landfill policies or demonstrate responsible redistribution of surplus goods, reflecting our own work with local food charities such as Let's Feed Brum.

## **5. Local and Community Impact**

As a Birmingham-based venue, we aim to strengthen the local economy and community resilience.

### **The 'Local First' Principle**

Where quality, suitability, and value for money are comparable, contracts will be awarded to local independent businesses.

### **Supporting Social Enterprise**

We proactively seek suppliers who reinvest profits into social, environmental, or community projects, aligning with our own model of supporting Central England Quakers.

## **6. Implementation, Monitoring, and Accountability**

### **Supplier Vetting**

New suppliers must complete a supplier screening questionnaire as part of the onboarding process.

### **Monitoring and Review**

Our top five suppliers by spend will be reviewed annually. Reviews will be proportionate to the size and risk profile of the supplier.

### **Non-Compliance and Improvement**

Where suppliers fall short of our ethical standards, we will work collaboratively to support improvement wherever possible.

Serious or persistent breaches, or refusal to engage, may result in contract termination.

### **Internal Responsibility**

Oversight of ethical procurement sits with senior management, with operational responsibility delegated to staff involved in purchasing decisions.