



PROCUREMENT DEPARTMENT

RESPONSIBLE

PROCUREMENT POLICY

Document Number: CR-XRL-V3-UPP-CR001-00002

Document History:

Revision:	Date:	Prepared by:	Checked by:	Authorised by:	Reason for Issue:
1.0	10-10-10				New document
2.0	17-12-10				Revised to make the document a CRL Policy

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Learning Legacy Document

1 Crossrail Adoption of GLA Policy

Crossrail fully supports the GLA Policy on Responsible Procurement and has adopted the content of the document as the Crossrail policy.

2 Encouraging a diverse base of suppliers

We will continue our commitment to the GLA Group Statement of Principles on Supplier Diversity.

We will provide ongoing engagement and support to the Diversity Works for London Programme, which promotes greater supplier diversity in the private sector.

We will explore opportunities for working with voluntary and community sector organisations in supply and service delivery.

Our ongoing programme of reviewing our procurement processes will seek to ensure they remain transparent and open to the whole of the supplier community.

'Diverse Suppliers' comprises the following four sub-sets:

- Small and Medium Enterprises
- Black, Asian and Minority Ethnic businesses
- Suppliers from other under-represented or protected groups
- Suppliers demonstrating a diverse workforce composition

3 Promoting fair employment practices

Our ongoing programme of contract review will seek to ensure we move towards a position that, where appropriate, our contractors' staff receive a fair wage reflecting the environment in which they work, and that they enjoy contractual terms which represent reasonable minimum standards and which provide for family friendly, flexible and diverse working environments.

We will support the ongoing work of the GLA's Living Wage Unit in monitoring the development and implementation of a London Living Wage Policy.

We will seek to promote the benefits of adopting fair employment practices through the supply chain to our partner organisations, suppliers and the market.

4 Promoting workforce welfare

Our ongoing programme of contract review will seek to ensure that wherever appropriate, our contract terms require our suppliers to make provision for the welfare of their workforce.

We will seek to work with suppliers who do not prevent or discourage employees from joining trade unions or discriminate against employees who hold trade union membership.

5 Meeting strategic labour needs and enabling training opportunities

We will seek to incorporate provisions into our contracts, where appropriate, to offer training and employment opportunities for London's communities and to address under-representation of particular groups in particular sectors, and the need for providing skills and opportunities for people experiencing long-term unemployment.

We will work with our suppliers to ensure that wherever appropriate employment opportunities arising from our contracts are communicated to local communities. (see Theme 1) Crossrail Responsible Procurement

6 Community benefits

We will take measures to understand the impact our procurement activities have on local communities.

We will encourage a positive contribution from our suppliers to the local communities in which they work on our behalf.

We will fully explore the opportunities for developing appropriate contractual provisions to deliver specific community benefits.

7 Ethical sourcing practices

When sourcing suppliers for our contracts we will seek to work with suppliers who:

- Afford their employees the freedom to choose to work for them. Employees should be free to leave the supplier after reasonable notice is served. Suppliers should not use forced, bonded or non-voluntary prison labour;
- Establish recognised employment relationships with their employees that are in accordance with their national law and good practice. Suppliers should not seek to avoid providing employees with their legal or contractual rights;
- Can demonstrate a commitment to equality of opportunity for individuals and groups enabling them to live their lives free from discrimination and oppression;
- Impose working hours on their staff which are compliant with national laws or industry standards;
- Under no circumstances abuse or intimidate, in any fashion, employees and have appropriate disciplinary, grievance and appeal procedures in place;
- Work within the laws of their country;
- Take appropriate measures to ensure the health and safety of their workforce and the wider public;
- Support our view that the long-term elimination of child labour is ultimately in the best interests of children, and have taken measures to ensure that child labour is not utilised in their operations;
- Do not support, encourage or facilitate the trade in drugs, arms, tobacco, slavery or prostitution; and
- Offer wages and benefits that at least meet relevant industry benchmarks or national legal standards.

We will encourage ethical sourcing practices among our suppliers, partner organisations and the broader market.

8 Promoting greater environmental sustainability

In promoting greater environmental sustainability through procurement we will:

- Continue our commitment to the Mayor of London's Green Procurement Code, to ensure that environmental issues are proactively addressed in all aspects of the procurement process and monitor our progress in this area;
- Seek to reduce waste through reviewing the amount and type of materials purchased, and by exploring the opportunities to purchase refurbished, recycled and recyclable equipment, products and materials;
- Source green energy wherever possible and adopt appropriate energy management measures across all Crossrail Group sites
- Ensure that goods purchased by Crossrail derive from natural sources where appropriate, do not have an adverse effect on the environment, and comply with EU and international trading rules;
- Purchase organic and Fair-trade food and drink where practicable;
- Ensure that vehicles purchased have low emissions of local air pollutants and climate change gases, and take account of the need to minimise emissions and exposure to air pollution in purchasing goods and services;
- Develop appropriate procurement frameworks to support the implementation of the Mayor's Ambient Noise, Air Quality, Biodiversity, Energy and Waste Strategies, and sustainable corporate working practices including on asset disposal; and
- Where appropriate, examine the environmental management practices of our current and potential suppliers.