



SUSTAINABILITY POLICY

1.1 Overall Aim

Pacific Support Services is committed to ensuring the goods and services it purchases and provides:

- are manufactured, delivered, used and disposed of in an environmentally and socially responsible manner and
- deliver long term value for money for the client

We will update our corporate objectives to include sustainability and consult with key stakeholders to develop a Sustainable Development Strategy.

1.2 Key sustainability objectives

Buying more sustainably offers potential whole life cost savings, supports our commitment to Good Corporate Citizenship, safeguard our reputation as a responsible public body and protects the health of staff, clients and the public at large.

The key objectives addressed by this policy are:

- Reducing fossil fuel usage to minimise climate change
- Reducing usage of hazardous materials
- Reducing waste
- Improving public health and quality of life
- Increasing levels of employment, skills and equality
- Ensuring fair pay and working conditions throughout our Supply Chain
- Protecting biodiversity
- Complying with current and anticipating future legislation

Pacific Support Services will define measures relating to each of these objectives.

1.3 Scope

This policy applies to all purchasing activities within the Pacific Support Services.

1.4 Key Policy Principles

1.4.1 Spend Analysis and Prioritisation (Advanced only)

To support its', spend analysis and work planning, we will establish a process to assess the following criteria at sub-category level:

- Level of spend
- Level of contract renewal activity
- Key suppliers by type and location (Multinational, National, Overseas, UK, Regional, Local)
- Level of risk against each sustainability objective
- Scope for improvement
- Level of influence

This will be used to prioritise sub-categories for sustainability improvement activities.

1.4.2 Demand Review (All signatories)

Prior to any tender process, buyers will review the aggregate requirement to minimise volume, scale, costs and environmental impact.

Buyers will establish that:

- there is a genuine operational need for the purchase
- all cost-effective opportunities for products to be shared, upgraded, refurbished, leased or delivered as a service have been exploited
- the product will be used efficiently, minimising waste
- the remaining forecast is accurate

1.4.3 Sustainability Review (Int (>50% spend) & adv (>75% spend))

Prior to any tender process, buyers will review the purchase against the key sustainability objectives listed above. Where relevant, buyers will identify actions to reduce impacts through supplier pre-qualification, specifications, evaluation criteria, supplier development and continuous improvement.

1.4.4 Whole Life Costing (Intermediate & advanced)

Where relevant, buyers will evaluate all tenders on the basis of long-term value for money, using whole life costing to assess:

- purchase, installation, transportation and commissioning costs
- operating costs, including labour, maintenance, re-processing, energy, water and consumables usage
- management costs, including staff training, insurance, health and safety and environmental costs
- disposal costs

This approach should be used for all capital investments, waste contracts and where comparing consumables against reusable alternatives. For key cost categories, such as energy, price escalation indices will be used to reflect cost increases over time.

We will review the feasibility of expanding this approach to include costs and benefits affecting other public bodies and external social and environmental costs.

1.4.5 Social Enterprise and SME Engagement (All signatories)

As part of the sourcing strategy, buyers will consider the potential to:

- use local lotting to break down larger contracts to match SME and Social Enterprise capacity
- ring-fence a share of the requirement as a pilot contract for local or Social Enterprise supply
- encourage collaboration between local SMEs and Social Enterprises to compete for larger contracts
- encourage larger suppliers to sub-contract to local SMEs and Social Enterprises and
- hold supplier briefings prior to issuing Invitations to Tender to explore innovation and ensure that specifications are deliverable by the marketplace

1.4.6 Mandatory Minimum Standards (All signatories)

We will explore the feasibility of adopting minimum social and environmental standards for products and services, based on the OGC Environmental Quick win Specifications. Where there is

no significant increase in cost or supply risks, these will be adopted as Mandatory Minimum Standards across the signatory Trusts.

1.4.7 Innovation & Supplier Development (Advanced only)

Sustainability is a key aspect of our commitment to innovation.

We will prioritise key suppliers with the highest spend and sustainability impacts for targeted supplier development activities. These will be giving senior management support and focus on continuous improvement and tangible delivery of sustainability benefits throughout the supply chain.

We will work with these suppliers to explore service-based contracts for products. This will encourage suppliers to hold responsibility for the through life management of products, using gain share and incentives to reduce their whole life costs and environmental impacts.

We will encourage suppliers to propose innovations which improve the sustainability of their tender responses and reflect this in tender evaluation criteria. Suppliers will recognise Pacific Support Services' commitment to sustainability and strive to offer innovative and cost-effective sustainable solutions.

1.4.8 Training and Implementation (All signatories)

All Pacific Support Services directors will attend a Sustainable Procurement awareness session. All procurement staff will participate in a day's specialist Sustainable Procurement training, including the use of sustainable procurement toolkits, and will participate in annual refreshers. All other staff indirectly involved in procurement activity, such as end-users, will receive sustainability awareness training.

Sustainable Procurement will be incorporated into the induction, job descriptions, objectives and recruitment criteria for all relevant staff and the source planning and contract management processes. We will appoint a Sustainability Champion to promote and support sustainable procurement practices.

We will review the feasibility of an incentive scheme to encourage buyers to improve their sustainable procurement performance.

1.4.9 Communication & Reporting (All signatories)

To communicate this policy to suppliers, buyers will include a copy of this Sustainable Procurement Policy as an appendix to all Invitations to Tender. Additionally, the policy will be distributed to all key suppliers, who will be invited to comment.

This policy will also be distributed to all non-procurement staff involved in contracting activities as specifies, evaluators or end users.

We will recognise those suppliers whose products and services offer the greatest sustainability improvements.

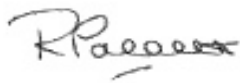
We will report the social, environmental as well as financial benefits achieved through each tender process.

The Board will report quarterly on the impacts and effectiveness of this policy and progress against key targets.

1.5 Policy Development

This policy will be reviewed on a six-monthly basis and following any new RCE policies and the Local Government response to the "Procuring the Future", the UK National Procurement Action Plan. The current policy is intended to enable signatories to achieve "Level 3 Practice Level" of the Flexible Framework.

Signed,



Mr Richard Pallett MBICSc
Managing Director

Reviewed: November 2025
Review Date: November 2026