

SHAP PROCUREMENT POLICY

PURPOSE

It is SHAP's objective to conduct all business in an honest and ethical manner. The Procurement Policy ensures that all products and services procured by SHAP are sourced ethically in terms of both the way that we procure and the standards that we require our suppliers and contractors to meet.

This Procurement Policy demonstrates SHAP's commitment to achieving value-for-money for funders and sponsors of SHAP's work while maintaining high standards of integrity and professionalism.

SCOPE

This policy is aimed at the SHAP Board, Secretariat, recipients of SHAP contracts, SHAP Associates and SHAP volunteers.

POLICY STATEMENT

The Procurement Policy requires that the following aims must be achieved when SHAP procures goods and services:

- The correct goods or services are purchased, in terms of the correct quality and specification;
- Best value for money is achieved;
- The process is safe and risk of fraud is minimised;
- The process is fast enough to meet programme needs;
- Grant conditions are complied with.

PRINCIPLES

When procuring on behalf of SHAP, Board members, staff, volunteers or associates must maintain the high standard of integrity in all business relationships, by:

- Rejecting any business practice which might be deemed improper;
- Never using their authority or position for their own financial gain;
- Declaring to the SHAP Co-ordinator or Board member any personal interest that might affect, or be seen by others to affect, their impartiality in decision-making;

- Ensuring that the information they give in the course of their work is accurate and not misleading;
- Never breaching the confidentiality of information, they receive in a professional capacity;
- Striving for genuine, fair and transparent competition.

COMPLYING WITH GRANT CONDITIONS

SHAP's work requires delivering activities for third party organisations including public bodies and funders. Different funding organisations may have different financial rules required for procurement activities that SHAP may undertake on their behalf. SHAP will follow the financial rules and procedures of the funder, with agreement on the processes to be used being sought before activity begins.

SUSTAINABLE PROCUREMENT

SHAP aims to ensure its purchasing activities contribute to its sustainability objectives. SHAP will take care to minimise the environmental impact through procurement:

- We do not use suppliers who we believe damage the environment;
- We seek to minimise the environmental impact of our sourcing decisions.

HOW TO RAISE A CONCERN

Any concerns about any issue or suspicion should be raised at the earliest possible stage. If you are unsure whether a particular act does not follow the principles of the Procurement Policy, or if you have any other queries, these should be raised with a member of the SHAP Board.

REVIEW

This policy will be reviewed every three years or sooner if legal or regulatory changes take place.

Signed:

SHAP Chairman

Date

POLICY CONTROL

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