

RSPB Ethical and Environmental Procurement Policy

ETHICAL TRADING

Suppliers must agree to the labour standards outlined in our ethical trading document for all products supplied. These standards are based on the Ethical Trade Initiative base code.

Employment is freely chosen:

There is no forced, bonded or involuntary prison labour.

Workers are not required to lodge "deposits" or their identity papers with their employer and are free to leave their employer after reasonable notice.

Freedom of association and the right to collective bargaining are respected:

Workers, without distinction, have the right to join or form trade unions of their own choosing and to bargain collectively.

The employer adopts an open attitude towards the activities of trade unions and their organisational activities.

Workers representatives are not discriminated against and have access to carry out their representative functions in the workplace.

Where the right to freedom of association and collective bargaining is restricted under law, the employer facilitates, and does not hinder, the development of parallel means for independent and free association and bargaining.

Working conditions are safe and hygienic:

A safe and hygienic working environment shall be provided, bearing in mind the prevailing knowledge of the industry and of any specific hazards.

Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by minimising, so far as is reasonably practicable, the causes of hazards inherent in the working environment.

Workers shall receive regular and recorded health and safety training, and such training shall be repeated for new or reassigned workers.

Access to clean toilet facilities and to potable water, and, if appropriate, sanitary facilities for food storage shall be provided.

Accommodation, where provided, shall be clean, safe, and meet the basic needs of the workers.

The company observing the code shall assign responsibility for health and safety to a senior management representative.

Child Labour shall not be used:

There shall be no new recruitment of child labour.

Companies shall develop or participate in and contribute to policies and programmes, which provide for the transition of any child found to be performing child labour to enable her or him to attend and remain in quality education until no longer a child; "child" and "child labour" being defined in the appendices.

Children and young persons under 18 shall not be employed at night or in hazardous conditions.

These policies and procedures shall conform to the provisions of the relevant ILO standards.

Living wages are paid:

Wages and benefits paid for a standard working week meet, at a minimum, national legal standards or industry benchmark standards, whichever is higher. In any event wages should always be enough to meet basic needs and to provide some discretionary income.

All workers shall be provided with written and understandable Information about their employment conditions in respect to wages before they enter employment and about the particulars of their wages for the pay period concerned each time that they are paid

Deductions from wages as a disciplinary measure shall not be permitted nor shall any deductions from wages not provided for by national law be permitted without the expressed permission of the worker concerned. All disciplinary measures should be recorded.

Working hours are not excessive:

Working hours comply with national laws and benchmark industry standards, whichever affords greater protection.

In any event, workers shall not on a regular basis be required to work in excess of 48 hours per week and shall be provided with at least one day off for every 7 day period on average. Overtime shall be voluntary, shall not exceed 12 hours per week, shall not be demanded on a regular basis and shall always be compensated at a premium rate.

No discrimination is practised:

There is no discrimination in hiring, compensation, access to training, promotion, termination or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.

Regular employment is provided:

To every extent possible work performed must be on the basis of recognised employment relationship established through national law and practice.

Obligations to employees under labour or social security laws and regulations arising from the regular employment relationship shall not be avoided through the use of labour-only contracting, sub-contracting, or home-working arrangements, or through

apprenticeship schemes where there is no real intent to impart skills or provide regular employment, nor shall any such obligations be avoided through the excessive use of fixed-term contracts of employment.

No harsh or inhumane treatment is allowed:

Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation shall be prohibited.

The provisions of this code constitute minimum and not maximum standards, and this code should not be used to prevent companies from exceeding these standards. Companies applying this code are expected to comply with national and other applicable law and, where the provisions of law and this Base Code address the same subject, to apply that provision which affords the greater protection.

Packaging:

- Packaging must be fit for purpose & meet all legislation requirements.
- Over-packaging is not permissible. Packaging must be minimised for all applications.
- The most environmentally beneficial packaging format and materials should be used.
- Degradable, recyclable, biodegradable plastics should be used, as an alternative to conventional plastics, wherever appropriate.
- Recycled materials should be used wherever possible.
- FSC board should be used for Carton board and paper packaging (see Materials section).

Packaging & Waste Regulations:

Since the Packaging Regulations of 1998, we are required to minimise packaging, facilitate recycling and take account of safety, hygiene and customer requirements. We are also responsible for the cost of recycling our packaging, and we have to pay a levy based on how much packaging we use. In addition to any environmental considerations, we therefore have a positive commercial incentive to use less packaging, more recycled/ recyclable materials and innovative formats and materials.

Energy Use:

Wherever economical, RSPB will aim to source products with a view to minimise transport & product miles involved, in order to minimise emissions, and to balance out the possible economical penalty against the environmental benefits of more local sourcing.

The RSPB will be introducing a mechanism to have suppliers report their Carbon Footprint and the mechanisms they are adapting to reduce their environmental impact.

Materials:

Timber and wood

The use of reclaimed or recycled timber and wood products will be preferred to new material, when technically appropriate.

All new timber and wood products to be sold by the RSPB will be Forest Stewardship Council (FSC) certified.

The Forest Stewardship Council (FSC) is an international network to promote responsible management of the world's forests and is easily the most recognised ethical & environmental standard for paper/ wood products. It is already widely used for furniture, etc., and it is now being used by board mills as a standard for packaging such as cartons and paper bags.

FSC is the ONLY timber and wood product certification system the RSPB supports. FSC and UK Woodland Assurance Standard (UKWAS) certified woods are sources of FSC produce.

- a. New timber and wood products supplied from rare and declining tree species or from threatened habitats will not be used. Illegally logged products will not be used.
- b. New timber and wood products must be capable of being re-used and or recycled.
- c. Locally grown and converted / manufactured FSC certified timber and wood products will be preferred to those from more distant sources.
- d. Imported timber and wood products will only be used when there is no viable UK grown and converted / manufactured alternative.

Paper:

Following the same principles as for wooden products, recycled paper is preferred wherever appropriate over virgin pulp.

Where virgin pulp is being used, priority will be given to FSC certified paper, and the RSPB will expect its suppliers of paper products to provide FSC certificates. Failing that, suppliers will be expected to demonstrate how they are moving towards FSC or recycled pulp in the provision of their paper products. With more and more publishing companies moving towards FSC as standard, and with the quality of recycled boards improving (whether 100% or mixed), costs and quality should no longer be an issue.

PVC:

There are many environmental concerns regarding the use of PVC (polyvinyl chloride). The manufacture and disposal of PVC can involve emission of environmentally damaging chemicals.

All products sold by the RSPB will be free of PVC to limit the impact of toxic pollutants generated throughout the life-cycle of this material and its impact on the environment.

Peat Free:

The large-scale removal of peat from bogs in Britain and Ireland is destroying one of our most precious wildlife habitats. It takes centuries for a peat bog to form, with its special wildlife - modern machinery destroys it in days. All plants and gardening kits that include a growing medium will be peat free.

Sourcing alternative materials should be possible in virtually all instances, so suppliers will have little difficulty in complying on this policy. PET, Polypropylene and Polystyrene can be used in place of PVC for injection moulded and thermoformed containers, trays, lids and inserts. There may also be alternative degradable/ biodegradable materials, so all options should be fully investigated. Other retailers also prohibit the use of PVC packaging, so suppliers and packaging companies will be familiar with this issue.

ENVIRONMENTAL POLICY STATEMENT

The RSPB exists to secure a healthy environment for birds and wildlife, helping to create a better world for us all. We are a charity with more than one million members, 12,000 volunteers, 1,400 staff, 188 nature reserves, 10 regional offices, four country offices, and one vision – to work for a better environment that is rich in birds and other wildlife.

To help achieve this vision, we champion birds and the environment to decision-makers, protect, restore and manage habitats for birds and wildlife, and research the problems facing birds and the environment. This research underpins all our work and helps us find practical solutions that we can implement and promote to others. We manage our nature reserves so that wildlife can flourish and people can get closer to nature. We also share our knowledge and enthusiasm to help people of all ages enjoy the natural world. This includes an extensive education programme to enable young people to learn more about the environment.

We recognise that in delivering these positive conservation benefits our work also has some adverse impacts on the environment. With this in mind, we are committed to continual improvement in our own environmental performance, to meeting our statutory environmental obligations and to reducing our environmental impacts.

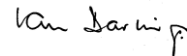
Our main environmental impacts arise from: greenhouse gas emissions from energy use and travel; waste generation; water use; and the use of non-renewable resources. To minimise our impacts on the environment, we have set ourselves the following objectives:

- Advocate sustainability and, through our example and achievements, inspire and encourage others.
- Develop and implement environmental action plans to minimise our impacts, and set appropriate targets to achieve continuous improvement.
- Annually review our environmental performance.
- Raise awareness of environmental issues among staff and encourage them to observe best practice.
- Incorporate environmental responsibilities into job descriptions, staff training and appraisals.
- Select and work with corporate partners and suppliers towards achieving compliance with this policy.
- Promote the value of sustainability to our members and supporters.
- Manage RSPB investments in a manner that supports the principles of socially responsible investing (SRI).

This policy has been endorsed by the RSPB Management Board. Responsibility for its implementation lies with the management structure and every member of staff. The Green Management Team will advise on implementation and monitor progress. The policy and supporting management systems will be subject to regular review.



Mike Clarke, Chief Executive



Ian Darling, Chairman of Council

Registered charity number in England and Wales 207076, in Scotland SC037654