

Approach to procurement

The Fundamentals of Shared Interest’s approach to procurement are detailed in the table below:

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| Purpose: | The approach will be used to guide and direct the activities of Shared Interest staff when entering into purchasing decisions. |
| Scope: | Whilst there is not a significant amount of product and services purchased in the day-to-day activities of Shared Interest, it is considered that all effort should be made to promote and support fair trade, environmentally-friendly products and local producers. |
| Desirable criteria: | When purchasing products where fair trade options are available all effort should be made to do so. This currently covers as many food products as possible, mostly through Traidcraft. The LOAF principle (Local, Organic, Animal-friendly or Fair trade) should be followed in as many other cases as possible. |
| | Environmentally-friendly products should be considered in all stationery requirements. Promotional literature should be printed on FSC certified paper. This means it is produced using only material sourced from sustainably-managed forests. Depending upon products required, consideration should in addition be given to those sourced from sustainable forests. For kitchen products eco-friendly products should be sourced. |
| | Magazines used for advertising and distribution of inserts should mostly be targeted at titles with ethical positioning. |
| | Where appropriate, in all other products and services, we should use local suppliers. |
| All of the above criteria should be taken into account when considering placing orders. While we promote all the above it is recognised that financial implications will have to be considered for all purchases. | |

We also have a [green policy](#), and use a [green checklist for purchasing](#) and [green checklist for events](#).