

ENS

ÉCONOMUSÉE®
NETWORK
SOCIETY

Responsible
procurement
policy



1 — Context

The current responsible procurement policy supports the mission, vision and values of the ENS and demonstrates the organisation's commitment to integrating sustainable development principles into its operations. It also supports the ENS' tourism and sustainable development policy by following its strategic orientations. Through the application of the current policy, the ENS wishes to not only improve its purchasing methods by having access to performance indicators, but to also sensitize and invite its suppliers to contribute to the creation of sustainable values throughout the supply chain.

2 — Objectives

This policy aims to:

- define the criteria for the purchase and rental of goods and services of the organization in order to incorporate its values of local development and eco-responsibility into its purchasing activities;
- increase the proportion of eco-responsible goods and services acquired;
- communicate to its stakeholders its sustainable and eco-responsible expectations in order to raise awareness and mobilize them in favor of sustainable development.

3 — Scope

The ENS undertakes to apply this policy to all purchases and rentals of goods or services as part of its activities and those of its employees, including purchasing managers and directors. Therefore, an analysis, based on the tables in annex, must first be done before any purchase of a product or service can be made.



4 — The ENS commitments

By adopting the current policy, the organization commits to:

- integrating the vision of the 4Rs (rethink, reduce, reuse and recycle) into its purchasing habits by first evaluating the real need for a product, its usefulness and its components;
- informing purchasing managers of the sustainable criteria to be taken into consideration when procuring goods and services;
- buying, whenever possible, from local suppliers, to help boost the local/regional economy and reduce the carbon footprint of moving goods;
- choosing, as much as possible, eco-designed, recycled and recyclable materials, sold in bulk and with a minimum amount of packaging;
- contributing to the creation of responsible supply chains; encouraging suppliers to apply best practices.

5 — ENS' expectations toward its suppliers

ENS expects its suppliers to be transparent about their environmental, economic and social practices and to contribute ideas for the improvement to its shared value chain.

They must demonstrate respect for the principles of responsible sourcing, established by the UN, through the United Nations Global Compact (see annex), and their commitment to a process of continuous improvement. In the event that a supplier sources from a foreign country, they will have to ensure that international labour standards, human rights and the environment are also being respected in that country.



6 — Implementation

In order to achieve the objectives of the current policy, the ENS takes care to:

- integrate an assessment of eco-responsible options available on the markets into the organization's procurement processes at the needs definition stage;
- train and educate ENS employees, particularly those responsible for purchasing services, on processes aimed at integrating eco-responsible considerations;
- prioritize the acquisition of sustainable and eco-responsible goods and services according to the criteria specified in Schedules 1 and 2 of the current policy;
- include a clause entitled "Sustainability" in all tender documents or contracts, inviting suppliers and service providers to consult our policy;
- raise awareness among external stakeholders of the organization by disseminating the current policy on its website.

7 — Roles and responsibilities

Mr. Carl-Éric Guertin, executive director of the ENS, is responsible for implementing and monitoring the responsible procurement policy. He will have to submit, once a year, a balance sheet of durable goods and services purchased.

8 — Entry into force

his policy is effective upon adoption by the Board of Directors on 5 October 2023.



Carl-Éric Guertin

M. Carl-Éric Guertin
Directeur général

Mme. Émilie Gaudreault
Présidente du conseil d'administration

List of responsible sourcing criteria for the purchase and rental of goods and services within the SRE

TARGETED GOODS AND SERVICES	CRITERIA FOR SUSTAINABLE BUYING OR LEASING
Paper for administrative and communication needs	<p>Prioritize:</p> <ul style="list-style-type: none"> recycled paper FSC or PEFC certified paper paper made in Canada
Office supplies	<p>Prioritize:</p> <ul style="list-style-type: none"> reusable, recyclable or recoverable products products with recyclable packaging or that are packaging-free products made in Canada
Office furniture	<p>Prioritize:</p> <ul style="list-style-type: none"> used articles repairable and/or multipurpose items
Hardware	<p>Prioritize:</p> <ul style="list-style-type: none"> used equipment ENERGY STAR certified equipment
Electronics and appliances	<p>Prioritize:</p> <ul style="list-style-type: none"> used equipment ENERGY STAR certified equipment
Crockery	<p>Prioritize:</p> <ul style="list-style-type: none"> bamboo or stainless-steel articles
Produits d'entretien	<p>Prioritize:</p> <ul style="list-style-type: none"> products made in Canada versatile products reusable products (e.g. wipes) ECOLOGO or ECOCERT certified products
Food and beverage	<p>Prioritize:</p> <ul style="list-style-type: none"> products made in Canada products having recyclable packaging

List of responsible sourcing criteria for the purchase and rental of goods and services within the SRE

TARGETED GOODS AND SERVICES	CRITERIA FOR SUSTAINABLE BUYING OR LEASING
Corporate gift	<p>Prioritize:</p> <ul style="list-style-type: none"> local products from Artisans at work members products without additional packaging
Supplier and service provider (consultant, HR, etc.)	<p>Prioritize:</p> <ul style="list-style-type: none"> Canadian organizations/companies organizations/companies with a sustainable development plan suppliers that offer eco-labelled products suppliers showing participation in collective initiatives and networks of responsible partners
Transport	<p>Prioritize:</p> <ul style="list-style-type: none"> the train or bus for trips up to 1000km the plane for trips over 1000 km
Car rental	<p>Prioritize electric or hybrid models</p>
Accommodation	<p>Prioritize:</p> <ul style="list-style-type: none"> accommodations that are close to the meeting place accommodations that are close to public transports accommodations that are Green Key certified or otherwise recognized by the GSTCt family accommodations
Restaurant	<p>Prioritize:</p> <ul style="list-style-type: none"> offering a maximum of local products certified "Terroir et Saveur", "Aliments du Québec" or "Foods prepared in Quebec" recognized by a bio-food coordinating group local or family institutions
Deliver	<p>When possible:</p> <ul style="list-style-type: none"> avoid Express delivery prioritize combined deliveries prioritize direct deliveries (supplier - customer)

List of responsible sourcing criteria for the purchase and rental of goods and services for the benefit of ENS members

TARGETED GOODS OR SERVICES	CRITERIA FOR RESPONSIBLE PURCHASE OR RENTAL
Professional services (interior designer, cabinetmaker, printer, electrician, photographer, electrician, writer, proofreader, translator, architect, engineer, landscapers, general contractor, etc.)	<p>Prioritize:</p> <ul style="list-style-type: none"> Canadian organizations/companies organizations/companies with a sustainable development plan service providers that offer eco-labelled products service providers showing participation in collective initiatives and networks of responsible partners
Furniture	<p>Prioritize:</p> <ul style="list-style-type: none"> used articles repairable and upgradeable items items made in Canada
Lighting	Prioritize LED lighting products
Electronics and appliances	Prioritize items/products that are ENERGY STAR certified
Call for tenders	<p>Prioritize:</p> <ul style="list-style-type: none"> Canadian organizations/companies organizations/companies with a sustainable development plan
Buy online	<p>When possible:</p> <ul style="list-style-type: none"> obtain the complete product information to avoid returns carry out dual orders purchase second-hand or refurbished products purchase domestically manufactured products
Delivery	<p>When possible:</p> <ul style="list-style-type: none"> avoid Express delivery prioritize combined deliveries prioritize direct deliveries (supplier - customer)
Motor vehicle	Prioritize electric models.

The Ten Principles of the United Nation Global Compact

HUMAN RIGHTS

Principle 1: Businesses should support and respect the protection of internationally proclaimed human rights; and

Principle 2: make sure that they are not complicit in human rights abuses

LABOUR

Principle 3: Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;

Principle 4: the elimination of all forms of forced and compulsory labour;

Principle 5: the effective abolition of child labour; and

Principle 6: the elimination of discrimination in respect of employment and occupation.

ENVIRONMENT

Principle 7: Businesses should support a precautionary approach to environmental challenges;

Principle 8: undertake initiatives to promote greater environmental responsibility; and

Principle 9: encourage the development and diffusion of environmentally friendly technologies.

ANTI-CORRUPTION

Principle 10: Businesses should work against corruption in all its forms, including extortion and bribery.

