

## Film City Glasgow : Sustainable Procurement Policy & Action Plan

### Introduction

Film City Glasgow is committed to becoming an exemplar in facilities management for the screen and creative industries, and recognises it has the capacity to cultivate a culture of best practice for all production activities. We have learnt that being sustainable means that our operations are more efficient and profitable.

Film City Glasgow spends around £200,000 a year on procurement of goods, services and continual building improvements. We recognise the potential impact this spend has on the environment and the local community. This policy outlines the approach that we will take in order to ensure that natural resources are used prudently, that there is effective protection of the environment, and ensure that local businesses benefit as much as possible.

### Key policy statement

Film City Glasgow will embed the principles of sustainability within its procurement activities to ensure that a balanced consideration of social, ethical, environmental and economic impacts are undertaken throughout the procurement process.

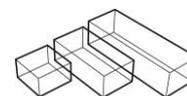
### Aim of the Policy

The aim of the policy is to ensure that Film City Glasgow employees, tenants, contractors and suppliers are aware of the commitment to long-term social, ethical, environmental and economic sustainability. Film City Glasgow is an advocate of a zero waste economy and society and is committed to the responsible management of its procurement process in order to identify environmental and socially responsible products and services. We aim to increase efficiency, reduce demand for raw materials, cut waste, and reduce operational costs by looking at the supply chain. We hope that by taking these steps we can influence the decisions suppliers make and that we will know more about the products we use.

### Key Objectives

Film City Glasgow will to achieve this by:

- Complying to Zero Waste Scotland regulations and Environmental Acts and all relevant UK and EU statutory regulations and legislation, ensuring our suppliers do the same;



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- Take into account the need to conserve energy and reduce emissions in relation to the transportation of goods and services;
- Encourage suppliers and contractors to operate in an environmentally sensitive way;
- Address costs relating to rising price of raw materials, product treatments and delivery;
- Use recycled products and products derived from reclaimed materials;
- Consider the life cycle of products;
- Select products and services that have the least effect on the depletion of raw materials;
- Give preference to ethically sourced and produced goods and services;
- Maximise the opportunities for employment and economic gain within Glasgow and Scottish communities;
- Train all staff on sustainability considerations within the Policy and Strategy;
- Communicate the policy to all staff, suppliers and partners.

#### Action Plan

- Film City Glasgow staff and tenants will be continually encouraged to undergo regular training and investigate resources, events and best practice.
- Film City Glasgow staff and tenants will ask current and potential suppliers 'green' questions to reveal the most environmentally friendly and sustainable products or services (using the Resource Efficient Scotland guide below).
- Where there is little or no difference in price, Film City Glasgow staff and tenants will choose the product which is more environmentally friendly and sustainable.
- Film City Glasgow and its tenants will share information on services and suppliers which they have identified as being ethical and environmentally friendly.

#### Green questions for suppliers and contractors.

Life Stage	Questions
Raw Materials	Are the materials sourced from sustainable sources (if so can evidence be provided)? Can they be reused or recycled? Do they contain a proportion of recycled materials?
Manufacture	Which chemicals are used to make the product? Do any chemicals require special treatment or handling because they pose a risk to human health or the environment?
Distribution	How far has the product travelled to reach your company?

	<p>Are trucks backhauled?</p> <p>Is a logistics strategy in place?</p> <p>Is the packaging essential?</p> <p>Can the amount of packaging be reduced to minimise material use and waste?</p>
Use	<p>What is the product's lifespan?</p> <p>Does the product have a green label?</p> <p>Can the product be repaired easily?</p> <p>Are spare parts available and how long will they be available for?</p> <p>What is the products energy efficiency rating?</p>
End of life	<p>Is there a requirement for additional permits/licences to handle, use or store items?</p> <p>Can the item be reused or recycled at the end of its life?</p> <p>What is the legal obligation for safe disposal?</p> <p>Will any of the components be classed as special waste under current legislation?</p>

### Resources

Resource Efficient Scotland, Questions For Suppliers.

[http://www.resourceefficientscotland.com/sites/default/files/Green\\_questions\\_for\\_suppliers.pdf](http://www.resourceefficientscotland.com/sites/default/files/Green_questions_for_suppliers.pdf)

Supply Chain Management and Sustainable Procurement A guide for Scottish SMEs

[http://www.zerowastescotland.org.uk\\_supply\\_chain\\_management\\_v1.pdf](http://www.zerowastescotland.org.uk_supply_chain_management_v1.pdf)