



Procurement – Statement of General Principles

Procurement is the purchase of works, assets, goods and services for the World Congress of Soil Science 2022 (WCSS22) according to a process that is open and transparent. The aim of this statement is to ensure orders are handled by individuals having skills in evaluating the purchases required, to ensure purchases made do not exceed the budget, to ensure purchased goods and services conform with the quantity and price specified and that all suppliers are able to adhere to our Ethics and Equality, Diversity and Inclusion statements of general principles.

This statement covers:

- Appointment of non-staff personnel such as contractors and consultants
- Purchase of all services, goods and equipment
- Purchases made by SEC and Speakeasy, on behalf of WCSS22.

The statement's purpose is to:

- maintain the highest ethical standards in procurement matters
- ensure the correct quality, goods or services are purchased, in specification, limiting their impact on the environment and to achieve best value for money
- act fairly towards suppliers
- promote diversity and inclusion, ethics and sustainability throughout the procurement process.

WCSS22 commit to:

- A zero-tolerance approach to bribery: we value our reputation for ethical behaviour and for financial probity and reliability. Our **Ethics** statement of general principles provides further detail on our anti-bribery position and the ethical responsibilities our staff and volunteers hold
- Being clear with suppliers from the outset on what 'quality' would look like, and what our expectations for the procurement process would be
- **Quality, value for money and environmental and ethical standards**, rather than price alone, being the key factors in our procurement selection process.
- Providing all suppliers with fair and equal access to contracts we advertise. Where possible, we will provide a fair and open approach to tendering, ensure our tenders are supported by a business case, keep costs associated with tendering to a minimum and offer meaningful feedback to suppliers
- Paying suppliers for goods or services within 30 days of receiving an invoice. To achieve this aim we ask suppliers to process related paperwork promptly.

Governance, Organisational Capacity and Audit

We are responsible for establishing arrangements for ensuring the proper conduct of our affairs, including conformance to standards of good governance and accountability with regard to procurement.

In the planning and development of major projects it may be necessary to review our capacity and skills in procurement. We will assess the strengths and weaknesses of our Trustee Board, our staff and volunteers. In some instances, it may be necessary to co-opt members to our Board or Working Group to provide the right skills.

As a Charity registered with the Charities Commission, we recognise the need to demonstrate a robust selection, monitoring and audit process which is central to this statement. The Trustees should be made aware of anyone contravening this statement and will agree suitable next steps.

The procurement statement is fully supported by WCSS22 Trustees.

April 2021