

Document title:	Sustainable and Social Sourcing and Supply Policy	Owner:	Beverley Ellis
Version Number:	25-1	Previous Version:	First Version
Date of Issue:	11 th June 2025	Date for review:	11 th June 2028
This policy has been reviewed and approved by the Operations Director:			

1. Policy Statement

At TRS Training, we recognise the importance of sustainable sourcing and ethical supply chain practices. This policy outlines our commitment to supporting the local economy in Merseyside while prioritising suppliers that align with our sustainability principles.

2. Scope of Policy

This policy applies to procurement decisions related to:

- 2.1. General business operations, including office supplies, IT services, utilities, and facilities management.
- 2.2. Learning and training services, covering apprenticeship support, educational materials, digital learning platforms, and training equipment.
- 2.3. HGV training and haulage support, including fleet maintenance, vehicle sourcing, fuel suppliers, logistics providers, and health & safety equipment.

3. TRS Values

- 3.1. This policy underpins our commitment to our values, with particular reference to:
 - RESPECT – All individuals and their unique talents
 - SUPPORT – A strong ethos of care, guidance and support
 - PARTNERS – Developing sustainable partnerships where everyone involved benefits from the relationship
 - QUALITY – Providing outstanding teaching, learning and customer service

4. Implementation Principles

- 1.1. We will see suppliers using the following objectives:
 - 1.1.1. Local Sourcing: Actively seek partnerships with Merseyside-based suppliers to contribute to the regional economy.
 - 1.1.2. Ethical Procurement: Prioritise suppliers who demonstrate strong sustainability credentials, including responsible environmental practices and fair workforce conditions.
 - 1.1.3. Carbon Reduction: Reduce our supply chain's carbon footprint by minimising transportation distances

and selecting businesses with carbon-conscious operations.

1.1.4.Social Responsibility: Engage with suppliers who support fair wages, community initiatives, and diversity in employment.

1.1.5.Transparency & Accountability: Maintain clear criteria for supplier selection and regularly review compliance with sustainability and ethical standards.

Supplier Selection Criteria

1.2. To ensure adherence to our values, TRS Training will favour suppliers that:

1.2.1.Are based in Merseyside or contribute positively to the local economy.

1.2.2.Have sustainability certifications (e.g. ISO 14001, B Corp, Fairtrade, or other recognised standards).

1.2.3.Use environmentally friendly practices (such as low-carbon logistics, waste reduction, or renewable energy sourcing).

1.2.4.Demonstrate ethical labour policies and commitment to diversity and fair employment practices.

1.2.5.Actively engage in corporate social responsibility (CSR), supporting local communities or education initiatives.

1.3. Implementation & Monitoring

1.3.1.Supplier Database: Develop and maintain a preferred supplier list that meets sustainability and local sourcing criteria.

1.3.2.Procurement Reviews: Regularly assess suppliers to ensure continued alignment with TRS Training's sustainable procurement goals.

1.3.3.Supplier Engagement: Collaborate with existing suppliers to encourage improvements in their environmental and ethical policies.

1.3.4.Carbon Footprint Tracking: Monitor and evaluate the impact of sourcing decisions on carbon emissions, adapting strategies accordingly.

1.4. Continuous Improvement

1.5. TRS Training is committed to evolving our approach to sustainable sourcing. We will:

1.5.1.Conduct annual reviews of our supply chain practices.

1.5.2.Engage staff and stakeholders in sustainable procurement training.

1.5.3.Explore innovative solutions to reduce environmental impact while maintaining operational efficiency.

5. Policy Monitoring and reporting arrangements

5.1. The Board will monitor the policy, receive reports on supplier sourcing and sustainability impacts will be shared with stakeholders.

5.2. Revision of the policy will take place every 3 years with the new policy presented to the Board for approval.

6. Summary of Revisions

Version	Date	Revision
25-1	11/06/2025	Creation of Policy