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Ethical Procurement Checklist

Think: our needs		
Is the product really needed?	Yes	No
Do we already own a suitable product?	Yes	No
Could an existing product be modified or mended to suit our needs?	Yes	No
If we only require the product short-term, could it be borrowed or hired?	Yes	No
Are we solving the problem in the right way? <i>(Should we purchase a draft excluder instead of a heater?)</i>	Yes	No

Think: circular economy		
Can we buy second-hand or rehome the product from somewhere else?	Yes	No
Can we choose reusable over single use?	Yes	No
Is the product easily repairable?	Yes	No
Is the product of modular design or could it fulfil a second purpose at the end of its life?	Yes	No
Is the product recyclable?	Yes	No

Think: ethics and environment		
Can we source from an ethical supplier?	Yes	No
Can we source from a local supplier?	Yes	No
Can we opt for carbon-neutral delivery?	Yes	No
Is the packaging minimal and recyclable?	Yes	No
Can we collect from a local store or depot?	Yes	No
Can we transport as part of an already planned journey or combine delivery with another order?	Yes	No
Can we order in bulk to reduce delivery footprint? <i>(Don't over-order though!)</i>	Yes	No



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Think: item specifics		
If it's a paper-based product, is it made from: Sustainable paper (first choice) Recycled paper? (second choice) Responsible sources? (FSC, PEFC, EU Ecolabel)	Yes	No
Is the paper recyclable?	Yes	No
If it's an electrical product, is it an energy efficient choice? (i.e. LED lighting, A+++ rated)	Yes	No
If it's a chemical-based product, is there an organic alternative?	Yes	No
If it's a food-based product, is it fair trade?	Yes	No