



SUSTAINABLE PROOCUREMENT

Tenders for the supply of services, materials, equipment and contracts

Manchester City is an English Premier League club whose roots began in East Manchester.

From its first incarnation as St Mark's West Gorton in 1880, the Club became Manchester City FC in 1894.

That was the beginning of a storied history that has delivered a European Cup Winners' Cup, eight League Championships, including seven Premier League titles (2012, 2014, 2018, 2019, 2021, 2022, 2023), seven FA Cups, eight League Cups and in 2023 The UEFA Champions League Cup.

Behind each one of those titles lies emotion, moments and memories that resonate with millions of supporters around the world. Manchester City fans are known for their commitment and togetherness, as a Club that fights to the end.

Manager Pep Guardiola and Director of Football Txiki Begiristain have established a vibrant first team squad with a blend of experienced and exciting talent.

The Club is built on a vision for sustainability, with an academy structure designed to support long-term first team success, to engagement with the communities in which we reside. Together with our passionate fans and valued network of partners, we are developing Manchester City's future history.

The Club plays its domestic and European home fixtures at the Etihad Stadium, a spectacular 55,000 - seat arena that City have called home since 2003.

Today, the stadium sits on the wider Etihad Campus, which also encompasses the City Football Academy, a world-leading first team training and youth development facility located in the heart of East Manchester where the Club was born.

Featuring a 7,000 - capacity Joie Stadium, the City Football Academy is also where Manchester City Women's Football Club and the Elite Development Squad train and play their competitive home games.

To maintain the club's vision and values, sustainability in procurement and in its development and operations is paramount. A clear set of principles that seek to drive value, eradicate risk, build confidence and resilience and engage suppliers, contractors and services in responsible projects and programmes.

This includes the opportunity of opening doors to local and small business, providing support to local growth and economic sustainability.

In respect of major projects, including the club's north stand and entertainment district development the recognition of ISO 20400:2017 - a flexible framework for integrating sustainable procurement practices is fully engaged and drives the process. This fits with the club's existing sustainability strategy (Game Plan) and the overall procurement process, performance and monitoring. This will be undertaken and monitored in line with BREEAM Mat 03 - Emphasising ISO20400:2017(168) in an Organisational Level Sustainable Procurement Plan

Manchester City and City Football Group procurement policy requirements the highest levels of social, environmental and economic values to achieve sustainable procurement throughout the supply chain.

Partners, suppliers and contractors and must be aware and responsive to Manchester City and CFG requirements of the whole supply chain and be clear and unequivocal in sharing their own commitments and practices.

Manchester City's procurement process will additionally outline specific needs and expectations for social, environmental and economic sustainability requirements that may be specific to appointments which will be additional to the overall statement and commitments shared in this overview.

Social Sustainability

drives the Club's ambitions to promote opportunity and participation of the whole community and to embrace without exceptions, equality, diversity and inclusion at an individual levels and across the Club's activities and supply chain.

Active and respectful interventions and collaboration to realise best practice for our neighbourhood, residents, local business and the wider city and region – identifying meaningful pathways to work, learning and supply.

- Positive relationship with local people
- Opportunities for work
- Pathways to learning
- Local supply chain

Environmental sustainability

reflects Manchester City's commitment to achieve credible CO2 net Zero by 2030 – to measure and report all emissions impacts across scopes 1,2 & 3 and where appropriate and without exception in embodied carbon.

The responsibility of materials sourcing, management and reuse, both upstream and downstream will form a key part of all projects and contracts. This includes appropriate and where possible local and seasonal sourcing with a traceable and ethical process that supports and builds on Manchester City's sustainability agenda (Game Plan). **The Club will establish and require an approved process of monitoring and checking to ensure high levels of compliance – about which minimum percentage levels and the understanding of 'local' will be measured.**

What is local is identified in Manchester City's 'Game Plan' – pp25
<https://www.mancity.com/club/manchester-city-sustainability-1>

- Working for credible Net Zero -2030
- Energy and water efficient
- Materials savvy
- Sustainable waste management
- Transport considerate

Economic sustainability

further builds on the wider supply chain opportunities; setting meaningful local employment targets, including training and apprenticeships, proof of journey initiatives for those in all levels of training and learning; fairness in pay and reward – including appropriate Living Wage for Manchester – and the care of all employees, sub contractors and suppliers in the chain through wellbeing, wellness and appropriate health and safety. (as covered separately)

- Local supply opportunities
- Meaningful engagement-
- Best value
- Fairness in everything

The sharing of options and opportunities for Manchester City/City Football Group Partner inclusion is an overall expectation reflecting best value and appropriate provision

Creating opportunities of full-circle economy actions are encouraged throughout the process.

The Club's sustainability agenda and environmental impact report Game Plan is a leading-edge process that drives these (and other) ambitions – it is the expectation of all suppliers, contractors and partners that the provision of data and information pertinent to the contract in place will be provided to support annual reporting under the Game Plan agenda

www.mancity.com/club/manchester-city-sustainability-1)

City in the Community - Alongside the sustainability agenda – the Club's community foundation (City in the Community) has extensive outreach across Greater Manchester, working with people of all ages and abilities to support people and to empower better lives, promoting physical and mental wellbeing, creating healthy futures and healthy communities. Opportunities and options for suppliers, contractors and partners to engage with the work of City in the Community and its overall aims are encouraged and will be pertinent to specific appointments

www.mancity.com/community)

Safeguarding is also a critical part of the Club's work and expectations: Manchester City Football Club is fully committed to ensuring the safety and wellbeing of the many individuals and communities we come in to contact with; it is fundamental to our operation that we provide a positive experience, particularly for children, young people and Adults at Risk. All suppliers, contractors and partners will, without exception, meet the Club's safeguarding commitments which will be covered in the tender programme.

<https://www.mancity.com/meta/media/atvjhlw1/manchester-city-safeguarding-policy-2021.pdf>)

Modern Slavery - Throughout all the actions, work, appointments and partnerships of Manchester City (and City Football Group) – the whole business has a responsibility to be alert to the risks of modern slavery, however small, within the business and throughout the supply chain. This reflects the Club's position against exploitation of individuals in any form and in particular, offences under the Modern Slavery Act 2015.

www.mancity.com/club/slavery-and-human-trafficking-statement)

These processes reflect the Club and CFG commitments to acting ethically and with integrity in all business matters, relationships, appointments and actions. As such, controls will be enforced to ensure that there are no unfair practices through effective systems and review. This is an explicit requirement of our procurement and tendering process.

Your tenders

Sustainability will be included specifically in the tender documents shared. This is a dynamic process that recognises the need for continual review, change and uplifts.

Further information and opportunities to discuss sustainability in our procurement process is available from the Procurement team or from the Club's lead officer for sustainability. The Club has enshrined sustainability in all its actions, operations and development. Supporting positive change and responsible growth is a key part of the Club's process and as such, opportunities to help develop the journey for suppliers, contractors and partners is available, whilst the Club will also learn and build knowledge in the same way.

Scope

The Club's procurement policy applies to all purchases of goods and services undertaken by Manchester City Football Club.

No parts of the Club shall be exempt from this policy

The policy:

- Treat suppliers of goods and services fairly and objectively at all times.
- Ensure that continuous and major supply contracts are reviewed, at least every three years, or sooner if needed and that appropriate suppliers have an equal opportunity to supply our business.
- Pay suppliers in accordance with the agreed terms and deal with exceptions in a timely and proper manner.
- Select suppliers without consideration of the gender or of the ethnic origin of their employees.
- Select suppliers without consideration of the number of their employees providing that this was within proper legal requirements and puts neither them, or the Club at risk.
- Maintain an active programme of engagement with local suppliers of goods and services where this is available and demonstrates best value to the Club.
- For this purpose, local should be a primary consideration: Manchester; Greater Manchester and the Manchester City region; Lancashire and Cheshire; The North West Region; West Yorkshire; North Midlands; UK. These should represent our first-call areas.
- Work with our suppliers to encourage and support improvements in their own social and ethical practices.
- Continuously improve our intelligence knowledge of socially and environmentally responsible supply chain management practices.
- To acknowledge and ensure there is a response to environmental risk and assessment (in conjunction with the club) to reduce or eliminate such risk and to identify and potentially act on related opportunity.

The Club must:

- Comply with own sustainability (game Plan) agenda and standards and provide evidence of a planned programme of continuous improvement
- Maintain effective policies and procedures to manage their environmental impact.
- Respect fundamental human rights including worker representation.
- Have a positive impact on the communities in which they operate.
- Have in place, ethical business practices with respect to the business behaviour of individuals and the organisation as a whole.
- Sign up to the Club's security and confidentiality (non-disclosure) agreements.
- Maintain and evidence responsible health and safety practices, providing, where required, risk assessments and method statements for works, delivery and appropriate practices
- Be committed to a comprehensive policy of fundamental human rights and equal opportunities in employment.

The Club will:

- Ensure that suppliers which do not comply with our sustainability standards are given advice and support for future opportunity.
- Ensure that its employees are appropriately trained and informed to properly and fully manage the sustainability standards and the associated supply chain.
- Set targets and action plans for improvements in our supply chain and regularly review our procurement practices to identify areas for improvement.
- Recognise the achievements of our suppliers
- Report our performance annually within the sustainability report (Game Plan)

Manchester City Football Club has actively practised fair and open trading for many years with an evolving sustainable procurement programme.

- The Club believes that this provides assurity to its fans, stakeholders, investors and community.
- All our stakeholders, including employees, fans and sponsors have expectations of best practice.
- The Club is committed to ethical practice across its supply chain and that in turn, that its suppliers recognise the importance of Corporate Social Responsibility to us and our partners throughout our respective operations.

The Supplier/contractor will:

- Allow the Club to undertake ad hoc audits of our suppliers to verify compliance. All suppliers and contractors will need to accept this condition.
- Demonstrate a strategic and definite desire to achieve compliance and provide evidence of their best endeavours as part of a planned programme of continuous improvement.
- Work for best value: The Club seeks to obtain overall best value with its suppliers of goods and services.
- This will be achieved by encouraging competition between suppliers, ensuring that all qualified suppliers have an equal opportunity to secure our business, and by dealing with suppliers in a professional and ethical way.
- Promote social and ethical values: The Club is committed to working with key suppliers to support their improvements in social and ethical practices and have an active programme of engagement, not least encompassing/embracing the Club's guidelines and policy.

Environmental Management

Manchester City's approved and appointed contractors or suppliers are expected to demonstrate that they maintain effective policies and procedures for positive environmental management. The Club requires that suppliers and contractors provide a comprehensive statement of their actual practices and policies and a clarification of the company's commitment to it.

Environmental Policy:

It is anticipated that the supplier will have a current environmental policy, which is signed and dated by a senior official of that organisation. A copy should be provided including the date of last revision if not included on the policy.

The Club believes that a good policy statement will include a commitment to prevent pollution and comply with current environmental legislation. This will be a strategic document, giving a high-level overview of the environmental impacts relevant to that organisation.

This may include explanations of, for example, control of emissions, the training and involvement of employees and the selection of the organisation's own suppliers based upon evidence of their environmental criteria.

The Supplier should demonstrate their environmental training processes, risk assessments and action plans which ensure that they stay at the top of their game and that there is commitment to a developing ethical process.

Sustainability

All supply contracts, capital works and projects (unless otherwise stated) will require a comprehensive sustainability impact study. In this, it is essential that full consideration is given to (but not limited to) waste at source, waste streaming, reuse and recycling, sourcing of products (and services), the use of recycled materials in supply and build, impact, affect and/or enhancement of natural habitat; energy use and natural options. These issues may also need to be stated in planning submissions where applicable.

Employee relations

Manchester City's chosen contractors or suppliers must demonstrate that they maintain effective policies and procedures for the management of employee relations within their organisation and their supply chains. This will include, at least, working conditions, health and safety, working wages and child labour.

Employee Relations Policy

It is anticipated that the supplier will have a current company policy, which includes employee relations. A copy should be provided including the date of last revision if not included on the policy.

We believe that a good statement of employee relations will reflect commitment to employees and recognition of their value to the organisation. This is a strategic document, which will give a high-level overview of the employee relations values held by that organisation.

Legality to work

The supplier/contractor must ensure the legality of their employees to work in the UK. Where a supplier is providing services to the Club through a contractor, it is the responsibility of the suppliers to ensure the legality of the contractor's employees to work in the UK.

Rates of pay

It is the responsibility of our suppliers to comply with the legal requirements for the payment of UK minimum wage and all other relevant legislation.

It is the responsibility of our suppliers to ensure that their contractors and subcontractors comply with the legal requirements for the payment of minimum wage.

Non-financial remuneration

It is the responsibility of our suppliers to comply with the legal requirements for entitlement to holidays and absence payment.

It is the responsibility of our suppliers to ensure that their contractors and subcontractors comply with the legal requirements for entitlement to holidays, absence payment and all other relevant legislation.

Employment contracts/ forced labour

Manchester City will not tolerate forced, bonded or non-voluntary prison labour within its supply chain, in any form or in any place.

It is the responsibility of our suppliers to ensure that they establish recognised relationships with their employees who should be provided with an easy-to-read contract of employment, with particular clarity in relation to wage levels. Employees should be free to choose to work for their employer, and be free to leave that employment after reasonable notice is served.

It is the responsibility of our suppliers to ensure that their contractors and subcontractors establish recognised relationships with their employees who should be provided with an easy to read contract of employment, with particular clarity in relation to wage levels. Employees should be free to choose to work for their employer i.e. the supplier, and be free to leave that employment after reasonable notice is served.

Employee relations....

Reportable offences

The supplier is required to stipulate the reporting of 'reportable criminal offences' when recruiting security personnel and undertake security checks of personnel.

It is the responsibility of our suppliers to ensure that their contractors and subcontractors comply with the legal requirements for reporting criminal offences and all other relevant legislation.

Criminal Records – Disclosure and Barring Service (DBS)

In many posts, the Club requires that its staff and sometimes its contractor staff must have enhanced DBS clearance.

The contractor and/or its sub contractors may be required to provide evidence of current compliance of all or some personnel. This may be a condition of appointment or the right to continue in their appointment.

Community involvement

The Club is a leading edge provider of community engagement and outreach. The Club seeks to encourage its suppliers act in a socially responsible manner and recognise the importance of their role in supporting the local communities in which they operate.

MORE TO BE ADDED – RELATIONSHIP VIA CITC

HEALTH AND SAFETY

Manchester City is committed to ensuring that the health and safety risks to its employees, contractors, visitors and fans are eradicated, or at least reduced as far as is reasonably practicable.

The Club requires that its suppliers undertake all their operations in a safe manner in line with relevant regulation, approved codes of practice and industry best practice in a manner that does not expose any person to the risk of injury or ill health.

Accordingly, its chosen contractors or suppliers are expected to demonstrate a clear commitment to Health and Safety Management and that they maintain effective policies and procedures.

Health and Safety policy statement

The supplier must have a current Health and Safety policy statement, as required by Section 2(3) of the Health and Safety at Work Act 1974. The policy should be signed and dated by a senior official of that organisation and a copy should be provided, including the date of last revision if not included on the policy.

Risk Assessment

The Club requires that the risk assessment must identify potential hazards, including those who may be harmed and how this might happen.

In addition it will include a scoring system (likelihood and severity) and will specify the control measures in place to eliminate or reduce risks. Above all, risk assessments must be suitable and sufficient and communicated to those who need such information.

The risk assessment should only be completed by those who have received suitable and sufficient training and are competent to do so. The supplier should only provide details of generic assessments where site specific assessments are not required.

Accidents and enforcement actions

The social impact of accidents can be incalculable and may indicate a weakness in health and safety controls and training.

The Club therefore considers the incidence of accidents together with reactive monitoring very seriously and require full disclosure of statistics as relevant to the Club or its associates.

Contractors and sub-contractors

The supplier is expected to show that they have taken action to ensure the adequacy of their contractors' Health and Safety policy, training and employment vetting.

The supplier is also required to check that the contractor has adequate insurance cover in place and that adequate Risk Assessments are conducted. Levels of insurance for third party/public liability will be outlined by the Club according to the specific contract but are likely to be not less than £5m.

Equality and diversity

The supplier or contractor, and any appointed sub contractors must have a current equality and diversity policy, which is signed and dated by a senior official of that organisation. A copy should be provided including the date of last revision if not included on the policy.

Compliance with Legislation

The Club requires that its suppliers comply with all current relevant anti-discriminatory legislation. Examples of such legislation include Race Relations; Sex Discrimination; Equal Pay; Disability Discrimination; Age Discrimination (October 2006). It is also expected that suppliers **will** be able to demonstrate that they have active Equality and Diversity Policies, which ensure compliance with legislation, and relevant Codes of Practice published by the Equal Opportunities Commission, the Commission for Racial Equality, and Department for Work and Pensions.

Many forms of discrimination are unlawful as a result of legislation. More recently, in accordance with the Employment Equality Regulations 2003, an applicant or employee is protected from inequitable treatment within the scope of this policy, not only on the grounds of his/her sexual orientation and religion or belief, but is additionally protected from discrimination resulting from how another person perceives his/her sexual orientation and religion or belief.

Similarly, it is unlawful for an customer or employee to be treated less favourably on account of his/her association with people of a certain sexual orientation, religion or belief.

Ethical behaviour

Manchester City conducts business with honesty and integrity, not just with its own people, but also with customers, shareholders, suppliers, business partners and other communities.

Policy

Suppliers should have an Ethical Purchasing policy, which includes expectations of its suppliers.

Bribery and corruption

Manchester City will not tolerate bribery or corruption within its supply chain, in any form. Gifts of money or vouchers should be neither offered nor accepted under any circumstances.

Gifts and hospitality

Gifts should not be offered to any Manchester City employees. Gifts and gratuities cannot be accepted.

If a supplier does not adhere to this restriction, the Club requires its employees to donate any gifts received to charity.

This policy does not apply to promotional gifts, e.g. items such as stationery, diaries, mugs, calendars, mouse mats or pens that bear a company or organisation name, provided that these have no significant value.

A company that is negotiating with the Club in circumstances where the employee has any influence over the outcome of those negotiations should not offer hospitality, such as the attendance of social events organised by the supplier.

Hospitality will only be accepted if it is appropriate and is not greater than that which the Club could offer in return.

Interest and Confidentiality

If a supplier has a material interest in Manchester City this should be disclosed including details of any family or close social relationships.

Contractors and suppliers to Manchester City must maintain commercial confidentiality at all time. Any external publicity of a relationship must be initially agreed with the Club's marketing officer. Use of the Club's badge and logo is forbidden without the express permission of the Club's Chief Marketing Officer.

Building for the future

In line with ISO 20400:2017, Manchester City Football Club will work, through its main contracts to align all suppliers, sub contractors and service delivery provision, to establish clear expectations and requirements for sustainable development and operations, both during planning, development, construction and the onward operations by the Club.

The club recognises that some parts of the supply and contractor chain may require support to ensure the attention to and improvement in the alignment of environmental and social objectives

The Club will support and engage in appropriate learning and development, setting our intent to realise positive cultural shift throughout the supply and contractor chain – so that there is appropriate and respectful education and supervision as and where needed to achieve clear compliance and to manage communication with all stakeholders

Summary

The Club has high expectations of its organisation and people and is committed to ensuring that its business is always conducted honestly and with integrity. The Club's reputation and success is dependent on the behaviour of every individual right across our business.

Ethical principles underpin our corporate policies and standards on personal conduct in business.

For example, conflicts of interests, prevention of financial crime and all aspects of governance and Corporate Social Responsibility.

Contacts:

Should there be any queries about this policy in relation to your supply submission or contract, please make contact with the person named in the tender submission letters. For general enquiries: TBC

Notes:

Unsolicited representation is discouraged. The Club invites submissions and interests as required. It is not always possible to entertain unsolicited calls and the Club maintains a library of potential suppliers and partners for future consideration.

If you have received this policy electronically, please try to file it in the same way. Only print materials that are needed in an effort to support positive environmental impact and management.

Pre Qualification

All suppliers and contractors, be they direct or sub providers through a main contractor are required to:

- 1) Acknowledge the policy and ambition of Manchester City Football Club and its sustainability agenda – Game Plan and all of the included operating policies shared in this document (as minimum)
- 2) That the club's road to credible net zero is fully understood and that the contractor/supplier is aligned with these aims.
- 3) Have in place, or agree to form an appropriate sustainability action plan pertaining to the organisation with clear actions for both social and environmental sustainability
- 4) Agree without exception to provide appropriate information to Manchester City Football Club in relation to its projects and the contractor's engagement in respect of environmental impact. (Game Plan is published every September with data required by end July)
- 5) That the club's environmental risk register has been shared and understood – and that the contractor will work actively to eliminate risks and identify –and share - related opportunity
- 6) That local employment and training; supply chains and procurement will be fully promoted and engaged with in the realms of practicality and best value.
- 7) That where some or all of the above does not exist, there is a commitment to short term organisational development of appropriate processes.

Key Indicators

Local engagement

- To provide annual figures for local employment numbers, training/apprenticeships
- To provide annual figures for locally engaged supply and procurement

Environment

- The CO2 emissions from all workforce commuting (annual)
- The CO2 emissions from all work activity including deliveries
- The amount of electricity consumed
- The amount of gas consumed
- The amount of water consumed
- The amount of foul/storm water discharged
- Fuel consumption specific to the project (eg diesel for generators)

Manchester City has adopted the (DEFRA) GHG Protocol for the measurement and reporting of CO2 emissions across all scopes – this would be the expected calculator for all contractors. Manchester City can help with this where necessary.

Key Indicators/2

Waste

- Provide the amount of waste (tonnage) handled across the project
- Ensure appropriate and approved waste streaming to recycle and re-use wherever possible and practical
- To work with all parties to reduce waste at source including packaging and wrappings
- To avoid plastics wherever possible and practical
- Ensure that any food waste from catering provision and any compostable wrappings are segregated for use in the club's on site composter

Consumables

- To ensure that there are no single-use plastics in the provision of catering and welfare provision
- To work actively with the club to eliminate PET (plastic bottles) where possible and practical
- Prohibit the use of chemical (cleaning) products and allied consumables that would have been tested on animals
- Where possible – to have compostable wrappings, cups and papers that can be loaded into the club's on site composter.

Transport, travel, Traffic

- To have in place any supportive actions for workforce travel that support active travel (eg cycling to work); public transport and shared travel schemes

Neighbourhood

- In liaison with Manchester City Football Club and/or City in the Community, to ensure appropriate and respectful contact with the established local neighbours' group and to attend/address meetings(quarterly) as appropriate in order to share progress and address any locally raised concerns.

Improvement

- To share updates and case studies of positive sustainability actions and engagements –
- To share the impact of project-wide sustainability goals and how areas of work and engagement have improved during the contract period.