

# Procurement Newsletter

## May 2021

- Disability Confidence
- Women in the Post Office
- Corporate Social Responsibility survey



# Procurement Newsletter

We are the Post Office and there is no-one like us. From our travel and financial services, passports to postage, the Post Office network is serving communities across the UK. We have a network of more than 11,500 branches across the UK and every one of our branches is at the heart of its community.

We are introducing a series of quarterly newsletters to our Supplier partners to:

- Raise awareness of our values and the subjects that matter to us.
- Provide news, information and training that will help you to do business with us.
- Help you find opportunities to work with us as we grow and change for the future.

## Post Office are proud to hold accreditation from the Disability Confident scheme



Post Office are proud to support and hold Level 2 Employer accreditation of the Disability Confident Scheme. We are currently working to achieve our Level 3 Leader accreditation and hope to complete this before September. The Disability Confident scheme supports employers and businesses to make the most of the talents disabled people can bring to your workplace and helps foster better inclusivity.

We would like to encourage all our suppliers and contacts to consider becoming part of the scheme and details can be found here: <https://disabilityconfident.campaign.gov.uk/>

Disability Confident organisations play a leading role in changing attitudes for the better. They're changing behaviour and cultures in their own businesses, networks and communities, and reaping the benefits of inclusive recruitment practices.

## Post Office have been awarded The Times Top 50 Employers for Women

Now in its 11th year, The Times Top 50 Employers for Women is the UK's most highly profiled and well-established listing of employers leading the way to strive for workplace gender equality. Post Office will be placed among the other 49 organisations who have been selected by gender equality experts at Business in the Community, through a competitive application process.

We have made some great progress in promoting gender equality; most notably increasing the number of women in senior roles from 38% in 2018 to over 45% in 2021.

Our aspiration at Post Office is that 50% of senior roles will be held by women by 2024. To help us get there, our Group Executive are using our Diversity Dashboard to monitor progress. We are also ensuring that all hiring managers undertake unconscious bias training. And when we work with recruitment agencies, we insist on gender diverse shortlists for senior management roles.

## Corporate Social Responsibility Survey

We are a commercial business with a social purpose, committed to make a positive social and economic contribution to all the communities in which we work. We have a duty to ensure that our values are carried forward into our supply chain by carrying out reasonable and practical due diligence in the sourcing of goods and services. This includes compliance with the expectations we have set out in our Supplier Code of Conduct, which is available to download from our website (link below).

As part of this process we conduct a review of our supply chain by contacting a few of our suppliers each year to ask for further information about their approach to areas of Corporate Social Responsibility. This is not a pass or fail exercise. It is a way for us to gauge the level of awareness in the different sizes and types of supplies that make up our supply chain.

We will be using the Sourcing module of our Web3 procurement system to conduct the survey this year as this proved to be easiest way for suppliers to respond. We expect to send invitations to this survey before the end of July 2021

### Who do I contact for help?

Please read the guidance on our website <http://corporate.postoffice.co.uk/our-suppliers>

If you require any further advice please contact [procurement@postoffice.co.uk](mailto:procurement@postoffice.co.uk)

