



SUSTAINABLE PROCUREMENT DUTY INFORMATION FOR SUPPLIERS

FIOSRACHADH MU DHLEASTANAS SOLARACHAIDH SHEASMHAICH DO SHOLARAICHEAN

V1.0 April 2026



Highlands and Islands Enterprise
Iomairt na Gàidhealtachd 's nan Eilean



SUSTAINABLE PROCUREMENT DUTY **DLEASTANAS SOLARACHAIDH SHEASMHAICH**

Highlands and Islands Enterprise (HIE) is committed to undertaking regulated procurement in compliance with the Sustainable Procurement Duty.

Our procurement processes, supported by a range of tools (including those provided by the Scottish Government), are designed to embed sustainable procurement practices throughout the procurement life-cycle.

Suppliers may find it helpful to familiarise themselves with the information in this document and the links provided. Our Tender Response Form may include one or more questions relating to these topics.



FAIR WORK PRACTICES / CLEACHDAIDHEAN OBAIR COTHROMACH

HIE is a living wage accredited employer and is committed to the Scottish Government's default position of "[Fair Work First](#)" and to the principles of the [Fair Work Framework 2016](#). The Framework defines fair work as "work that offers effective voice, opportunity, security, fulfilment and respect; that balances the rights and responsibilities of employers and workers and that can generate benefits for individuals, organisations and society".

HIE is required to apply Fair Work First criteria in regulated procurement processes. Payment of the [real living wage](#) is a significant indicator of an employer's commitment to fair work practices.

The Scottish Government published updated Fair Work First guidance in March 2023, which includes information to support bidders. Further information is available via fair work and procurement - public sector procurement - gov.scot and Fair Work Practices | Supplier Journey

HIE service and work-related Quick Quotes and regulated procurements may include an evaluated fair work practices question, typically focusing on two or three fair work pillars relevant to the procurement. A Scottish Governance annex providing examples of what good practice looks like for each pillar, is available to support tender responses. Suppliers may wish to refer to this when preparing their submission.

EQUALITY, DIVERSITY AND INCLUSION / CO-IONANNAS, IOMADACHD AGUS IN-GHABHALTAS

Achieving equality and recognising the business and social benefits of diversity are integral to HIE's delivery of the Government Economic Strategy. Further information on HIE's approach to equality, diversity and inclusion is available on our [website](#). Suppliers delivering services or functions on HIE's behalf are expected to take this approach into account when providing those services.

DIGNITY AT WORK / URRAM SAN ÀITE-OBACH

HIE is committed to providing a working environment free from harassment or bullying and to ensuring that all individuals are treated, and treat others, with dignity and respect.

HIE's Dignity at Work Policy sets out the organisation's commitment to preventing bullying or harassment at work, including the procedures for raising and investigating complaints.

The principles of the policy apply to all employees, consultants, contractors, secondees, volunteers, casual and agency workers as well as third parties such as customers, suppliers or visitors to HIE premises, including those who engage with HIE through recruitment or procurement processes.

GAELIC / GÀIDHLIG

As an agency that integrates economic and community development, HIE has a strong track record of investing in Gaelic to deliver both cultural and economic benefits.

Through its Gaelic Plan, HIE is committed to considering Gaelic as part of its procurement activity. This includes encouraging suppliers to demonstrate how they will give appropriate consideration to the use of Gaelic and how they may contribute to the ongoing health of the language.

Depending on the nature of the contract, this may be reflected through tender documentation that includes Gaelic-related requirements for individual procurements and/or through the delivery of community benefits where relevant and proportionate.

Further information for suppliers is available in [HIE's Gaelic Plan](#).



ENVIRONMENTAL / ÀRAINNEACHAIL

One of HIE's strategic cross-cutting themes relates to net zero. This document explains what HIE expects from suppliers on climate and the circular economy, how we score bids, and what we monitor during delivery. We apply these requirements in a proportionate way based on the category, value and impact of each contract.

In April 2019, Scotland declared a global climate emergency and set a target to become 'net zero' by 2045. Further information on net zero is available via [About Net Zero | Net Zero Nation](#). The Scottish Government's [Climate Change Plan 2026-2040](#) sets out the policies and proposals the Scottish Government will take forward to enable our national carbon budgets to be met between 2026 and 2040.

Outlined national actions include:

- [reducing greenhouse gas emissions](#) through a just transition to a net-zero economy and society
- driving [Scotland's adaptation to climate change](#)
- supporting [decarbonisation in the public sector](#)
- engaging with [business and industry on decarbonisation](#)
- encouraging individuals to move towards [low carbon living](#)
- supporting communities to tackle climate change through the Community [Climate](#) Action Hubs
- supporting developing countries to tackle climate change through the [Climate Justice Fund](#)
- participate in a [UK Emissions Trading Scheme \(UK ETS\)](#).

HIE challenges itself at each stage of the procurement life-cycle – particularly at the early planning stage – to consider whether procurement is required, how specifications contribute to sustainability priorities, what and how much is procured, how products, services or works will be evaluated, and where appropriate, whole life-cycle costs.



HIE uses procurement to cut carbon and waste where it matters most. For our higher impact contracts we will prioritise:

- energy demand management
- product longevity and durability
- disposal and waste reduction
- environmental impacts
- re-use, repair, recycling and recovery
- circular procurement approaches
- third sector and supported business opportunities; and
- sourcing products from sustainable sources and through companies who are also committed to achieve net zero

The sustainability agenda is of growing importance to the Scottish and UK Governments and the wider public sector. Suppliers and their sub-contractors are expected to be increasingly knowledgeable about the climate impact of their services, relevant public-sector objectives, policies, standards, targets and legislation. Increasingly, public-sector organisations are focusing on suppliers and their supply chains to ensure strategies are in place to minimise environmental impact, including low carbon, low waste, reduced water consumption, increased recycling and protection of biodiversity.

[HIE's Climate Springboard](#) is a free programme that supports businesses to baseline their carbon footprint, develop a net zero action plan and identify quick-win actions to reduce emissions and costs.

Works-related contracts must be delivered in accordance with the [Scottish Government Construction Procurement Handbook](#) and should, where practicable, incorporate innovation and new technologies as well as embodied carbon considerations.

For medium and high-impact procurements, HIE may request a Bidder Climate Change Plan at selection stage (Single Procurement Document – SPD) of a procurement exercise. This should set out governance, how you measure relevant emissions/waste, and any targets. Evidence from similar contracts is helpful, and requirements will always be proportionate to the value of the contract.

At award stage, we may apply sustainability criteria where relevant and proportionate to the contract. We will ask you to explain the practical measures you propose to deliver during the contract period, targets and how you will report progress.

Further information on the climate emergency and how to respond to the SPD is available via the Scottish Government's Supplier Journey webpages - Climate Emergency | Supplier Journey



COMMUNITY BENEFITS AND COMMUNITY WEALTH BUILDING / BUANNACHDAN COIMHEARSNACHD AGUS TOGAIL BEAIRTEAS COIMHEARSNACHD

HIE is committed to achieving and maximising community benefits and community wealth building through its procurement activities. HIE aims to secure targeted, relevant and proportionate community benefits within the HIE region to support local priorities.

Types of community benefits and community wealth building that may be incorporated into contracts can include initiatives relating to the following themes:

1. Community engagement
2. Education and outreach
3. Employability and skills
4. Sponsorship and funding
5. Supply chain

Where community benefits are included as part of an individual procurement, tender documentation will:

- state the number of community benefit points applicable; and
- identify the area(s) of the HIE region where benefits should be delivered.

A Community Benefits Selection Menu will also be provided, setting out themes and initiatives that bidders may choose from.

The delivery of community benefits:

- must contribute to sustainable economic growth, or social or environmental wellbeing outcomes
- must be specific to the individual contract
- will form part of the contract
- will be monitored by HIE throughout the life of the contract, including any extension period where additional community benefits are offered

COMMUNITY BENEFITS SIGNPOSTING / COMHARRACHADH BHUAIDHEAN COIMHEARSNACHD

Examples of previous community benefits previously delivered can be found in HIE's Annual Procurement Reports, and bidders may also find our published case studies helpful Procurement I HIE.

The following organisations and websites provide information and support to help bidders identify community organisations they may wish to contact or engage with when developing community benefit proposals:

[Third Sector Interfaces \(TSIs\)](#) – TSIs provide a single point of access for support and advice for the third sector within local areas. There is a TSI in each local authority area in Scotland.

[Development Trust Association Scotland](#) – provides a membership map with links to development trusts and community-led organisations across the Highlands and Islands region.

[Community Councils](#) – community councils operate within each local authority area and may be approached help identify local community organisations that could benefit from, or contribute to, community benefits.

[Social Enterprise Scotland](#) – this is the national intermediary for social enterprises in Scotland. Its online directory can be used to find and contact social enterprises across Scotland.



YOUNG PERSON GUARANTEE / GEALLADH DO DH'ÒIGRIDH

The Scottish Government's Young Person Guarantee is a commitment that every young person aged 16 and 24 in Scotland will have the opportunity - based on their individual circumstances and ambitions – to access further or higher education, an apprenticeship, training, fair employment (including work experience), or a formal volunteering opportunity.

The Young Person Guarantee focuses on aligning opportunities and support for young people across education, learning, employment and volunteering.

Further information about the Young Person Guarantee can be found [online](#)

Developing the Young Workforce is the Scottish Government's youth employment strategy, designed to better prepare young people for the world of work. Regional Developing the Young Workforce groups operate across Scotland, helping to connect employers with education providers. Their work supports the delivery of the Young Person Guarantee and further information is available on how organisations can engage and contribute [online](#).

The Supplier Development Programme provides training, support and information to help Scottish SME's and third sector organisations engage with public sector procurement. Details of upcoming events and training opportunities are available via Events and Training | Supplier Development Programme



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