

LTA SUSTAINABLE SOURCING CODE

GUIDANCE FOR SUPPLIERS AND FUNDING RECIPIENTS

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TENNIS
FOR BRITAIN

LTA SUSTAINABLE SOURCING CODE

The LTA's [Environmental Sustainability Plan](#) sets out our ambition *to secure a lasting future for tennis in Britain, through positive action on climate change and leadership in sustainability*. The plan sets out the LTA's focus across three priority areas: climate action; resource efficiency; and natural environment.

To deliver our vision of Tennis Opened Up, we have an important role to play in contributing to a healthier and more sustainable society. We want to transform communities through tennis, but do so in a responsible way, protecting and supporting the environment and tackling our climate impacts.

To achieve this, the LTA wants to work with everyone involved in tennis, including collaborating with our suppliers and those organisations that we fund, to deliver our sustainability ambition for the sport. We are therefore focused on sustainable sourcing, procuring products and services with environmental, social and ethical issues in mind. We know that in order to improve how sustainable we are as an organisation and meet our long term aims, we will need to work collaboratively with our suppliers, which will be an ongoing and iterative process.

The LTA's key areas of focus in engaging with suppliers and funding recipients are as follows:

1. Legal Compliance
2. Sustainability Policies & Commitments
3. Carbon Emissions
4. Waste Management Practices
5. Ethical Product Sourcing
6. Social Responsibility
7. Modern Slavery

This guidance document for suppliers and funding recipients is intended to accompany the LTA's Sustainable Sourcing Code Questionnaire, which is sent to all new suppliers.

1. SUSTAINABLE SOURCING

Sustainable sourcing is the procurement of products and services with environmental, social and ethical issues in mind. The LTA sees this as a sensible and efficient business practice, which is integral to the way we work. It helps us to make properly informed and balanced decisions when procuring the products and services needed for our business.

We aim to work with suppliers, and funded organisations, who are committed to sustainability and are proactively managing related issues within their business and supply chain. The LTA encourages suppliers to develop and implement their own strategies and plans that take account of their own business context.

Our Sustainable Sourcing Code provides the framework for how we intend to address this topic with our supply chain. To deliver our sustainability targets and ambition, it is critical that we work with our key suppliers and partners. We are committed to collaborating to find innovative solutions to reduce our impact on the environment and ensure that we grow tennis in Britain in a responsible way.

2. WHO THIS DOCUMENT IS RELEVANT FOR

This document is intended as guidance for current and prospective suppliers to the LTA Group (including its charity, the LTA Tennis Foundation), our partners, and those who are funded by the LTA Group.

In line with our Environmental Sustainability Plan, we have embedded sustainability considerations into processes for applications for facility investment and to funding delivery partners, where appropriate.

Other interested parties are also encouraged to read this document, so that they can better understand our views on sustainability and how they are being implemented.

3. WHAT THE LTA EXPECTS FROM SUPPLIERS

There are many different aspects of sustainability which can be considered when procuring goods and services, such as energy use; pollution; resource use; and ethical considerations.

In sourcing goods or use of services, the LTA takes a proportionate approach, focusing on working with those suppliers who can help us drive the biggest positive impact. However, the following represent key focus areas for the LTA's engagement with all key suppliers and funding recipients.

1. Legal Compliance:

The LTA expects that suppliers will comply with relevant national legislation. Examples of key environmental or social legislation include:

- Modern Slavery Act 2015
- Equality Act 2010
- Environment Act 2021

2. Sustainability Policies & Commitments:

The LTA wants to work with organisations that share our commitment to sustainability and are working to embed this across their business practices.

Examples of how suppliers might be addressing sustainability include:

- Establishing a Sustainability Plan or Policy
- Setting sustainability goals or targets, such as in relation to carbon emissions, waste or biodiversity
- Adopting formal or certified systems in place to manage environmental and social issues, i.e. ISO20121 or ISO14001
- Making a senior member of staff responsible for sustainability

3. Carbon Emissions:

The LTA is committed to reducing its carbon emissions, in line with the ambitious targets set out in our Environmental Sustainability Plan. We want to work with our key suppliers to effectively measure and track emissions related to goods and services supplied to the LTA, and find ways to reduce these.

It is therefore important to the LTA that suppliers calculate their own carbon emissions, using a recognised formula such as the [SBTIs](#) or [ISO14064-1](#), and consider what actions they need to take in order to reduce scope 1, 2 and 3 emissions. Ways in which suppliers might look to reduce their emissions include:

- Choosing energy sources responsibly and taking steps towards adopting lower carbon intensity and renewable energy options
- Utilising resources to manufacture or supply products that are low-emission
- Optimising transport for delivery of goods and services i.e. through minimising the number of deliveries required, or using low or zero emission transport methods.

4. Waste Management Practices:

A key target in the LTA's Sustainability Plan relates to resource efficiency, ensuring that we minimise our impact by reducing the resources and waste associated with our business operations and major events. We ultimately want to reassess the need, quantities and types of materials that we use, eliminate single-use and short-life items, and extend the useful life of materials and equipment.

The LTA wants to work collaboratively with our key suppliers, to reduce, reuse, recycle or repurpose waste materials, and conserve and manage resources effectively. This might, for instance, include:

- Utilising products and services that generate minimal waste during their life-cycle, including packaging waste
- Avoiding use of single-use plastics
- Removing unnecessary packaging, and/or or ensuring that products are supplied in packaging that is easily recyclable
- Utilising products that incorporate reused or recycled materials
- Put in place plans and processes to reuse materials, increasing their lifetime

5. Ethical Product Sourcing:

The LTA is committed to ensuring that we source materials and products ethically and legally, in line with nationally and internationally recognised standards relating to human rights, labour standards, environmental management, biodiversity and nature conservation and animal welfare. We therefore want to work with suppliers who share this commitment, throughout their own organisations and supply chains.

These standards may include:

- [UN Universal Declaration of Human Rights](#)
- [ILO Declaration on Fundamental Principles and Rights at Work](#)
- [UN Guiding Principles on Business and Human Rights](#)

The LTA is also committed to ensuring forest risk commodities (namely beef, leather, cocoa, palm and soy) are sourced legally, to help protect the world's forests.

6. Social Responsibility:

Linked to sourcing materials and products ethically, the LTA also wants to ensure that it promotes social responsibility and ethical labour practices within our supply chain.

Measures that suppliers have in place to ensure safe and legal conditions for employees may include:

- Ensuring that all employees are paid in line with national minimum wage legislation, and set working hours that comply with national legislation and industry standards

- Ensuring that workers have the right to join or form trade unions and to bargain collectively, without discrimination by employers
- Ensuring that a safe environment is in place for employees, where discrimination is not supported or tolerated, and employees have access to grievance procedures.

7. Modern Slavery:

The LTA is committed to having practices to combat modern slavery and human trafficking and to implementing robust systems to try to ensure that we and our supply chains are free from modern slavery and human trafficking. The LTA's Modern Slavery and Human Trafficking Statement is available [here](#).

To combat modern slavery, suppliers may wish to consider the following, as outlined by UK Government guidance:

- Implementing a policy on modern slavery and human trafficking, to set out a commitment to acting ethically and with integrity, and implementing and enforcing effective systems and controls to ensure slavery and human trafficking does not take place within supply chains
- Ensuring a whistleblowing process is in place, to report suspected incidences of slavery and human trafficking
- Training employees to identify, assess, and respond to modern slavery risks
- Requiring suppliers to certify that they do not use slave or forced labour, and that they have policies in place to avoid these practices
- Requiring suppliers to confirm that they have had no reports or concerns raised regarding modern slavery in their business or supply chains in recent years

4. HOW THE LTA WILL ENGAGE WITH SUPPLIERS AND FUNDING RECIPIENTS

Our Sustainable Sourcing Code applies to our routine sourcing and procurement. To support implementation, we will engage with suppliers as follows:

- Require our key existing suppliers and funding recipients, based on volume, level of spend, and environmental and modern slavery risk, to complete our Sustainable Sourcing Code Questionnaire. Where further information or action is required from responses, the appropriate LTA contact will follow-up directly with the supplier
- Embed sustainability considerations into decision-making when engaging with all new suppliers, including requiring all new suppliers to complete our Sustainable Sourcing Code Questionnaire as part of the supplier onboarding process
- Working with the LTA Tennis Foundation, ensure an appropriate and proportionate mechanism is in place for recipients of grant and loan funding to complete our Sustainable Sourcing Code Questionnaire
- Specify detailed sustainability requirements in tender documents and scopes of work as appropriate
- Issue data collecting and reporting templates for use by key suppliers, where relevant
- Measure, collate and report on sustainability performance
- Ensure effective contract management processes and provide support where required
- Request that suppliers highlight good sustainability practices within their operations, and engage proactively and collaboratively.

5. FURTHER INFORMATION AND SUPPORT

For more information, please contact procurement@lta.org.uk.