

## Norwegian Hospital Procurement Trust

Organization number 916 879 067

Phone +47- 78 95 07 00

post@sykehusinnkjop.no

Norwegian Hospital Procurement Trust, P.O. Box 40, 9811 Vadsø

# Sustainability Policy

## General guidelines and directions

Approved by:	Board of directors
Effective from:	1. January 2025
Applies to:	All employees
Document owner:	Chief Executive Officer
Version:	1.3
Level:	1 external



## Table of Contents

1. General Part.....	3
1.1. Scope .....	3
1.2. Responsibility .....	3
1.3. Ambition .....	3
1.4. Standardization and Competitive advantage.....	4
1.5. Training and Resources .....	4
1.6. Communication and Reporting .....	4
1.7. Risk Assessment and Due Diligence .....	4
1.8. Supplier Development .....	5
1.9. Category Work .....	5
1.10. Contract Follow – up.....	5
2. Appendices .....	6
3. Version History .....	7
4. Related documents.....	7



## 1. General Part

The purpose of the policy is to provide overarching guidelines for the Norwegian Hospital Procurement Trust's work with sustainability. The policy is intended to reflect the regulatory requirements imposed on the trust through statutes, missions, and legislation, standardize the requirements for sustainability used in procurements by the trust, and define areas for improvement so that over time it can lead to a higher standard of work with sustainability.

Norwegian Hospital Procurement Trust, as a public purchaser, should align its procurement practices to reduce harmful environmental impact, promote climate-friendly solutions where relevant, and have appropriate routines to promote respect for fundamental human rights where there is a risk of rights violations as per the Law on Public Procurement §5.

### 1.1. Scope

Sustainability includes environment and climate, ethical trade, labor crime, and anti-corruption.

The policy covers all divisions within Norwegian Hospital Procurement Trust. All procurements and follow-up on contracts must comply with the trust's policy for sustainability.

### 1.2. Responsibility

The Board of Norwegian Hospital Procurement Trust adopts this policy as part of the governing documents for Norwegian Hospital Procurement Trust. The policy is to be revised annually or as needed. Related documents are kept continuously updated as an administrative task. All documents are published online.

Health institutions and the supplier market are invited to provide input when the policy is revised to ensure it is effective and relevant. The policy should meet strategic guidelines and missions from owners and be in accordance with current cooperation agreements with the health institutions.

### 1.3. Ambition

Norwegian Hospital Procurement Trust shall continuously improve the trust's work with sustainability to meet the following requirements in the foundation statutes: "The health institution shall ensure that procurements are conducted in a correct and socially responsible manner. The health institution shall be a driver for ethical trade and environmentally friendly purchases."

The ambition is supported by the regional health authorities in several mission documents and by membership obligations in Ethical Trade Norway. The ambition is also supported by ethical guidelines adopted by the board on 01.25.2018. It states: "Norwegian Hospital Procurement Trust is one of Norway's largest procurement organizations and shall be a leader in ethics and social responsibility."

It was decided by the Board in case 68/2023 that procurements should not be price-driving but should nevertheless contribute to achieving the objectives.

The collaboration agreement between Norwegian Hospital Procurement Trust and the RHF/HF units stipulates that Norwegian Hospital Procurement Trust and the regional health institutions together shall develop an annual plan prioritizing the measures and activities to be implemented in the next year related to corporate

social responsibility, according to the collaboration agreement's annex "Services," item 1.7.1

Sustainability. In 2023, Norwegian Hospital Procurement Trust developed an action plan for priority areas within sustainability.



The action plan will provide clear guidelines for health institutions, RHF, Norwegian Hospital Procurement Trust, and suppliers on what should be prioritized within the various areas of sustainability in procurements for 2024 and 2025 and what should be prioritized in the follow-up.

#### **1.4. Standardization and Competitive advantage**

Predictable requirements provide suppliers with a planning horizon and an incentive to make the necessary investments triggered by such requirements. Norwegian Hospital Procurement Trust shall use recognized environmental labels and public criteria sets and contract templates where available. Where recognized environmental labels and public criteria sets are not available, a criteria library with standard requirements has been developed for use in procurements. In procurements prioritized according to the action plan for sustainability, there are recommendations for requirements. Norwegian Hospital Procurement Trust aims to be an active participant and promoter of collaboration with other countries' procurement organizations in the healthcare sector for common supplier market requirements. This is particularly important in medical categories, where there are few available labeling schemes and public criteria sets.

#### **1.5. Training and Resources**

For the set policy goals to be achieved and the work to be performed efficiently, it is vital that each employee possesses the right expertise. General training is provided through the trust's induction program for new employees, and it is then a managerial responsibility to ensure sufficient training so that knowledge is maintained. The Sustainability department assists in the induction program, in general training, and in category-specific courses. As category plans are developed, sustainability will naturally be part of the training within each category.

#### **1.6. Communication and Reporting**

Norwegian Hospital Procurement Trust must have effective routines for communicating about its work with sustainability both internally and externally. Guidelines, procedures, and tools for use in the work should be easily accessible to employees working with procurement and follow-up on the trust's intranet. Relevant documents should be openly available on the trust's website for suppliers and other stakeholders to ensure transparency and predictability. Norwegian Hospital Procurement Trust must report relevant and accurate information to authorities and stakeholders requesting information about the trust's impact on the field of sustainability. The Sustainability department is responsible for maintaining an annual report to Ethical Trade Norway, of which Norwegian Hospital Procurement Trust is a member. The report will also serve as the trust's statement under the transparency law. The annual statement shall be treated by the board in connection with the annual report.

#### **1.7. Risk Assessment and Due Diligence**

Norwegian Hospital Procurement Trust shall have effective and standardized processes and procedures for identifying, preventing, and mitigating negative impacts on people, society, and the environment in all procurements and agreements. Norwegian Hospital Procurement Trust will base its assessments on recommendations from the Government Ownership Report; the UN Guiding Principles on Business and Human Rights, and the OECD Guidelines for Multinational Enterprises, using due diligence as a method.



Norwegian Hospital Procurement Trust's tools in Quantus will form the basis for criticality assessments in all procurements. Norwegian Hospital Procurement Trust has a duty to regularly perform overarching due diligence assessments in accordance with the new transparency law. Due diligence assessments are designed to help the organization not only to avoid negative impacts and damage to people, society, and the environment but also to rectify damages that may occur. Both the law and the state ownership report expect prioritization of areas where the risk of violations of human and workers' rights is greatest, and efforts to stop, reduce, or prevent negative impacts (risks).

### **1.8. Supplier Development**

Suppliers are important partners. An effective, good, and constructive collaboration between Norwegian Hospital Procurement Trust and suppliers, and with supplier organizations, will provide the best possible conditions for achieving the specialist health service's goals within sustainability. Norwegian Hospital Procurement Trust, through dialogue with the market, will have the right conditions to set relevant requirements in procurements and to allow for improvements and innovation in areas important to the health institutions. Mandatory requirements should not be set without knowledge of the market situation, and market analyses should be used as a basis for setting requirements in procurements. Dialogue with the supplier market is especially important in the work with sustainability to maintain Norwegian Hospital Procurement Trust's role as a promoter.

### **1.9. Category Work**

Norwegian Hospital Procurement Trust establishes category management and in the work with the various categories, the development of requirements for sustainability will be tailored to each category. In all category plans, a sustainability analysis must be performed. Procurements within the category should follow recommendations on sustainability given in the category plan.

### **1.10. Contract Follow – up**

Norwegian Hospital Procurement Trust shall monitor suppliers and manufacturers during the contract period where there is a particularly high risk of negative impact on human and labor rights in the value chain. Risk assessment is a central part of prioritizing the follow-up of ethical trade. Hospital Procurement follows a "low/medium/high" risk system. Low-risk procurements are minimally followed up, while medium- and high-risk procurements are prioritized by considering the use of qualification requirements or award criteria in the competition.

Norwegian Hospital Procurement Trust shall follow up on suppliers regarding ethical trade in all agreements by including ethical trade in all supplier meetings. Where there is a high risk of negative impact on human and labor rights in the value chain, suppliers shall be followed up with at least an annual self-reporting form within due diligence assessments, followed by necessary improvement measures. In some cases, it will be relevant to follow up the supplier chain back to the production site or raw material if Norwegian Hospital Procurement Trust assesses a particularly high risk of negative impact on human and labor rights.

Contract follow-up during the agreement period is handled by contract management, in collaboration with the Sustainability department.



## 2. Appendices

- Appendix 1: HCWH European Phase-out List for Health and Environmentally Harmful Chemicals in Healthcare<sup>1</sup>
- Appendix 2: HCWH European Healthcare's Phase-out List (in English)<sup>18</sup>
- Appendix 3: Overview of "Relevant Environmental Labels"<sup>2</sup>
- Appendix 4: Membership Obligations for Ethical Trade Norway<sup>3</sup>
- Appendix 5: [Sykehusbygg's Standards for Climate and Environment in Hospital Projects](#)

---

<sup>1</sup> <https://sykehusinnkjop.no/om-oss/samfunnsansvar#miljo-og-klima>

<sup>2</sup> <https://sykehusinnkjop.no/om-oss/samfunnsansvar#miljo-og-klima>

<sup>3</sup> <https://etiskhandel.no/medlemsforpliktelser/>



### 3. Version History

Date	Version No.	Note to the Version	Document Administrator
15.11.2021	1.0	Environmental Policy	GTS, TE, PUT, GH
15.11.2021	0.6	New document. Replaces the document Environmental Policy and also changes the name to Policy for Corporate Social Responsibility and expands the area	
30.11.2021	0.7	Revised document for the management team	GTS
07.12.2021	0.8	Revised document after input from the management team	GTS
15.12.2021	0.9	Version approved by the board with some linguistic and structural changes	GTS
20.12.2021	1.0	Final version with intrust of the proposed changes from the board	GTS
05.05.2022	1.0	Some administrative corrections with correct links and correct names on documents	MPS, GTS
14.11.2022	1.1	Updated text on environmental management 2.2.3. Some minor linguistic corrections	GTS
16.12.2022	1.2	Handled by the board on December 16, 2022	GTS
14.12.2023	1.3	Updated to comply with new laws and regulations. Subject-specific guidelines removed. Handled by the board on December 14, 2023	GTS
15.12.2023	1.4	Updated after the board meeting on December 14, 2023	GTS

### 4. Related documents

Type	Level	Title	Subtitle
Governing Document	2	Anti-Corruption Program Norwegian Hospital Procurement Trust	
Governing Document	1 external	Ethical Guidelines Hospital Procurement HF	