Conflict Minerals Policy

Corporate Services

February 2015

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Policy Statement

We are concerned about continuing reports by NGOs of a connection between the mining of certain minerals and the funding of armed conflict in the Democratic Republic of Congo (DRC).

The minerals are used to produce the metals: tantalum, tin, tungsten and gold and are often used when manufacturing electronic equipment.

These minerals are known as 'Conflict Minerals'.

We believe this issue will be most effectively addressed by working collaboratively with our suppliers and recognise the positive steps in the Global e-Sustainability Initiative (GeSI).

A joint initiative by GeSI and the Electronic Industry Citizenship Coalition (EICC) is working to establish validated conflict free sources of these minerals.

GeSI-EICC is working to increase the transparency and traceability of conflict minerals using a "bag and tag" programme.

We promote our conflict minerals policy to suppliers where appropriate and thereby encourage them to adopt similar policies towards eliminating conflict minerals in their supply chain.

Aim

St Albans City & District Council aim to move towards an IT equipment estate that is free from the use of any such 'Conflict Minerals'.

Purpose

To set out guidelines for the procurement of IT equipment to work in conjunction with the policies and procedures already in place with our current suppliers.

Scope

Employees

1. The Policy applies to all employees of the Council, especially any area where IT equipment is procured.
2. This Policy should be read in conjunction with the Council's security guidance policy.

<u>Residents</u>

This policy has been provided to reassure residents of the district and provide information on the Council's approach to the use of conflict minerals.

Principles

1. The Council, in its purchase of IT equipment makes use of pre tendered frameworks designed to ease the burden of procurement for local authorities.
2. The suppliers on the list of the frameworks include Dell, HP, Viglen, SCC, Softcat, Tindirect and Dacoll.
3. The Council will check suppliers have an effective conflict minerals policy and plan for eradication as part of the equipment pre-purchase assessment. Where a supplier does not have an effective policy and plan then the Council will write to the prospective supplier requesting action be taken to become conflict mineral free. Subject to procurement constraints, preference will be given to suppliers that are conflict mineral free or have clear policies and plans to become so.

The Council will take reasonable steps to avoid suppliers who do not have the appropriate policies, plans and procedures in place to eradicate conflict minerals from their supply chain.

Roles and Responsibilities

1. Managers must ensure that they adhere to this policy and provide guidance to staff.
2. Employees need to be aware of this policy and renew their knowledge of it periodically.

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List of IT Suppliers

Below is a list of the Councils current IT suppliers (October 2014) and the number of machines provided.

PC Manufacturer	Number of Machines	Become Conflict-Free by:	Details
Apple	7	Not stated	Confirmed in January 2014 that all active, identified tantalum smelters are conflict-free.
Dell	526	Not stated	Work alongside HP, Intel and Motorola to ensure suppliers only use conflict-free minerals.
HP	3	2016	Working towards being conflict-free by 2016.
Motion	2	Not stated	N/A
Sony	1	Not stated	80% free of conflict minerals.
WYSE (Cloud computing from Dell)	5	Not stated	Work alongside HP, Intel and Motorola to ensure suppliers only use conflict-free minerals.
Server Manufacturer	**Number of Machines**		
Dell	37	Not stated	Work alongside HP, Intel and Motorola to ensure suppliers only use conflict-free minerals.
HP	5x Server Host, 2 x Controller, 48 x Disks	2016	Working towards being conflict-free by 2016.

Monitoring

This policy will be monitored as part of the annual IT equipment asset audit.

List of Useful Websites

[Intel Policy](#)
[HP Policy](#)
[HP Policy (2)](#)
[Dell Policy](#)
[Apple Policy](#)
[Sony Policy](#)

[List of Company Ratings](#)
[Article on Apple by the Guardian](#)
[An Update from the Guardian](#)

Glossary of Terms

EICC: Electronic Industry Citizenship Coalition

GeSI: Global e-Sustainability Initiative

NGO: Non-Governmental Organisation

Bag and Tag Programme: Used to identify each mineral/metal supplier used and validate whether conflict free or not.

Review

This policy will be reviewed every two years or sooner if legislation requires.

Author	James Brown, IT Apprentice, System Support.
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Policy created by	Corporate Services
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Reviewed	VS1. Paul Miller, Systems Support Manager VS 1.2 Julie Young, Customer Relationship Officer. VS2.0 Amanda Foley, Head of Corporate Services.