

# Light The Night Procurement Guidelines



Light The Night events require working with an assortment of suppliers and their products. One way to show commitment to social and environmental sustainability is by choosing vendors and products that help support the local economy and minimize overall environmental impact.

As an organization, LLS focuses on 4 SDGs to help achieve our mission: SDG **3** SDG **5** SDG **10** and SDG **12**. These goals emphasize the need to prioritize the health and well-being of attendees, promote gender equality, reduce inequalities, and encourage responsible consumption and production practices.



## Guidelines for Choosing Suppliers

**Select suppliers that have at least two of the following characteristics:**

### Local **12**

A local supplier is one with its main office or operations in Rye Brook, New York. The main office and operations can also be outside of the city, but ideally within the state. A supplier's website will have the details of the company's main office location and its operations.

### Certified B Corp, commitment to social sustainability, or 3rd party certified sustainable materials **3 12**

A Certified B Corporation is a designation for a business that has made a legal commitment to change their corporate governance structure to be accountable to all stakeholders and not only shareholders. The B Corp Certification is a standard given only to companies that show high levels of social and environmental performance. Certified B Corps must be transparent, and their performance is available to the public.

Suppliers committed to social sustainability demonstrate it through publicly available statements when it comes to equity, diversity, inclusion, and employee wellness. At a minimum, the company should have their commitments to social sustainability made available to the public through their website.

# Procurement Guidelines



Suppliers can also be chosen for their association or offering of products that have been 3rd party certified for their sustainability practice.

## The following are respected 3rd party certifications:

- Bluesign: certifies clothes, textiles
- EcoLogo: trusted eco-labeling program that shows a product is compliant throughout its lifecycle to stringent environmental standards
- Forest Stewardship Council (FSC): certifies paper, sanitary paper products, wood products
- Green Seal: certification given to products that meet performance, health, and sustainability criteria
- OEKO-TEX: certifies textiles
- Rainforest Alliance Certified: certifies food, beverage, forestry products

## Commitment to environmental sustainability **3** **12**

A supplier can demonstrate its commitment to environmental sustainability by taking action to become more energy efficient, reduce waste, reduce emissions, enforce fair labor conditions, and protect natural resources among other actions. Commitments to environmental sustainability should be backed up by action. Examples of actions taken by the supplier should be easily found within the company's website.

## Diverse supplier **5** **10**

Purchase from a supplier that is BIPOC (Black, Indigenous, and People of Color) or woman-owned to help continue down the path leading to reduced inequalities and promoting gender equality. These groups have historically and currently face barriers when it comes to accessing capital, credit, and networking opportunities to grow their business. When ordering from suppliers avoid using expedited shipping, ask for the consolidation of packages, and the elimination of extra packaging.

## The following directories can help identify BIPOC or woman owned businesses:

- Black Directory: can search by product and location  
<https://blackdirectorymembership.com>
- Founded by Her: can search by product category and location  
<https://www.foundedbyher.org>

