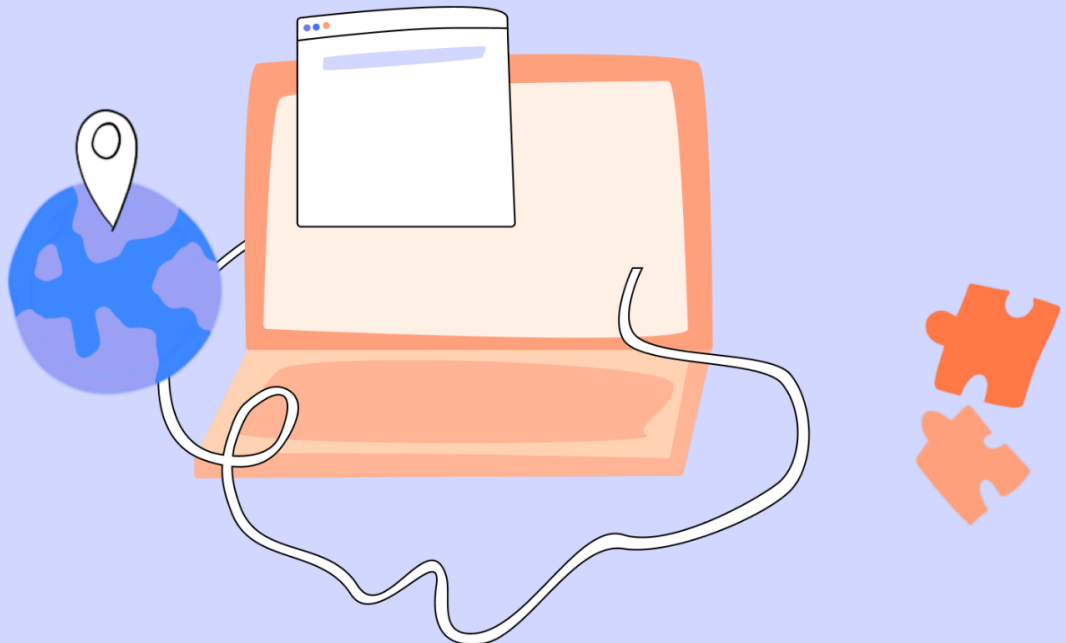




A C O N K E R S Y S T E M

Procurement Policy



Environmental Policy

We are committed to sourcing and procuring 'environmentally preferable' products and services that meet current performance, safety and regulatory requirements.

By adopting this green procurement policy, [Organisation name] agrees to:

- Act in accordance with the waste hierarchy, avoiding the unnecessary procurement of products and services where possible.
- Use the criteria set out below to make decisions relating to the procurement of goods and services.
- Review and, if necessary, update the policy on an annual basis.
- Share the policy with all staff making procurement decisions.
- Monitor on-going procurement activity, provide regular feedback to staff and submit impact data for annual reporting.

Green Procurement Criteria

We will consider the following criteria when making procurement decisions:

- Eliminating or reducing the procurement of products or services that have the most harmful environmental impact. As a 100% remote company currently, we are doing this by procuring web services that show a well thought off, realistic sustainability commitment and corresponding plan.
- Prioritising the procurement of products and services by spend or volume and environmental impact.
- Procuring reused, refurbished, remanufactured and recycled-content products when possible. Being a remote company, we do this specifically for tech equipment: whenever someone in the company comes, we try to reuse equipment if they are still up to date enough for the person's role demands.
- Purchasing greener products available through existing suppliers, such as energy saving office equipment, biodegradable cleaning products, recycled content/FSC stationery and where appropriate, use reusable and refillable products. At the moment of creation of this policy we have not planned buying any new equipment, however will research according to this policy when the time comes for a new purchase.
- Actively encouraging suppliers to stock products and services that have minimum environmental impact and reduce the packaging in which products are supplied.
- Asking suppliers to provide clear information about the processes and materials used in their manufacturing processes, identifying any processes harmful to the environment and seeking suppliers that are working towards the phase out of such practices.

It may not be possible to purchase a green alternative for every product or service. Compromise may be required. [Organisation name] will endeavour to:

- Address the significant environmental impacts of current procurement.
- Set targets and dates to achieve changes in purchasing practice.

- Engage colleagues responsible for procurement decisions with general environmental awareness and provide support for them to improve the sustainability of our supply chain.
- Work cooperatively with other departments and neighbouring organisations to purchase environmentally sound products.

The checklist in appendix 1 will be used, wherever practicable, with regards to resource use and recyclability, hazardous content, energy use, packaging, transportation, catering, supplier environmental reporting and social impact.

Sara Monteiro, Team Leader and Content Creator, is our Sustainability Champion and is responsible for the implementation of this policy and the monitoring of procurement activity in accordance with it.

We will make this policy available when requested to interested parties including members of the public, as well as make a copy available on our website.

Signed: *Peter Burke*
Name: Peter Burke
Position: CEO

Appendix A - Procurement Checklist

Key Steps

The following checklist should be used to make procurement decisions whenever it applies. As a remote company that provides SaaS, many of the items that would apply to an office, or a company that deals with goods, are not applicable, however we include the complete standard checklist in case the situation changes in the future. A weighted decision matrix could be employed if required.

Resource Use and Recyclability

- Does production/extraction of the product cause ecological damage, such as loss of habitats or damage to threatened species? Are there alternatives?
- Is this a remanufactured product?
- Can the product be reused, refilled, recharged or reconditioned to extend its life?
- Can the item be easily upgraded by adding or replacing a part?
- Does the product have recycled content? What percentage?
- Is the product accredited with a recognised environmental standard?
- Can the product be recycled easily (in the workplace and/or local community)?

Hazardous content

- Is the product or are its components hazardous to humans and/or the wider environment?
- If yes, what are the health and safety implications and disposal requirements?
- Are there any non-hazardous alternatives available?
- Are technical data sheets available?

Energy Use

- What is the energy efficiency of the items and how does it compare against alternatives?
- Does the item have energy consumption data for all operation modes?

Packaging

- Can product packaging be reduced or eliminated?
- Is packaging made of recycled material(s)?
- Can packaging be reused, recycled or returned?

Transportation

- Is the product locally manufactured and/or locally supplied?

- Does the supplier have a Green Transport Plan for their operations?

Catering

- Do the suppliers or service providers source fresh, local and in season products?
- Do they use reusable and/or recyclable packaging and/or crockery and cutlery?
- Do they provide vegetarian/vegan food choices and consider specific dietary requirements?
- Do they prioritise the use of organic and/or fair-trade products?
- Do they source from independent, local sources?

Supplier environmental reporting

- Does the supplier have a company Environmental Management System?
- Does the supplier report on their environmental performance against set targets?
- Does the supplier have a current, in-date environmental accreditation?

Social Impact

- Is the product made by an organisation which supports quality working conditions, worker health and safety and/or community prosperity?
- Does the product, or its manufacturer/supplier have any ethical certification labels – such as Fair Trade, Ethical Trading Initiative or similar.