

When procuring goods and services **Improveasy Ltd** seeks to adopt a responsible approach, incorporating environmental, ethical, social and economic considerations.

Scope:

General business practice and purchasing staff and department.

Sustainable Procurement Policy

We will endeavour to ensure our purchasing decisions take into account:

- The impact of today's decisions on people and the environment, both now and in the future;
- Our legal and moral duty to take action to eliminate discrimination, promote equality of opportunity; and to ensure our suppliers comply fully with UK Equality legislation;
- The impact our procurement decisions have on local communities;
- Our moral duty to attain the highest professional standards and act ethically at all times in our dealings with colleagues, customers, and suppliers;
- Our duty to undertake all procurement activity in a transparent, fair, and consistent manner, ensuring the highest standards or probity;
- Our moral duty to ensure suppliers and sub-contractors observe internationally recognised labour standards, in particular fundamental human rights.

Our firm actively seeks to contract with suppliers who already adopt, or are willing to adopt, these values and principles in their own business practices.

It should be recognised that compliance with all of the principles outlined in this Policy will not always be possible. For example, conflicts may arise where one principle cuts across achievements of another. In such instances, we will seek to reach the optimal solution.

We are continually developing and improving our procedures to ensure the principles described in this Policy are embedded into all aspects of procurement and contract management.

Environmental Sustainability

Our procurement decisions will take into consideration the impact of today's decision on people and the environment, both now and in the future, and will be based on the following principles:

- Conserving energy, water, wood, paper and other resources, particularly those that are scarce or non-renewable;

- Reducing waste through re-use and recycling and by using recycled products and materials;
- Phasing out or minimising substances such as greenhouse gasses, vehicle emissions which are damaging to health and the environment;
- Ensuring that products derived from wildlife such as wood, paper, leather goods are from sustainable sources and comply with EU and International trading rules.

We will engage with potential suppliers and work with existing suppliers to,

- develop and deliver environmentally sustainable products and services at competitive prices;
- maintain an awareness of all relevant current and new legislation and best practice;
- improve our environmental performance and report on our achievements.

Equality and Diversity

We have a legal and moral duty to take action to eliminate discrimination, promote equality of opportunity; and ensure our suppliers comply fully with UK Equality legislation;

We will therefore actively encourage supplier diversity and aim to support the local economy by engaging with suppliers who operate in the local communities in which our operations are based, in particular,

- Black and Minority owned or managed businesses;
- Small and Medium sized enterprises;
- Women owned or managed businesses;
- Social Enterprises;
- Voluntary Sector Organisations;
- Reserved or Sheltered Workshops

We will ensure our procurement processes demonstrate our commitment to equality to all new and existing suppliers. We will demonstrate this,

- through the questions we ask and the advice we provide;
- by ensuring that contractual arrangements actively promote equality;
- by ensuring our suppliers comply fully with UK Equality Legislation including gender, race, disability, sexual orientation, religion & belief and age;

- by engaging with under-represented suppliers and taking positive action to encourage them to bid for contracts;
- by encouraging suppliers and their sub-contractors to maintain employment statistics and analyse diversity trends;
- by encouraging contractors to use local labour and workforces that are representative of the community;
- by improving our performance and reporting on our achievements.

Ethics

We will attain the highest professional standards in our procurement activities in line with the CIPS Business Code of Ethics (www.cips.org) and our procurement processes will observe all relevant internal and external governance and Law.

We will ensure that our suppliers and their sub-contractors observe the principles of the Ethical Trading Initiative (ETI) Ethical Base Code of internationally recognised labour standards (found at www.ethicaltrade.org):

- Employment is freely chosen;
- Freedom of Association and the right to collective bargaining are respected;
- Working conditions are safe and hygienic;
- Child labour shall not be used;
- Living wages are paid;
- Working hours are not excessive;
- No discrimination is practiced;
- Regular employment is provided;
- No harsh or inhumane treatment is allowed.

Where relevant to the procurement, we will endeavour to,

- Ensure our suppliers and their sub-contractors observe recognised standards on animal welfare;
- Procure fairly traded products or products produced under ethical assurance schemes;
- Discourage the use of genetically modified (GM) food ingredients.

Our organisation has a legal and moral duty to take action to eliminate discrimination, promote equality of opportunity; and ensure our suppliers comply fully with UK Equality legislation.

