

## Purchasing and Procurement Policy

This Purchasing Policy outlines Ethos Facilities Ltd commitment to purchasing goods and services in an environmentally and socially conscious manner, we understand the importance of our role in the communities that we service and as such we will seek to support local suppliers, minimize our carbon footprint and choose products made from recycled materials and sustainable sources.

The Objective of this Purchasing Policy is to achieve the following:

- Minimise our impact on the Environment and ensure ethical producers are promoted
- Reduce generic and hazardous waste and support our zero to landfill objectives.
- Support organisations who monitor and seek to reduce their carbon footprint.
- Build relationships with local suppliers to bolster the local economy and assist in job creation

Ethos Facilities Ltd recognise that this needs to be a team effort from every part of the organisation and we must endeavor to promote a Sustainable culture to all employees, it is the duty of the Directors of the company to have Sustainability objectives at the core of everything they set out to do and filter this down through the organisation.

Our Purchasing Policy is as follows:

- Ensure all paper and cleaning consumables are purchased from recycled and or sustainable sources
- Move green cleaning products which have zero impact on the Environment, where this is not yet possible ensure that the product carries the EU Eco Flower accreditation.
- Reduce the use of packaging in all aspects our business.
- When using sub-contractors ensure that their Environmental Policy & Purchasing Policy is reviewed and approved before any work or order is placed.
- Use vehicle trackers to monitor company vehicles and reduce unnecessary journeys especially into key congestion areas.
- Continue our support of local businesses and make them the first port of call when purchasing goods.



Scott Bryceland - Director

Date: 04 January 2019

