



Responsible Purchasing & Procurement Policy

Jan 2024



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This Responsible Purchasing Policy outlines Ethos Facilities 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 serve 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 and suppliers are promoted.
- Reduce waste through effective purchasing and support our zero to landfill objectives with packaging.
- Support organisations who monitor and seek to reduce their carbon footprint.
- Build relationships with local suppliers to, reduce delivery journeys, bolster the local economy and assist in job creation.

Ethos Facilities 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 where possible all goods and products are purchased from sustainable and ethical sources.
- Ensure all paper and cleaning consumables are purchased from recycled and or sustainable sources and where possible ensure that the product carries FSC certification, EU Eco Flower or similar.
- When using sub-contractors ensure that their Purchasing Policy is reviewed and meets with Ethos Facilities sustainability objectives.
- Arrange and monitor deliveries to reduce unnecessary journeys especially into key congestion areas.
- Purchase electric vehicles wherever possible.
- Continue our support of local businesses and make them the first port of call when purchasing goods.
- Encouraging internal purchasers to review their consumption of goods with a view to procuring less and less often.
- Providing training for staff with procurement responsibility on the implications of this policy.



Scott Bryceland – Director
Date: 22 January 2024

