

SEARCHING TOGETHER TO FIND THE FUTURE

Preferable Purchasing Policy.

**Charlton
Morris.**

BACKGROUND.

We are committed to consuming fewer resources and managing the ones we use efficiently. We further our commitment to environmentally and socially responsible thinking and action by implementing preferable purchasing practices.

Preferable purchasing refers to purchasing products and services that have a reduced impact on the environment and human health and/or a positive impact on society compared to similar products and services. For products, the impact is measured in terms of materials used, raw material acquisition processes, production, manufacturing, packaging, distribution, operational resource use (i.e., energy and water), maintenance and disposal. For services, the impact is measured regarding the supplier's commitment and action to environmental and social responsibility.

The aim is not only to protect the health of our staff and reduce our environmental footprint but also to use our purchasing power to increase demand for impact-driven business models and thereby drive social and environmental change.

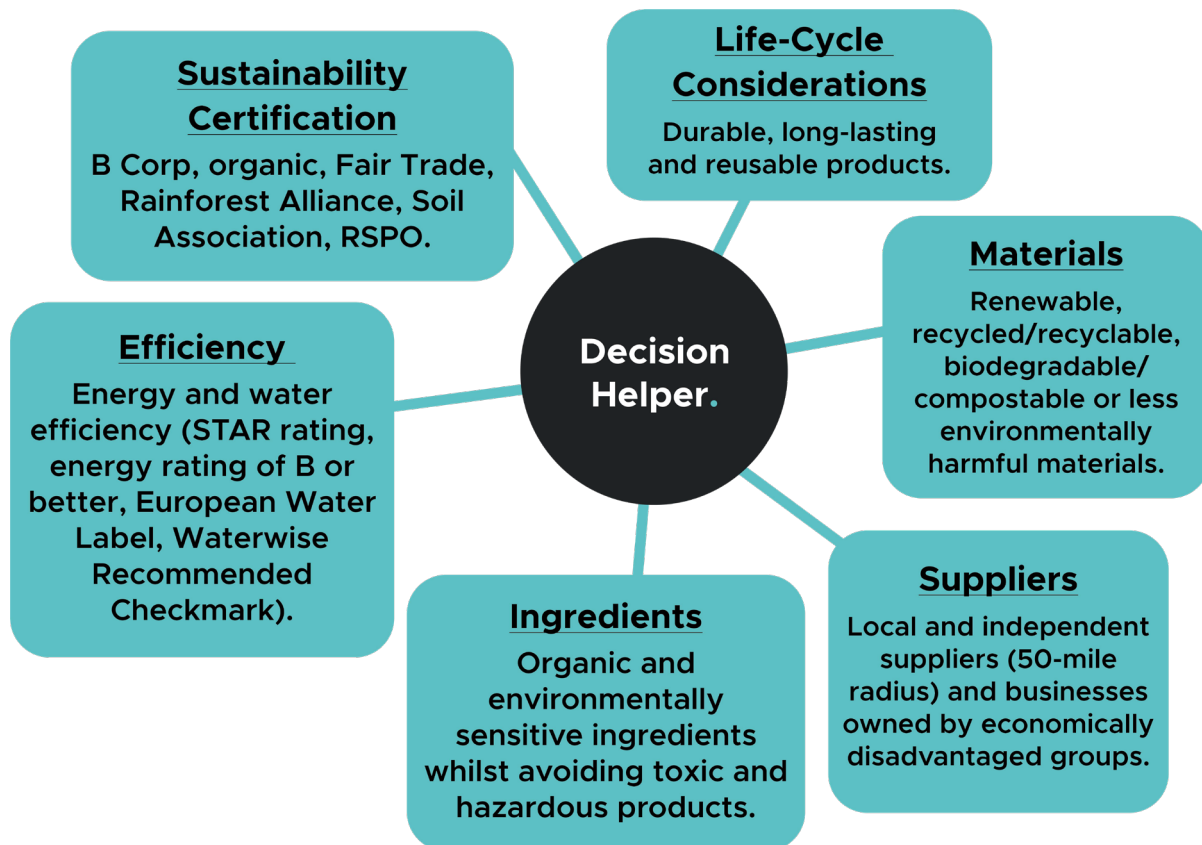
These principles should be applied to all purchasing decisions within the business, including paper for office use, merchandising and packaging materials, cleaning supplies, and food and beverage for company events.

This policy guides purchasing decisions and helps to evaluate alternative product and service procurement. Not all principles apply to each decision but should be used to frame our overall approach to buying.

This policy is accompanied by a list of preferred products, brands, and vendors, which is constantly updated to reflect changes in knowledge and/or circumstances.



GUIDING PRINCIPLES.



1. Evaluate the need for the purchase

Review the necessity to purchase products and/or services before placing an order to reduce volume, scale, cost, and waste. Establish that

- there is a genuine operational need
- existing products and/or services cannot satisfy demand
- all cost-effective opportunities for products to be shared, upgraded, refurbished or other services such as leasing were considered

2. Consider ownership as well as life cycle costs

Evaluate the total costs expected to acquire, use, and dispose of the product (*ownership costs*) and the impacts of products from initial resource extraction through production, use, and disposition after use (*lifecycle costs*). Also, consider efficiencies and replacement costs.

3. Consider environmental and social impacts for the full life cycle of products

Analyse the environmental and social impact of products through a life cycle analysis. Compare

- a. the materials and packaging and their extraction processes
- b. production methods
- c. transportation modes and distance
- d. footprint associated with their installation, operation, and maintenance
- e. their potential for reuse or recycling
- f. the environmental impact of their disposal

4. Minimise packaging and choose low-impact options

Choose products and services that minimise packaging and look for recyclable and compostable options.

5. Purchase environmentally and socially preferable food

Aim for sustainable and local production and processing. Look for organic crops and free-range and organic animal products.

6. Choose suppliers who show commitment to environmental and social responsibility

Research and evaluate suppliers' commitment to environmental and social responsibility within their own company and supply chain. Give preference to suppliers that

- a. commit to responsibility within their operations and supply chain
- b. operate on a purpose-driven business model (e.g., B Corps, cooperatives, social enterprises, non-profit organisations)
- c. support underrepresented communities and/or advocate for diversity, equity, and inclusion
- d. are in low-income areas, or that provide job opportunities to people with barriers to employment
- e. report on their sustainability practices and actions
- f. practice environmentally sensitive production processes (e.g., by using renewable energy or following zero waste practices)
- g. have packaging and product take-back and reuse programs in place
- h. engage in packaging-reduction practices

7. Purchase products and services with local and independent businesses (50-mile radius)

8. Offer economically disadvantaged groups an equal opportunity to compete for business



QUESTIONS TO ASK YOURSELF.

Below is a series of questions you can ask yourself (and others) when evaluating the need for or alternatives to goods and services.

Questions about demand:

Is the quantity ordered necessary or can it be reduced while still meeting demand?

Can the need for this product be met through a more sustainable product or service?

Can the product be used for something else after its initial purchase and use?

Is the purchase of this product/service necessary or can the need be met in another way?

Can the need be met by renting or sharing this product/service rather than buying it?

Questions about the product or service:

Is the material of this product the most sustainable compared to other brands and/or options?

Is the product designed to minimise waste in its use and operation?

Is the product produced from post-consumer or recycled material?

Is the product reusable, recyclable, or biodegradable (into nonharmful elements)?

Can the product run on renewable fuels?

Does the product maximise energy efficiency?

Can the product be disposed of in an environmentally friendly way?

Was this product produced with the least environmental impact compared to other brands and/or options?

Is the packaging reusable, recyclable, biodegradable or able to be returned to the supplier?

Is the packaging made from post-consumer waste?

Is minimal or no packaging used?

Questions about the supplier:

Does the producing business have a good history of environmental and social responsibility?

Does the supplier use third-party certification, or can they internally verify the sustainable nature of their products and operations?

Were renewable forms of energy used to produce the product?

Is the producer of the product in compliance with all environmental laws and regulations?

Does the business support underrepresented communities and/or advocate for diversity, equity, and inclusion?

Does the supplier use renewable forms of energy or implement energy-efficient operations?

Can the product be obtained from a local source (50 miles radius) or by existing suppliers?

DEFINITIONS.

1. **Post-consumer material:** has completed its intended use and would otherwise be disposed of but is reused as part of a new product.
2. **Recycled content product:** partially or fully manufactured with material that has been recovered or diverted from solid waste (e.g., post-consumer material, manufacturing waste or agricultural waste).
3. **Recyclable product:** can be reused as a raw material for further manufacturing after its intended use.
4. **Reusable product:** can be used several times for its intended use before its disposal.
5. **Biodegradable product:** made of materials which will naturally break down into smaller pieces. Their effect on the natural environment depends on the material they are made out of; some of them can leave micro toxic waste residue behind.
6. **Compostable product:** made of organic matter, which decomposes into non-toxic components that are harmless to the environment, often in 180 days. Will only leave behind beneficial residual products like fertilisers.

