

# **Basic Sustainable Procurement Policy**

### **Purpose**

Flashbay is committed to ensure that the goods and services we purchase are manufactured, delivered and used in an environmentally and socially responsible manner. Ensuring sustainability is embedded across every function, including procurement, is essential to our goal of making a sustainable contribution to society. Efficient, effective and proper expenditure of funds is based on achieving value for money over the whole life of a product or service.

#### Scope

This policy applies to the purchase of all goods services and works made by Flashbay and is strongly related to the employee code of conduct.

### Measures

Flashbay aims at reducing the fossil fuel usage and waste to minimise climate change, improving public health and increasing the levels of employment, skills and equality. We will also comply with current and anticipated future legislation. Flashbay encourages procurement of materials and consumables from local or regional sources along recognised ethical lines where possible, including legal and sustainable timber, locally produced, fair trade and organic food or beverages and environmentally friendly stationery.

Suppliers are encouraged to comply with the Supplier Code of Conduct and ongoing contract management is part of the procurement process. We will encourage suppliers to propose innovations, and suppliers will recognise Flashbay's commitment to sustainability and strive to offer innovative and cost effective sustainable solutions. Group purchasing is used to achieve value for money where appropriate.

Sustainable Procurement will be incorporated in to the induction, objectives and recruitment criteria for all relevant staff and the source planning and management processes. All members of staff should recognise that they can actively contribute to promoting and achieving ethical and environmental purchasing and sustainable procurement.

## Revision of the policy

It is important to note that the Company may vary or amend this policy from time to time particularly to take account of changes in the law, best practice or business requirements. You will be notified of any changes.