

---

## 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.

In implementing basic principles of procurement, Flashbay aims to ensure a continuous improvement in procurement decisions measured against delivering sustainable and ethical trading.

Our ethical objective is to ensure that people in the supply-chain are treated with respect and have rights with regard to employment including the rights to freely choose employment, freedom of association, payment of a living wage, working hours that comply with national laws, equal opportunities and the right to a safe and healthy working environment.

### 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 set out on our website and ongoing contract management is part of the procurement process. Suppliers should be compliant with legislative obligations and other actions that benefit society including inclusiveness, equality, diversity, regeneration and integration.

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. Flashbay is determined to use its purchasing power to achieve environmental and social benefits and, at the same time, reduce its costs. Group purchasing is used to achieve value for money where appropriate. Sustainability should be considered as part of the value for money assessment and 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, e.g. by purchasing goods that have a minimal impact upon the environment.

Supplies are monitored on a regular basis, examining the need for the product or service, to avoid unnecessary consumption and manage demand as well as where possible reduce the environmental impacts.

Flashbay will seek to establish key performance indicators for sustainable procurement where appropriate and monitor the performance of our supply chain against them.

### 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.