

# Purchasing

# Policy Document

In pursuit of The Lakethorne Group's objectives relating to the environment, we recognise the critical need to act as a role model, by carrying out purchasing activities in an environmentally responsible manner. We will therefore:

- only purchase equipment and materials that comply, as a minimum requirement, with all published regulations, legislation, industry codes of practice and government guidelines for our business sector;
- encourage and persuade suppliers to investigate and introduce environmentally friendly processes and products;
- ensure that suppliers' environmental credentials are considered in the supplier appraisal process;
- specify, wherever possible and reasonably practicable, the use of environmentally friendly materials and products;
- ensure that consideration is given to inclusion, within all specifications, of a facility for potential suppliers to submit prices for environmentally friendly alternatives; and
- ensure that appropriate consideration is given to the costs and benefits of environmentally friendly alternatives.

The Lakethorne Group will give preference to purchasing environmentally preferable products and services that meet current performance, safety and regulatory requirements.

The Lakethorne Group will continue to source and increase the purchase of products and services as set out below:

- focus on products or services that have the greatest environmental impact and attempt to reduce, stop their use and find alternative, less environmentally harmful alternatives
- integrate reused, refurbished, remanufactured and recycled-content products wherever possible
- use less environmentally harmful products available through existing suppliers, such as energy saving office equipment and biodegradable cleaning products
- support local businesses by purchasing locally where possible and therefore reducing pollution resulting from transportation

In addition, we will:

- re-use packaging supplies that come to us from other companies
- develop, maintain and promote a stringent purchasing procedure giving preference to those companies (products and services) which cause least harm to the environment
- ensure that we establish the following before purchasing:
  - there is a genuine operational need for the purchase
  - all cost effective opportunities for products to be shared, upgraded, refurbished, leased or delivered as a service have been exploited
  - the product will be used efficiently, minimising waste
- give first consideration when purchasing electrical equipment to those that have a Blue Angel award, Energy Star or TCO rating
- continue to ensure that a minimum of 70% of our office equipment is second hand i.e. filing cabinets, desks, storage etc
- only print onto paper when necessary and continually look ways to reduce the amount of paper we use
- ensure all paper is reused i.e. we will use both sides of the paper

It will obviously not be possible to purchase a less environmentally harmful alternative for every product or service. Compromise will be required.

**We do not let recycling hide the priority aim of reducing the amount that we consume in the first place.**

The Managing Director undertakes to periodically review this policy in light of current and planned future activities, on an annual basis, and more frequently when legislation or industry best practice dictates.

Signed:   
Richard Bent  
Managing Director

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Next review date: January 2020

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POL00014 (V4)	Richard Bent	July 2011