

SCOPE OF POLICY

- The policy will affect all buyers, and those staff involved on purchasing. Tenders must take into account the considerations of the policy as listed where applicable and reasonably practicable. This will include any legislation relevant to the purchase
- The policy is applicable to **all Apex Lifts Departments**.

AIMS & OBJECTIVES

The aims of the policy are:

- Minimise Environmental Impact
- Minimise depletion of natural resources
- Reduce waste / minimise cost
- Enhance corporate image
- Assist with Sustainable Development of local economy/community as part of local economic partnerships
- Ensure needs of current future students and staff are met
- Ensure resource efficiency
- Minimise the use of single-use plastic

Objectives:

- Use environmentally friendly products, where available as first option
- Develop effective communication between the company, its staff, external partners and suppliers. To promote policy, define and share best practice and to raise awareness of issues
- Publish developments and changes to policy and/or legislation.
- Close working between departments to develop specifications which require suppliers to provide sustainable goods and services
- Inclusion of environmental declaration where applicable/reasonably practicable within tender documents/contracts
- Ensure where applicable that suppliers have accreditation such as ISO 14001, BS8555 or EMAS.
- Ensure suppliers knowledge and understanding of relevant legislation (such as Waste Electrical Equipment Directive)
- Monitor, through reports and Management Information from suppliers, the percentage of environmentally friendly products being purchased by the company, and action information as appropriate
- Surplus equipment, as long as fit for purpose, from elsewhere in the company, should be used before new goods are ordered.
- Policy to be drafted regarding disposal procedures and End of Life solutions
- Ensure all information is relevant and up to date and circulated as required

Purchasing Considerations:

- **The Requirement:** Is the product/service actually needed?
 - **The Product:** Is the specification actually what is needed or could it be lower?
 - **Re-use:** Are there surplus products elsewhere in the company that can be used?
 - **Re-cycle:** Are there possible recycling options, e.g. refilling printer cartridges instead of purchasing new ones? Reducing the need for and reusing plastic containers? Can the product be recycled after use or will it be obsolete? The recycling of plastic is a key initiative both on-site and in our offices.
 - **Disposal:** Will the product require any special disposal arrangements?
 - Does the supplier have any accredited standards such as ISO14001.
 - **Source:** Can the product be purchased locally? May save on transport costs, delivery charges, and improve sustains local employment. (This is subject to relevant EU thresholds on value)
 - **Deliveries:** Is it possible to coordinate orders with other users to reduce frequency/number of deliveries.
- When any purchasing decision is made, it should not simply be based on any one factor such as price or delivery. It is the policy of the company that the decision should represent the most economically advantageous option available. This will take in to account such factors such as quality, value for money, fitness for purpose, technical specification, reliability and the environmental impact and quality.
 - Where applicable, Goods and Services purchased should be evaluated on their **whole life cost**, incorporating all the costs involved from purchase through to the end of the products life cycle, ensuring the factors above are balanced in an evaluation. The associated costs may include manufacture, purchase, delivery, installation, maintenance, upgrades, training, energy consumption, and finally removal and disposal. This may also include any re-sale value which may be offset against the costs. This list is not exhaustive.
 - For example, electrical appliances should be the highest rating - AAA, as they are the most energy efficient. Although the initial purchase price may be slightly higher (this is becoming decreasingly so), this extra cost is negated by the savings on energy used to power the appliance over its useful life. This saving will also reduce the overall energy bill of the company.
 - Where relevant, if separate departments essentially have the same requirement for a particular good or service, collaborative purchases are an option which may conserve resources, and a resource share would be preferable to purchase duplication.

Environmental Products:

- Where available, environmentally friendly products should always be purchased.
- Commodities such as paper for example should be 100% recycled.
- Where possible, take action to reduce the use of single use plastic and recycle plastic containers.
- In the example of Electrical appliances, they should be AAA rated. The company will use less energy, and its emissions reduce, as will its energy costs.
- Many of the previous higher cost issues associated with recycled and environmentally friendly products have been eradicated. The whole life costing method shows that even slightly higher purchase price is overridden by other cost benefits.
- Use of energy saving light bulbs is another way that costs can be reduced.
- Furniture should use materials which have been taken from sustainable sources, and the supplier should have the relevant accreditation.

Sustainable Purchasing Policy

Suppliers:

- Where applicable, suppliers should be accredited with the relevant environmental quality standards e.g. ISO14001.
- Relevant legislation should be known and adhered to, for example the WEE Directive.
- Where possible, and in accordance with the environmental policy, assess the possibility of using local suppliers.
- Where suppliers outside the EU are concerned, there should be an awareness paid to the issues covered in the Ethical Trading Initiative Base Code (ETI Base Code), such as working conditions and child labour.
- Where applicable, suppliers should be able to verify sustainable sources, for example paper and timber/furniture.
- Where possible, Apex are to communicate with suppliers on their plastic use and reduce the use of plastic within our supply chain.

Behaviour:

- In addition to the sustainable purchase of goods, it is also important that the users within the company prolong the life span of products. For example, switching monitors off not only saves electricity but also the cathode tubes. Unnecessary printing not only wastes paper, but also ink and ensures that the printer heads have more 'work' to do. Recent initiatives have surrounded the use of plastic both within the office and our supply chain: for example we have ceased to purchase bottled water within our meeting rooms.

Signed:



Mr Reyaan Shepherd
Managing Director
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