



# Sustainable Procurement

## HR55 - Sustainable Procurement Policy

At Ferns Surfacing Ltd, we are always driven by our values – our unwavering commitment to always do the right thing for our clients, our employees and our communities. We are committed towards social impact and strive for sustainability across every function, including sourcing and procurement.

### Policy Statement

Through this procurement policy, we intend to make our operations more sustainable by:

- Upholding laws and regulations
- Endorsing highest standards of economic, social, ethical and environmental practice
- Identifying and moderating risks associated with our procurement process
- Communicating the policy with stakeholders (internal and external) and raising awareness among our suppliers

In accordance with our commitment to the highest standards, we also expect our suppliers to aspire to the same standards in their business operations, including but not limited to:



### Environment:

- Comply and adhere to all the applicable environmental laws in respective countries
- Undertake initiatives to promote greater environmental responsibility such as:
  - Minimise energy use and its associated CO2 emissions
  - Maximise the use of renewable energy sources where possible
  - Minimise the generation of waste
  - Maximise the re-use of materials and products
  - Maximise the use of recycled materials and products
  - Maximise the recycling of materials and products
  - Minimise raw material consumption
  - Maximise the use of material from renewable sources
  - Minimise polluting emissions to air, land and water
  - Minimise the use of polluting forms of transport
  - Assess the environmental impacts of all working practices and product manufacture
  - Assess the whole life environmental performance of all purchases
  - Maximise the use of local products and local workforce
  - Minimise the use of water
  - Ensure that design and construction is undertaken in a manner compatible with sustainable development

### Business Ethics:

- Obey all relevant domestic laws regarding ethical business practices
- Demonstrate existence of procedures to prevent:
  - Money laundering
  - Fraud, bribery, corruption
  - Conflicts of interest
  - Data security issues

### Labour and Human Rights:

- Comply with all applicable laws
- Prohibit slavery and the use of forced, bonded, or child labour across the supply chain
- Prohibit unlawful discrimination and harassment to provide a safe and inclusive work environment

### Community Development:

- Provide employees with a National Minimum Wage or Living Wage, at a minimum
- Partner with the local governments and communities to improve the education, cultural, economic, and social well-being of communities which they operate in

### Further Aim

To further the aims of this policy we will:

- Provide adequate environmental training for all staff. Assess the environmental performance of suppliers develop a set of environmental targets and action plans
- Review our environmental policy and its action plans periodically with a view to continuous improvement
- Maintain certification our Environmental Management System in accordance with the principles of ISO 14001:2004.

All personnel will be familiar with the requirements of this Sustainability Policy and abide with the contents of the Business System Manual.

We understand that procurement performance improvement is a continuous process and recognise the contribution of our suppliers in our journey to become more sustainable.

Ian fern, CEO  
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