



## Sustainable Procurement Policy

### 1. Purpose

The purpose of this Sustainable Procurement Policy is to guide TJR Engineering Ltd in acquiring goods and services in a manner that maximizes social, environmental, and economic benefits. This policy aims to reduce environmental impact, ensure ethical sourcing, and support the well-being of local communities while maintaining the highest standards of quality and value.

### 2. Scope

This policy applies to all employees involved in the procurement process, including purchasing, sourcing, and vendor management. It covers all goods, services, and contracts purchased by the organization and suppliers and contractors with whom we engage.

### 3. Objectives

- To ensure all procurement decisions consider environmental, social, and ethical factors.
- To support the transition to a circular economy by prioritizing reusable, recyclable, and low-impact products and services.
- To collaborate with suppliers that demonstrate commitment to sustainability.
- To reduce the carbon footprint, waste, and resource depletion associated with the supply chain.
- To comply with applicable environmental, social, and legal regulations.
- To promote transparency and ethical practices across the supply chain.

### 4. Principles

- **Environmental Impact:** All procurement decisions should aim to minimize negative environmental effects, including reducing waste, conserving energy, and water, and limiting emissions.
- **Social Responsibility:** Preference will be given to suppliers that respect human rights, provide fair wages and safe working conditions, and contribute to the well-being of their communities.
- **Economic Value:** Achieve the best value for money while considering long-term environmental and social costs, not just initial purchase price.
- **Transparency:** All procurement activities should be conducted with transparency, ensuring clear communication with suppliers about sustainability criteria and expectations.
- **Innovation:** Encourage suppliers to innovate in ways that reduce environmental impact or improve sustainability in their products and services.

### 5. Sustainable Procurement Practices

- **Supplier Selection:** Evaluate potential suppliers based on sustainability criteria, including labour practices, and commitment to sustainable business practices.
- **Product Selection:** Prioritize products with minimal environmental impact, such as those that are energy-efficient, biodegradable, reusable, and made from sustainable materials.
- **Lifecycle Consideration:** Consider the entire lifecycle of products, from design and production to disposal or recycling. Choose products with extended lifespans or those designed for reuse or easy recycling.
- **Transportation and Logistics:** Optimize logistics to minimize the carbon footprint of transportation, favouring local suppliers and low-emission delivery methods when possible.
- **Packaging:** Minimize packaging waste by selecting products with minimal, recyclable, or biodegradable packaging. Encourage suppliers to reduce unnecessary packaging.
- **Ethical Sourcing:** Ensure suppliers meet social and ethical standards, including compliance with labour laws, fair wages, and safe working conditions.
- **Supplier Development:** Work collaboratively with suppliers to help them meet sustainability goals, including providing training or resources to improve their environmental or social performance.

### 6. Supplier Engagement and Collaboration

- **Supplier Evaluation:** Regularly assess suppliers on sustainability.
- **Partnerships:** Form long-term relationships with suppliers committed to continuous improvement in sustainability.
- **Collaboration:** Encourage suppliers to engage with reducing waste, improving energy efficiency, or developing environmentally friendly products.



## 7. Compliance and Reporting

- **Compliance:** Ensure all procurement activities comply with relevant environmental, social, and legal regulations.

## 8. Training and Awareness

- **Employee Training:** Provide training to employees involved in procurement to ensure they understand the principles and practices of sustainable procurement.

## 9. Review and Continuous Improvement

- **Regular Review:** This policy will be reviewed annually and updated as necessary to reflect changes in regulations, industry best practices, and company priorities.

## 10. Responsibilities

- **Procurement Department:** Ensure that sustainable procurement principles are embedded into all procurement processes.
- **Senior Management:** Provide support, resources, and leadership to ensure the successful implementation of this policy.
- **Employees:** Be aware of and follow the guidelines set forth in this policy, promoting sustainable practices in all procurement activities.

## Conclusion

TJR Engineering Ltd is committed to the principles of sustainability and social responsibility in its procurement activities. By implementing this policy, we aim to contribute positively to the environment, support ethical practices, and create long-term value for our organization and the wider community.