

## **Sustainable Procurement Policy**

Howard Tenens recognises that the procurement of goods and services can have a negative impact on the environment. These impacts can however be minimised or avoided if environmental considerations are taken account of during purchasing decisions. Howard Tenens is committed to operating its business in a sustainable way and this commitment extends to the goods and services that we purchase:

To help us achieve this commitment we aim to:

- Take into consideration the running costs and environmental impacts of vehicles and equipment over the whole of their expected life
- Ensure equipment meets minimum energy efficiency and performance standards through purchasing products which are approved on the Energy Technology List where possible
- Consider the energy performance of buildings prior to purchase or lease, as assessed through the Energy Performance Certificate
- Improve the energy efficiency of buildings purchased with the intention of refurbishing, where viable.
- Encourage the purchase of goods and materials which have recycled content or are derived from reclaimed materials
- Avoid the purchase of goods and materials which cannot be easily reused or recycled
- Encourage the purchase of Fairtrade and ethically sourced goods
- Encourage the purchase of products which have a low impact on the environment, taking into consideration the depletion of natural resources, pollution generated and impact on biodiversity
- Work with local suppliers and service providers where possible to help support the local economy
- Consider the distance that purchased goods need to be transported and reduce transportation miles where possible in order to minimise CO2 and other emissions
- Ensure key suppliers are made aware of our policy and strive to deliver products and services in line with its requirements
- Ensure that any staff responsible for purchasing goods and services receive training on how to implement this policy
- Communicate this policy to all staff

**Signed:**

A handwritten signature in black ink, appearing to read 'Ben Morris', written over a white background.

**Ben Morris, Director and Company Secretary**  
**26th May 2017**