



Environmentally Preferrable Purchasing Policy

This Environmentally Preferrable Purchasing Policy demonstrates our commitment to environmental sustainability. By purchasing green products within our business, we intend to play a significant role both internally and in our communities in the development of environmental sustainability. It is our intention to update this policy each year with the actions we have taken to implement the principles and goals set out in this policy.

Goals

We will strive to balance environmental and fiscal responsibilities in making green purchasing decisions. We will promote the purchase of products internally with the highest percentage of recycled content available, provided that the products meet acceptable use and performance standards.

The Importance of Green Purchasing

Sustainable development involves using the Earth's natural resources, both renewable and non-renewable, to fulfill our present needs without affecting the needs of next generations. Green purchasing is an important element to achieve sustainable development. When making purchases thought should be given to the adverse environmental impacts associated with the product during its full life-cycle. Environmentally preferable products are sometimes more expensive to purchase than alternative products. This can discourage green purchasing by seeking lower cost products without significant environmental benefits. Nevertheless, buying greener products doesn't necessarily mean paying more, especially when other cost factors are considered. It is important to recognise that proper and effective green purchasing doesn't simply lead to environmental benefits, but also helps purchasers save money by reducing full life-cycle costs. Another significant benefit of green purchasing is the major contribution its adoption and application can make to the establishment and fulfilment of broader corporate social responsibility strategies



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Green Purchasing

Green purchasing is the practice of procuring goods and services that cause less harm to the environment, and the plant and animals that depend upon it for survival. Green products are those manufactured with more environmentally-friendly materials and which are produced with minimal impact to the environment.

We will strive to purchase and implement the following chemical reductions:

- are durable, as opposed to single use or disposable;
- have an environmental certification;
- are non-toxic or minimally toxic, preferably biodegradable;
- are highly energy-efficient;
- are recyclable or made from recycled materials and are safely disposable;
- are made from raw materials obtained in an environmentally sound, sustainable manner;
- are manufactured in an environmentally sound manner;
- cause minimal or no environmental damage during normal use or maintenance;
- are shipped with minimal packaging (consistent with care of the product), preferably made of recycled and/or recyclable materials;
- encourage upgrade, reuse, repair, and recycling of products.
- minimise the use of virgin non-renewable natural resources and support the use of sustainable sources; and
- consider climate change mitigation and adaptation in procurement.

Products that meet the above criteria will be considered Green Products.

Our Strategy to Green Purchasing

To ensure we are meeting our goals in becoming more environmentally conscious and adopting the principles of green purchasing, we will:

- work with our suppliers to investigate and introduce environmentally sustainable products and processes;
- ensure our existing and potential suppliers are aware of and understand our environmental policies (including the goals and principles set out in this policy);
- ensure that cleaning supplies are non toxic and eco friendly where possible
- ensure that paper products within the office are unbleached/chlorine free
- ensure that all office supplies are non-toxic, sustainable, made from recycled and or environmentally friendly materials and safe for use where possible
- We will, where possible, procure goods, products and services from suppliers who are no more than 60 miles from our office in the centre of York to reduce carbon emissions and our impact on the planet.
- commit to regularly review our procurement for categories of spend which pose significant environmental risks;
- specify, wherever possible and reasonably practicable, the use of environmentally friendly materials and products, particularly in contracts where significant environmental risks have been identified;
- ensure that cleaning, office, and paper supplies and resources are reviewed bi-annually, to ensure we are scoping the market for better greener options;
- ensure that appropriate consideration is given to the costs and benefits of environmentally friendly alternatives;
- The Sustainability Team & Supplier Management are to monitor the performance of our environmental purchasing and seek continual improvement on an annual basis;
- distribute our purchasing policies, goals and principles to all staff members to ensure awareness to our environmental dedication;
- ensure this policy is continually updated in response to changes in information, policy and

legislation and is reviewed at least annually;

- ensure that all boxxe merchandising is sustainable and environmentally friendly; and aim to use recycled products for packaging purposes for internal and external delivery purposes.
- ensure that boxxe purchased products are able to follow The “waste hierarchy” process set out within our waste management policy. When waste is created, it gives priority to preparing it for re-use, then recycling, then recovery, and last of all disposal