

# Ethical Sourcing Policy

Subject	Ethical Sourcing Policy	
To	Elevate Workspaces Ltd.	
Date	February 2025	
Status	Publicly available	
Version	2.1	2.1

## Purpose

The purpose of this policy is to outline the Company's policy regarding its procurement function incorporating the principals of sustainable purchasing.

## Scope

This policy applies to all employees of the Company.

## Policy Statement

Purchasing decisions have a major socio-economic and environmental implication, both locally and globally, now and for generations to come. The Company aims to ensure that its activities meet the diverse needs of employees, the economy and society both now and in the future and it will achieve this through: -

- The assessment of environmental and corporate risks to the organisation with a commitment to continually improve sustainable performance related to the supply chain.
- Complying with all relevant environmental legislation.
- Educating suppliers concerning the Companies' sustainable objectives, which include preventing pollution, minimising waste, preserving natural resources and promoting resource efficiency by eliminating, reducing, reusing and recycling.
- Working with key suppliers to bring about changes and thereby spread sustainability improvements through the supply chain.

This will include: -

- Avoiding products with particularly harmful substances
- Favouring products with recycled content or that are biodegradable
- Buying products using recognised labelling schemes such as FSC or EU Eco Label
- Encourage suppliers to achieve environmental credentials such as environmental management systems in line with ISO14001 or EMAS.

Training and awareness of staff of the company policy and promoting best practice for sustainable purchasing. To include whole life costs of any goods and services to be purchased, this will include as a minimum: -

- The manufacture, delivery, installation, operating costs including energy, water usage and maintenance, end of life costs including decommissioning and disposal
- Reducing barriers to entry so that SME's and local suppliers are encouraged to bid for appropriate work.
- Consideration of other corporate social responsibility issues such as race relations, disability, sexual and religious discrimination.
- Ensuring that suppliers' environmental credentials are, as far as legally practicable, considered in the supplier's appraisal process.
- Ensuring that, where appropriate, environmental criteria are used in the award of contracts.
- Exploring opportunities for reuse and recycling of materials as appropriate.
- Ensuring that appropriate consideration is given to the costs and benefits of environmentally preferable products and services alternatives.

This Policy covers sustainability issues as part of its purchasing procedures which must apply in the following areas: -

- Procurement of goods and services
- Contractors working on site
- Design of new buildings and renovation
- Maintenance of buildings and estates including landscape management and Cleaning
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This policy shall be reviewed on an annual basis for effectiveness and be available to all interested parties, including the general public.

This policy carries the authority of the senior management team.

The policy itself is subject to annual review.



**David Murphy**

Managing Director