

# Sustainable Procurement Policy

Charles Twite & Co Ltd

## Policy Statement

Charles Twite & Co Ltd is committed to sustainable procurement practices that support our environmental, social, and economic goals. Our procurement activities are designed to minimize negative impacts on the environment, enhance social responsibility, and promote economic sustainability. This policy outlines our commitment to sustainable procurement and provides clear guidelines and principles to ensure that sustainability considerations are prioritized in our purchasing decisions.

## Scope

This policy applies to all procurement activities undertaken by Charles Twite & Co Ltd, including the acquisition of goods, services, and works. It covers all employees involved in procurement and extends to our suppliers and contractors.

## Guidelines and Principles

### 1. Environmental Sustainability

- **Resource Efficiency:** Prioritize products and services that use resources efficiently, including energy, water, and raw materials.
- **Waste Reduction:** Choose suppliers that practice waste reduction and offer products with minimal or recyclable packaging.
- **Pollution Prevention:** Select products and services that reduce or eliminate pollutants and minimize their environmental impact.

### 2. Social Responsibility

- **Fair Labor Practices:** Ensure that suppliers adhere to fair labour practices, including safe working conditions, fair wages, and no child or forced labour.
- **Diversity and Inclusion:** Support suppliers and contractors that promote diversity and inclusion within their workforce.
- **Community Impact:** Consider the social impact of procurement decisions, including support for local businesses and communities.

### 3. Economic Sustainability

- **Value for Money:** Seek to achieve value for money while considering the long-term environmental and social impacts.
- **Transparency:** Ensure transparency in procurement processes to foster fair competition and accountability.
- **Lifecycle Costing:** Evaluate the total cost of ownership, including initial costs, operating costs, and disposal costs over the lifecycle of the product or service.

### 4. Supplier Engagement and Development

- **Sustainability Criteria:** Include sustainability criteria in supplier selection processes and contract requirements.

- **Supplier Collaboration:** Work with suppliers to promote and improve sustainable practices across the supply chain.
  - **Training and Support:** Provide training and support to suppliers to help them meet our sustainability standards.
5. **Compliance and Monitoring**
- **Regulatory Compliance:** Ensure compliance with relevant environmental and social regulations and standards.
  - **Performance Monitoring:** Regularly monitor and evaluate supplier performance against sustainability criteria.
  - **Continuous Improvement:** Seek opportunities for continuous improvement in procurement practices and sustainability performance.

### **Commitment to Review**

Charles Twite & Co Ltd is committed to reviewing this Sustainable Procurement Policy annually to ensure its effectiveness and relevance. We will update the policy as needed to reflect changes in legislation, best practices, and organizational priorities.

### **Approval**

This policy has been approved by the Director of Charles Twite & Co Ltd and is effective from 01.01.2024

**Signed,** *RL smith*

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Rachel Smith  
Director  
Charles Twite & Co Ltd  
Date: 26.09.25