

SUSTAINABLE & RESPONSIBLE PROCUREMENT POLICY



Policy Statement

M&P is committed to undertaking its business operations in a manner which incorporates Sustainable & Responsible Procurement Practices so far as reasonably practicable. The Company aims to conduct its operations in a manner that is morally right, open, fair and transparent. whilst always aiming to procure and act in a way that is ethical, open, fair and transparent.

Policy Aims & Commitments

Company Specific Commitments

The Company has defined & set the following priorities within its operations:

- The Company will procure goods & services that take into account the environmental, social and economic impact throughout the entire lifetime of the good(s) or service procured.
- The Company will procure, where possible materials containing a high recycling content.
- The Company will prefer to procure its products and services from local providers wherever reasonably practicable.
- The Company will source timber-based products from sustainable resources where evidence of chain of custody information can be supplied.

Policy Aims

- Minimise the impact of the business operations of the Company upon the community in which it operates.
- The provision of a structure for the appropriate selection within the Supply Chain.
- Promotion of environmental & social awareness throughout the Supply Chain
- Improve its usage of products & services thus minimising waste
- Work in partnership with suppliers to achieve common best practice goals

Scope

This policy applies to the purchasing of materials and services by the Company whether those materials or services are procured for order fulfilment or its own use.

Definitions

“Company” shall mean M&P “SME” shall mean Small or Medium (size) Enterprise

1. Responsibilities

- The Management Team retain overall responsibility for the implementation and review of this policy.
- The day-to-day operation of the remit of this policy may be delegated to the Purchasing Team and such other personnel that may be appropriate.

2. Defining Sustainable Procurement

- The Company defines Sustainable Procurement as the process whereby it meets its own resource requirements by sourcing products, services and utilities in a manner consistent with achieving value for money on a whole life basis (generating benefits for the Company and Society) whilst minimising its impact on the environment & complying with legislation.

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Reviewed by: Roz Wankling
Approved by: Kevin Smith

3. Defining Responsible Procurement

- The Company defines Responsible Procurement as the process whereby it meets its own resource requirements by sourcing products, services and utilities by a selection process which encourages the selection of suppliers able to demonstrate a commitment & compliance to ethical codes of practice.
- Ethical codes of practice shall include (but not be limited to):
 - Promotion of equality, diversity, and inclusion in the workplace
 - Active practices encouraging recruitment from underrepresented groups.
 - Compliance with (and where possible exceeding) minimum employment legislative requirements
 - Compliance with minimum Health & Safety legislative requirements
 - Do not support, encourage, or facilitate any trade in drugs, arms, slavery or similar.
 - Monitors for and prevents incidences of bribery within its operations.
 - Compliance with all applicable (business operational) legislation, such as Working Time Regulations and the General Data Protection Regulations 2018
 - Compliance with the requirements of the Modern Slavery Act 215
 - Takes steps to ensure product placed into the supply chain is both legitimate product and is fit for purpose (supplied with all applicable safety and technical markings and certifications).
- Selection by Responsible Procurement key indicators will enable the Company to build a diverse base of suppliers which will not unfairly prejudice SME's with onerous requirements.

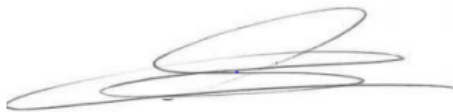
4. Management of objectives

- The Company will manage the objectives of this policy through the operation of a selection criteria when making Supplier Selection decisions.
- Ultimate responsibility for informal background checks will rest with the Purchasing Team in accordance with Company objectives.

5. Review & Improvements

- The Company is committed to the continuous review of its objectives set out in this plan and making improvements where necessary to achieve those aims.

Signed:



Print name: Kevin Smith

Position:

Managing Director

Date:

18th January 2023

Revision

10

Next review:

18th January 2024