

QUALITY & SERVICE LIMITED

SUSTAINABILITY POLICY STATEMENT

INTRODUCTION

The purpose of this policy is to provide Q&S Ltd with a procurement framework that will advance the sustainable use of resources. Q&S Ltd will demonstrate to the community that its procurement decisions can improve markets for recycled products, enhance environmental quality and be resource responsible. Q&S Ltd prefers the purchase of local recycled and environmentally preferable products whenever they perform satisfactorily and are available at a reasonable price.

With the advent of recycled materials and environmentally friendly products which are fit for purpose, made to existing specifications, and supplied at realistic and affordable prices employees purchasing on behalf of the company shall adhere to the policy when any goods or services are procured. The policy not only outlines that the procurers should always consider recycled products first, but also why recycled materials should be considered as well.

DEFINITIONS

ENVIRONMENTALLY PREFERABLE PRODUCTS are products that have a lesser impact on human health and the environment when compared with competing products. The source of raw materials, production, manufacturing, packaging, distribution, potential for reuse and recycling, operation, maintenance, and or disposal of the product are all aspects for consideration.

POST-CONSUMER is material generated by households or by commercial, industrial, and institutional facilities in their role as end users of the product, which can no longer be used for its intended purpose. This includes returns of material from the distribution chain.

PRE-CONSUMER is material diverted from the waste stream during the manufacturing process. Excluded is re-utilisation of materials such as rework, regrind or scrap generated in a process and capable of being reclaimed within the same process that generated it.

PRACTICABLE means satisfactory in performance, cost effective and available.

RECYCLED MATERIALS are materials that have been reprocessed from recovered material by means of a manufacturing process and made into a final product or into a component for incorporation into a product.

RECYCLED PRODUCTS are materials that have been recovered, processed, and used as a raw material for the manufacture of a useful new product through a commercial process. These products will contain a specified percentage of material that would otherwise have been disposed of as wastes.

RE-MANUFACTURED means to renew or restore a used product into its original form or into a useful new product through a commercial process.

SUSTAINABLE USE OF RESOURCES is a use that meets the present needs of the purchaser while also considering external and future costs, including costs to the environment and depletion of resources.

VALUE FOR MONEY is the identification and inclusion of all direct and indirect costs associated with a particular product or material. This includes the initial cost of purchase, length of warranty, product efficiency, anticipated maintenance and repair, and the direct and indirect costs associated with disposal or removal of the product at the end of its useful life.

GREEN PROCUREMENT GOALS

Wherever possible and practicable, Q&S Ltd' employees and contractors will pursue the following goals and adhere to the specified principles when procuring products, materials, and services.

WASTE STRATEGY

- Purchases shall be only made once it has been determined that the product or service is necessary.
- Procurement decisions shall be made in the context of the waste hierarchy to reduce, reuse and recycle.
- **REDUCE** – Using less in the first place and avoiding waste. Examples of this include purchasing in bulk to reduce packaging and the purchase of printing equipment that prints double sided.
- **REUSE** - Using the same item more than once and extending the useful life of products and equipment before replacing an item. Aim to re-use or repair an existing product. Ensure that new purchases are durable, have a long service life and are easy to maintain and upgrade.
- **RECYCLE** - Purchase products that contain recycled materials or those that have or can be re-manufactured

CLIMATE CHANGE

- Purchase energy efficient products and materials by checking that the carbon footprint, energy rating and efficiency features are the best available for the price.
- Procure where practicable carbon efficient services by checking that the carbon footprint of the service (s) are the best available for the price.
- Purchase materials and products that are free of ozone depleting substances, toxic or polluting materials to both human health and the environment.
- Purchase renewable energy and reduce the purchase of fossil fuels.
- Purchase paper and wood products obtained from recycled, plantation, salvaged or renewable sources

POLLUTION

- Purchase products, services and materials that will have a minimal or reduced impact at any stage of their life cycle/contract on the pollution of one or more of the following environmental elements water, land or air.

SOIL DEGRADATION

- Purchase products, materials and services that will not degrade or pollute the soil, or result in erosion through their use.
- Identify products, materials and services that will enhance soil quality and reduce erosion.

VALUE FOR MONEY

It is recognised that in some cases the selection of environmentally preferable products and materials may be less competitive. Procurement decisions will be made on the basis of value for money, rather than just the cheapest up-front purchase price

RESOURCES & BIODIVERSITY

- We will consider the impact on biodiversity when we buy products or services, and aim to minimise damage to habitats and support their development.
- When we buy timber and wood-derived products (including stationery), we will wherever possible and practicable, only buy legal and preferably sustainable timber preferably the Forest Stewardship Council (FSC)
- We prefer products made from recycled materials, and to use reclaimed materials.
- We will not use chlorofluorocarbons (CFCs), hydro chlorofluorocarbons (HCFCs), persistent organic pollutants (POPs), and chemicals that the European Union classifies as substances of very high concern, or other harmful chemicals.
- We will avoid using 'volatile organic chemicals' ('VOCs' - which can be present in goods such as paint and cleaning substances), formaldehyde and harmful pesticides as far as possible

PROCUREMENT PROGRAMMES

Q&S Ltd shall, where practicable, establish specific programs for:

- The purchase of recycled and re-manufactured office products.
- Reducing packaging in organisational purchases.
- The purchase of renewable energy and reducing the reliance on fossil fuels.
- The purchase of energy efficient electrical equipment.

The Green Procurement Policy contained within this document is:

- Reviewed annually for suitability against company activities and legal requirements.
- Communicated to all employees.
- Has my full support



Managing Director

Date: 02/01/2025