



## **Best Parties Ever Procurement Policy Statement**

### **1<sup>st</sup> June 2009**

Best Parties Ever recognizes its responsibility to carry out its procurement activities in an environmentally and socially responsible manner. In accordance with our environmental and sustainability policies we will strive to incorporate environmental and social considerations into our product and service selection process. We recognize that it is our responsibility to encourage our suppliers and contractors to minimize the negative environmental and social effects associated with the products and services they provide. We will also strive to ensure that local and smaller suppliers are not discriminated in the procurement process and specifications.

#### **Specifically we aim to:**

- Encourage all employees to review their consumption of goods and services in order to reduce usage where possible and develop events to include sustainable principles.
- Give preference to products and services that can be manufactured, used and disposed of in an environmentally and socially responsible way.
- Ensure that sustainability criteria are included in specifications to suppliers.
- Ensure that sustainability criteria are used in the award of contracts.
- Consider whole life costs when assessing product suitability and in the award of contracts.
- Enhance employee awareness of relevant environmental and social effects of purchases through appropriate training exercises.
- Provide guidance and relevant product information to staff members to allow them to select sustainable products and services.
- Work with existing and potential suppliers to investigate and introduce environmentally friendly processes and products.
- Ensure that supplier's environmental credentials are considered in the supplier appraisal process.
- Ensure non – discrimination against local and smaller suppliers.

#### **To allow us to meet our aims we will:**

- Develop clear objectives and tools, with all our major stakeholders, to minimize the environmental and social effects associated with the products and services we purchase.
- Identify the mechanisms that we intend to use to incorporate environmental and social factors into our procurement processes.
- Clearly specify an individual that will care for management of the procurement strategy.
- Identify and implement necessary changes to the procurement process and specification to ensure non – discrimination against local and smaller suppliers

This policy will be brought to the attention of all employees, suppliers and contractors where copies will also be freely available to the general public, regulatory authorities and customers.

Signed:

A handwritten signature in black ink, appearing to be "PSE", written over a horizontal line.

Date 1<sup>st</sup> June 2009

Managing Director: Best Parties Ever