



PURCHASING POLICY

The Company is committed to maintaining the highest standards of service whilst reducing its environmental impact as much as possible. To meet this commitment we will seek to respect the rule of law, adopt appropriate standards, implement management systems, and will strive to:

- Source materials locally and where possible from Fairtrade and sustainable sources;
- Reduce the quantity of the goods or services purchased;
- Utilise local sub-contractors and suppliers where possible;
- Consider the resources (raw materials, energy etc) that have been consumed in the manufacture of the goods;
- Determine the impact of the supplier's or sub-contractor's operations on the environment, under normal, abnormal and emergency conditions;
- Establish whether the supplier or sub-contractor is required to obey any environmental Regulations or Code of Practice;
- Ensure correct materials are calculated and where practical ordered for the same delivery;
- Minimise travel from the Builders merchants to site.
- Only use wood from FSC certified sustainable sources in our Joinery Manufacturing Workshop is from. This includes internal doors/screens etc.
- Utilise MDF wherever possible to substitute the use of timber where product performance is not affected;
- Use water based products to coat timber to alleviate the use of oils;
- Purchase recycled paper for use in the office.

Signed:

A handwritten signature in blue ink, appearing to read 'G. Clarkson'.

Dated: 08th September 2016

Name: Gary Clarkson
Position: Managing Director

This document will only be revised should any amendments/updates be made