

## Sustainable Procurement Policy

This policy outlines Optima's commitment to delivering sustainable outcomes through procurement activities in the UK. Optima recognises its responsibilities to carry out procurement in an environmentally and socially responsible manner, as well as encouraging its supply chain to do the same.

Suppliers and subcontractors will be encouraged to adopt the principles of this policy and our Supplier Code of Conduct.

### Procurement Expectations

- The environmental credentials should be considered in the procurement process and include any sustainable criteria where known.
- Encourage suppliers to embed sustainable and ethical practices in their own supply chains.
- Provide equal opportunities for local, small and medium-sized organisations, where possible.
- Identify and offer sustainable alternative products to our clients, where possible.
- Identify suppliers and/or subcontractors of highest risk of non-compliance within the supply chain and work in partnership with those suppliers to minimise their impact.
- Ensure all labour and human rights issues are considered in our supply chain management alongside other conventional procurement considerations, such as price and quality.
- Encourage our supply chain to obtain relevant environmental certification (such as BES 6001, ISO 14001, BS8555 or similar).

### Responsible Sourcing of Materials and Products

- Where possible, prioritise the procurement of products from suppliers with responsible sourcing certifications to recognised standards (such as BES 6001 or certified environmental management system).
- Procure all timber products from sustainable sources, complying with the Forest Stewardship Council (FSC<sup>®</sup>) and with full Chain of Custody certification.
- Procure only FSC<sup>®</sup>certified printer paper.
- Encourage suppliers to be transparent about the environmental impact of their products and activities.

## Resource Efficiency and Waste Minimisation

- Give preference to suppliers that prioritise material take-back schemes.
- Encourage the procurement of materials with good levels of recycled content.
- Aim to minimise the use of natural and non-renewable energy resources but instead maximise the use of renewable energy sources.
- Consider environmentally responsible ways to use and dispose of goods in our services.

## Engaging our Employees and Supply Chain

- Communicate this policy and the supplier Code of Conduct to all our employees and key supply chain.
- Provide guidance and relevant product information to our employees to allow them to select sustainable goods and services.
- Encourage suppliers/subcontractors to be transparent in their practices and start to embed the principles of this policy throughout their own supply chain.
- Work in partnership with our supply chain to enhance supplier/subcontractor awareness of sustainability issues.
- Include local and regional businesses in our supply chain.

## Performance Monitoring

- Supplier conformance will be measured and monitored.
- Our sustainable procurement policy will be embedded within our tender documents to ensure this is a key part of our assessment criteria.
- This policy will be reviewed at least annually and updated in accordance with emerging standards and changes in legislation.

Approved on behalf of the Optima Board:



Sean Dann – Director

Date: July 2024