

## Sustainable Procurement Policy

**Ogilvie Group is committed to sustainable procurement in a responsible and sensible manner. By definition sustainable procurement is the process of purchasing goods and services that takes into account the social, economic and environmental impact that such purchasing has on people and communities.**

This sustainable procurement policy is achieved through consideration of what products are made of, where they have come from, who has made them, how they are transported and how they are eventually disposed of.

The specific sustainable procurement practices which Ogilvie are committed to at all levels within the Group are as follows:

- ▶ Procure durable goods and services, which reflect up-to-date specifications or standards for environmental sustainability.
- ▶ Promote a level of sustainability awareness amongst Ogilvie Group supply chain partners and encourage them to adopt sustainable practices.

- ▶ Include sustainability issues as part of our subcontractor & supplier appointment process.
- ▶ Prohibit the use of products or processes, which are potentially damaging to the environment, such as toxic materials or refrigerants with global warming potential, where a less environmentally damaging alternative is available.
- ▶ Where feasible reduce the purchase of new products by re-using existing products.
- ▶ Where we have design responsibilities, specify products which are made from material with high recycled content and / or specify products which can be recycled.
- ▶ Where possible purchase local products and services with low embodied impact and support SME and BAME business markets to encourage a diverse supply base.
- ▶ Encourage and procure Ethical and fair trading (e.g. FAIRTRADE) and employment (e.g. Ethical Trading Initiative) certified products
- ▶ Pursue good practice in relation to the purchase of Legal and Sustainable Timber products
- ▶ Procure recycled office paper products and Reuse and Recycle waste paper.

We will acknowledge, respond appropriately, and take into account of the views of the public and any other interested parties with respect to our operations and make this sustainable procurement policy available to them. In addition, this policy statement will be communicated to all persons working for and on behalf of Ogilvie Group.

By order of the Board  
Ogilvie Group

