

Sustainable Procurement Policy

Podmore Manufacturing Inc.

1. Purpose

Podmore Manufacturing Inc. is committed to sustainable procurement practices that minimize environmental impact, promote social responsibility, and ensure economic viability. This policy outlines our approach to procuring goods and services in a manner that aligns with our sustainability objectives.

2. Scope

This policy applies to all procurement activities undertaken by Podmore Manufacturing Inc., including but not limited to raw materials, equipment, office supplies, and services. It applies to all employees and suppliers engaged in procurement processes.

3. Guiding Principles

Podmore Manufacturing Inc. is dedicated to sustainable procurement based on the following principles:

- **Environmental Responsibility:** Prioritizing materials and products with lower environmental footprints, including energy-efficient, recyclable, and biodegradable options.
- **Social Responsibility:** Engaging suppliers that uphold fair labor practices, human rights, and ethical working conditions.
- **Economic Sustainability:** Ensuring procurement decisions consider total lifecycle costs and promote local and small businesses where feasible.
- **Regulatory Compliance:** Adhering to all relevant environmental, labor, and ethical regulations.

4. Supplier Expectations

Podmore Manufacturing Inc. expects its suppliers to:

- Demonstrate a commitment to sustainable practices in production and distribution.
- Provide transparency in their supply chain, including sourcing and environmental impact.
- Comply with all applicable labor, environmental, and ethical standards.
- Continuously improve sustainability efforts in their operations.

5. Procurement Criteria

In evaluating suppliers and products, Podmore Manufacturing Inc. will consider the following:

- Use of recycled, renewable, and responsibly sourced materials.
- Energy and resource efficiency of products and services.
- Supplier adherence to fair labor practices and ethical sourcing.
- Waste reduction and end-of-life product disposal considerations.

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6. Implementation and Accountability

- Procurement teams will integrate sustainability considerations into decision-making processes.
- Employees involved in purchasing decisions will receive training on sustainable procurement practices.
- Regular supplier assessments will be conducted to ensure compliance with sustainability expectations.
- Progress on sustainable procurement will be monitored, and goals will be reviewed periodically to ensure continuous improvement.

7. Review and Continuous Improvement

This policy will be reviewed annually to align with evolving sustainability standards and business needs. Podmore Manufacturing Inc. is committed to ongoing improvement and collaboration with stakeholders to enhance sustainable procurement practices.

8. Policy Approval

This policy has been approved by the executive management team and is effective as of [Effective Date].