

## ETHICAL AND SUSTAINABLE PROCUREMENT POLICY

Teamforce Labour Ltd will ensure that when all products and services are purchased, we will consider environmental aspects, potential impacts and costs, associated with their life cycle.

Our practice of procuring products and services will aim to ensure that they are less harmful to the environment (land, air and water). This will include, where possible; buying locally, recycled and recyclable, using less chemicals and reducing the company’s carbon footprint associated with products and services.

We will endeavour to promote ethical commercial practice pursuant to an environmental procurement policy committed to the following:

- Complying with all environmental legislative and regulatory requirements when procuring goods, services and works
- Reducing the impact of procurement by considering alternatives to acquiring the resource by, for example, reducing the rate of consumption of consumables and reusing, repairing or modifying existing equipment
- Promoting environmental awareness internally and ensure suppliers and subcontractors offer us environmentally friendly and sustainable preferable products and services at competitive prices through evaluation of supplier performance.

### Sustainable Recruitment

We take the time to get to know both candidate and client to ensure that the role is exactly right for the person and the person is exactly right for the role- in our experience, this creates happy and long-lasting relationships that work on all levels.

### Client selection

We work with organisations who are publically and actively moving forward with the sustainable development agenda.

We will carefully consider each applicant for each role in respect of their career objectives and motivations.

Our channels of communication with clients and candidates are open and transparent.

Any concerns are voiced and dealt with appropriately whilst managing expectations on both sides.

We aim to build upon our reputation for long-term client and quality candidate relationships.

We have Equal Opportunities and Diversity Policies which are adhered to at all times.

Specifying and procuring environmentally preferable products favouring:

- Those made from sustainable, renewable, reused or recycled materials, which help to conserve resources and minimise waste
- Those that can be reused, recycled, or disposed of in an environmentally secure way, encouraging suppliers to ultimately accept greater responsibility for disposal
- Those that help to conserve energy, water, paper and other resources throughout the whole life of the product

- Specifying and procuring environmentally preferable services favouring those which offer an innovative approach to the management of their environmental impacts such as take back of products or packaging, choice of sustainable materials or carbon neutral activities

Integrating the environment into our buying decisions including:

- Evaluating the environmental performance of suppliers in providing products and services, including any relevant manufacturing processes
- Buying products bearing ‘Eco Friendly’ products bearing environmental sustainable labels in preference to others, where they are available and provide value for money, taking into account whole life costs and benefits
- Raising and promoting awareness throughout the business to the environmental issues that affect procurement to help engender a culture, which is supportive of the aims of this policy.
- Respect fundamental human rights, including worker representation

**MANAGEMENT**

Management is committed to improving the sustainability knowledge among our employees. We are active members of the Supply Chain Sustainability School and are working towards gold-level accreditation as a demonstration of competence. It is the responsibility of management and all staff to do everything reasonably practicable to ensure ethical and sustainable procurement.

**PERSONNEL**

Management to ensure that the Ethical and Sustainability Procurement policy is accessible to all personnel and must be read and understood. All personnel will at all times exercise diligence in ensuring that this policy is adhered to.

**COMMUNICATION AND COOPERATION**

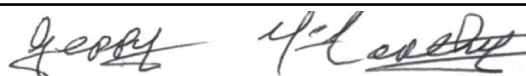
The company requires the co-operation of all personnel to assist in maintaining and improving upon all aspects of ethical and sustainable procurement. Comments and feedback are welcome and where relevant will be included in the review process.

**REVIEW**

This Ethical and Sustainability policy will be reviewed at a minimum annually. It will be reviewed after changes in legislation, good practice, and change in the structure of the company, in light of additional knowledge or information, becoming available.

The person responsible for the implementation of this policy is Mr Timothy McCarthy (Director)

Signed:



Dated:

30/03/2023