

Sustainable Procurement Policy

Introduction and purpose

- 1.1 Wotton + Kearney Pty Ltd (ABN 94 632 932 131) (“**W+K**”) is committed to efficient, economical, ethical and environmentally sustainable practices in all activities relating to the procurement of products and services.
- 1.2 We will deal with all our suppliers and potential suppliers fairly and ethically and in accordance with this policy.

Scope

2. This policy applies to all of W+K’s operations.

Definitions

3. For the purposes of this policy, unless otherwise stated, the following definitions shall apply:
 - 3.1 **environment:** Ecosystems and their constituent parts including:
 - (a) People and communities; and
 - (b) All natural and physical resources.
 - 3.2 **environmental impact:** The impact of a business/organisation in environmental terms, such as the impact on resource use, waste generation and physical environmental changes.
 - 3.3 **sustainability:** Sustainability integrates the concern for social, economic and environmental issues, and involves thinking broadly about objectives, considering long-term as well as short-term effects, assessing indirect as well as direct effects, and taking extra care when changes brought about by development might be irreversible.

Ethical sourcing

4. W+K considers the ethical implications of its procurement activities and seek to partner with suppliers that uphold the human rights of workers in their operations and supply chains and treat workers with utmost dignity and respect. More specifically, we require our suppliers to comply with our Supplier Code of Conduct to Address Modern Slavery.

Environmental sustainability

5. Where reasonable and practical we endeavour to:
 - 5.1 Engage with suppliers on the environmental sustainability of goods and services supplied.
 - 5.2 Consider suggestions put forward by suppliers of ways in which we can, through changes to our purchasing choices or ways in which we use products supplied to us, minimise our own environmental impact.
 - 5.3 Use sustainability criteria, where appropriate, in the award of contracts which may include regard to steps taken by suppliers to:
 - (a) Reduce greenhouse gas emissions.
 - (b) Reduce waste, for example through use of recycled content in production and whether products are recyclable at life end.
 - (c) Minimise impact on biodiversity and habitat loss.
 - (d) Source from producers and/or suppliers with a proven record of environmental management.
 - 5.4 Require, where possible, that potential suppliers submit prices for alternative more sustainable products.
 - 5.5 Reduce waste by reviewing the volume and type of materials purchased and explore opportunities to purchase refurbished, recycled and recyclable equipment, products and materials.

Policy governance and maintenance

6. We propose to:
 - 6.1 Communicate this Sustainable Procurement Policy to our key suppliers.
 - 6.2 Review this Sustainable Procurement Policy annually.
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