



Global Action Plan Procurement Policy

Global Action Plan (GAP) is committed to a role of environmental leadership by promoting environmental and ethical good practice at all levels internally and externally – including in our procurement choices. This policy outlines our overall approach and provides guidance to staff.

We will procure goods fit for purpose and environmentally friendly taking into account they should:

- Use fewer natural resources during the production process than environmentally inefficient goods;
- Consume less energy and water when in use than environmentally inefficient goods;
- Do not contain or use harmful/hazardous substances where possible;
- Have a longer life span;
- Can be re-used or recycled on disposal.

We will do this by:

- Signing up to the Mayor's Green Procurement Code;
- Purchasing 100% recycled paper and toner cartridges;
- Purchasing IT equipment based on energy efficient performance as recommended by GAP's IT team;
- When sourcing office furniture giving priority to reusing second-hand furniture, also any furniture to be disposed of will be made available to re-use schemes.

We also aim to work **with** suppliers who have similar approach and demonstrate this by:

- Having a publicly available environmental policy;
- Employing an Environmental Management System;
- Reducing packaging and transportation where possible.

We encourage equal opportunities for all our suppliers by ensuring tendering processes are simple. We encourage ethical business and equal opportunity practices within the suppliers' organisations, by considering their approach to the following:

- Equal opportunities, ethical employer policy and ensuring this is implemented;
- Eliminating animal testing in the development of their products/materials;
- Avoiding genetic testing or genetically engineered raw materials;
- Avoiding sourcing products/materials from oppressive regimes.

By encouraging a positive approach to all these factors on our suppliers, we can help ensure that we use the local, environmental and ethical services and products from the best companies possible. As with our travel and environmental policy this policy will be made publicly available on our website and will be reviewed annually. Please email any comments or questions to

kim.jardine@globalactionplan.org.uk to be discussed in the annual review

Signed:

Date: 22 July 2009

Date of review: July 2010

Trewin Restorick
CEO