

Procurement Policy

1. Introduction

This procurement policy is designed to ensure that all procurement activities undertaken by Plane Talking Products LTD comply with applicable UK laws, align with best practices, and incorporate sustainability as a core principle. The policy applies to all procurement activities, including the acquisition of goods, services, and works.

2. Objectives

The objectives of this procurement policy are:

- 1. Compliance with UK Law:** Ensure all procurement activities comply with relevant UK laws and regulations, including but not limited to the Public Contracts Regulations 2015, the Modern Slavery Act 2015, and relevant environmental legislation.
- 2. Value for Money (VfM):** Achieve the best combination of quality, service, cost, and sustainability throughout the lifecycle of the product.
- 3. Sustainability:** Promote the procurement of sustainable products and services that reduce environmental impact and support the organisation's sustainability goals.
- 4. Ethical Procurement:** Ensure ethical standards, including fair labour practices, are maintained throughout the supply chain.
- 5. Transparency and Fairness:** Ensure fairness, openness, and transparency in the procurement process.

3. Legal Framework

Procurement activities will adhere to:

Public Contracts Regulations 2015: Governing public procurement in the UK, including thresholds, procedures, and requirements for transparency and competition.

Modern Slavery Act 2015: Ensuring no use of forced labour, human trafficking, or exploitation within the supply chain.

Equality Act 2010: Ensuring that procurement decisions do not unlawfully discriminate against any individual or group.

Environmental Protection Legislation: Compliance with UK environmental laws, including but not limited to the Environment Act 2021 and the Climate Change Act 2008.

4. Sustainability in Procurement

Procurement will prioritise sustainability by:

Environmental Impact: Procuring goods and services with the lowest environmental impact, including those with reduced carbon emissions, minimal waste, and low water and energy consumption. Preference will be given to products that:

- Are made from recycled or renewable materials.
- Are certified by recognized environmental standards (e.g., FSC, Fairtrade, ISO 14001).
- Are energy-efficient or come with reduced packaging.

Circular Economy: Promoting the reuse, recycling, and remanufacturing of products, and encouraging suppliers to adopt circular economy principles.

Supplier Sustainability: Giving preference to suppliers who demonstrate a commitment to sustainability, including the use of renewable energy, sustainable materials, and reduction of their own carbon footprint.

Social Sustainability: Supporting local businesses, SMEs, and suppliers who contribute to social value, including initiatives to support local communities, fair wages, and **diversity in the workforce.**

5. Ethical Procurement

Labor Standards: All suppliers must comply with the Modern Slavery Act 2015 and provide evidence of fair labour practices, including safe working conditions, fair wages, and no use of forced or child labour.

Fair Trade: Where applicable, preference will be given to products that are Fairtrade-certified to ensure that producers in developing countries receive fair treatment and payment.

6. Procurement Procedures

Supplier Selection: Suppliers will be selected based on a combination of price, quality, service, sustainability credentials, and other ethical and environmental considerations. Pre-qualification processes will ensure suppliers meet legal, environmental, and social standards.

Tendering and Competition: For contracts that exceed the threshold set by the Public Contracts Regulations 2015, competitive tendering will be used to ensure transparency and value for money.

Lifecycle Costing: Procurement decisions will take into account the total cost of ownership, including initial purchase price, ongoing operational costs, maintenance, and disposal.

7. Contract Management

Monitoring and Reporting: Contracts will include provisions for monitoring supplier performance on sustainability targets, including regular reporting on environmental impact and ethical practices.

Supplier Risk Register: All current suppliers will be assessed based on their sustainability and ethical credentials, certifications, and other ethical and environmental considerations. This risk register outlines the suppliers that are performing well in green,

performing averagely in yellow, and those suppliers that could do with improvement are scored red. We aim to improve all our suppliers to the green threshold.

Supplier Road Map: Our suppliers have been provided with a road map to Net Zero. This road map sets out timelines that our suppliers have to work to if they wish to continue trading with us. **Audits:** To prove compliance, suppliers will be audited internally and encouraged to go for external audits.

Non-Compliance: If a supplier is found to be non-compliant with sustainability or ethical standards, the organisation will engage with the supplier to resolve the issue. If the issue is not resolved, the contract may be terminated.

8. Training and Awareness

Staff Training: All staff involved in procurement will receive training on this policy, relevant UK laws, and best practices in sustainable procurement.

Supplier Engagement: Suppliers will be informed of the organisation's commitment to sustainability and ethical procurement and will be encouraged to adopt similar practices.

9. Targets

Reason: Through continuous monitoring and improvements to our supply chain, we aim to achieve measurable sustainable procurement goals and contribute to a cleaner, more sustainable environment. As part of our monitoring, we have set the following targets:

Supplier Risk Register: 70% of our suppliers will be classed as green and are performing well socially and environmentally by 2027.

Audits: 80% of our suppliers will have been externally audited by 2027.

Supplier Roadmap: By 2026, 60% of our key suppliers will have produced a Carbon Reduction Plan.

By 2027, 80% of our key suppliers will have an ISO14001 certification in advance of our 2028 deadline.

50% of our key suppliers will be Net Zero by 2040, in advance of our 2050 deadline.

Monitoring: We will monitor our progress to achieving this score on a monthly basis in our reporting document.

Review and Continuous Improvement

This policy will be reviewed annually to ensure it remains up-to-date with legal requirements, best practices, and our sustainability objectives.

Review and Continuous Improvement

This policy will be reviewed annually to ensure it remains up-to-date with legal requirements, best practices, and the organization's sustainability objectives. Adjustments will be made as necessary to enhance the sustainability of the procurement process.



A handwritten signature in black ink, appearing to read 'Alison Wells'.

Alison Wells

Managing Director

This policy shall take effect on 14/11/2024 and will be reviewed on 14/11/2025.