

ETHICAL PROCUREMENT POLICY 2022



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MANAGING DIRECTOR

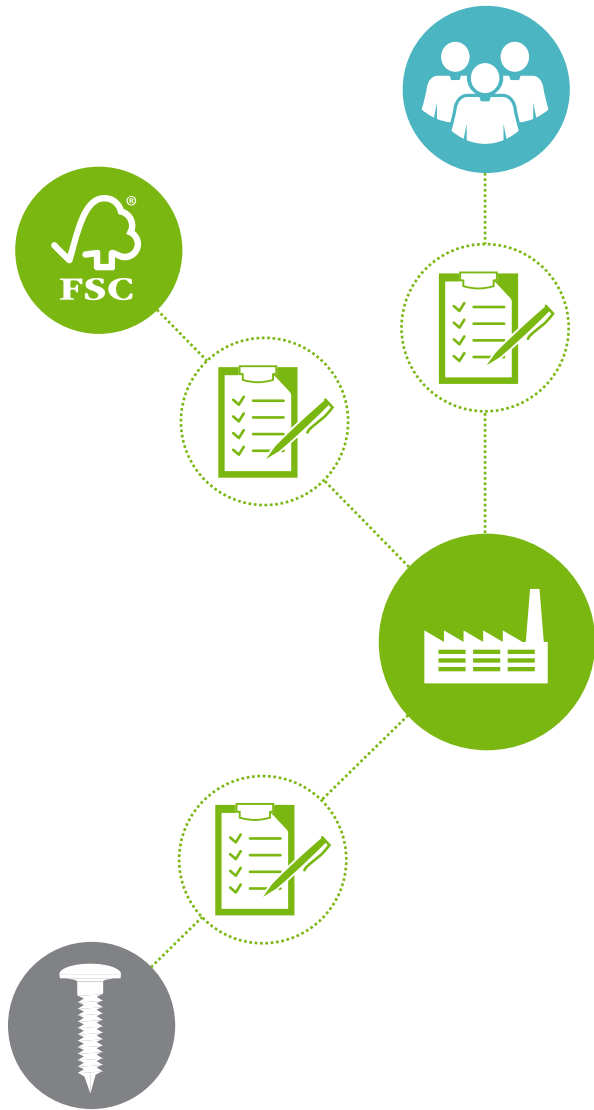
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Elite has devoted considerable time and effort into developing a policy that addresses social responsibility and explores effective and efficient ways of turning our vision into the reality during our daily operations.

We have discussed this approach with our suppliers, who already share many of our ethical values and beliefs, to gain their support to work with us as we incorporate our policy throughout our services.

Our fundamental approach has been to build ethical practices into our standard procurement process. This means that responsible procurement is embedded into our way of working.



Elements of our standard procedure that we have adapted include our supplier assessment and evaluation process in which we have introduced the following key considerations:

- Packaging - Consideration of the levels of packaging that comes with new products and whether an alternative can be used.
- Recycled content - Levels of recycled content are considered. Most products will state whether they contain recycled products or will have a symbol indicating this.
- Waste minimisation and recycling initiatives, in accordance with the waste hierarchy.
- PEFC Timber - Elite aim to source all wood products with PEFC Certification.
- Low energy - low energy options are chosen where possible. Larger electrical items contain energy labelling indicating energy efficiency rating.
- Longer Life - consideration of products that are more durable and do not need to be replaced as frequently. Consider spending more on a product if it will last three or four times longer.
- Less disposal impact - consideration is given to products that can be recycled or reused after they've been finished with.
- Locally produced - where possible products are chosen from local suppliers in order to help support the local community and reduce our carbon footprint by minimising the resources needed to transport the product.
- Low pollution - where possible products are chosen that have caused low levels of pollution, either through their manufacture, usage or disposal - relating to for example lower levels of raw materials used, lower levels of energy or water used, reduced transportation, reduction in chemical content or reduction in packaging.
- Embodied energy - encourage use of materials with a low embodied impact.
- Ethical trading initiative - encourage suppliers to join the ethical trading initiative.
- Environmental credentials - we will expect our suppliers to have an environmental policy in place and to operate in compliance with all applicable laws and regulations addressing environmental protection. If they don't, we will encourage and work with them to implement a third party certified environmental management system within a reasonable time.
- Supplier Engagement - We will also expect suppliers to manage their own impacts and work with us to meet our sustainability goals.

We will continually expand our procurement team's understanding of responsible procurement practices and continue to work with our suppliers and customers to raise their awareness of our commitment to sustainable development, encouraging them to adopt sustainable practices in the way that they do business with us.

We will ensure that all employees and suppliers are aware of our ethical procurement policy and this will be communicated externally and internally with supporting documents made available to colleagues.

This policy will be reviewed annually and updated as necessary.