



**The purpose of this document is to state and communicate Maplewood Carpentry Ltd Sustainable Procurement Policy to employees, suppliers, sub-contractors and other interested parties.**

The aim of this policy is to ensure the application, management and administration of a consistent set of sustainable procurement requirements by Maplewood Carpentry Ltd. Implementation of this policy will support the business to achieve its own sustainability commitments and contribute to the UK Government's goal of sustainable development. It will also help Maplewood Carpentry Ltd to achieve its vision to be 'sub-contractor of choice' by promoting sustainable procurement activities, including appropriate support for businesses local to its area of operation and appropriate management of human rights, health and safety and environmental issues.

## SCOPE

**This policy applies to Maplewood Carpentry Ltd only. It outlines Maplewood Carpentry Ltd's approach to working with suppliers and sub-contractors to meet sustainability commitments relating to:**

1. The products and services that Maplewood Carpentry Ltd buys.
2. The organisations with which Maplewood Carpentry Ltd conduct business.
3. The contracts that Maplewood Carpentry Ltd manages.

## SUSTAINABLE PROCUREMENT POLICY

**Maplewood Carpentry Ltd endeavours that all procurement activities undertaken are to be conducted in a manner to promote the concept of sustainability.**

**As a minimum Maplewood Carpentry Ltd expects suppliers and sub-contractors to comply with national laws in the countries in which they operate and with the standards of performance described in Maplewood Carpentry Ltd's Sustainable Procurement Supplier Guidelines, across four areas of sustainability:**

1. Business ethics, good governance and the promotion of anti-corruption. This includes appropriate support for business and services that are local to our areas of operation.



2. Labour standards and human rights, particularly in relation to the elimination of child, forced or bonded labour.
3. Health and safety standards on and off Maplewood Carpentry Ltd's sites and arrangements for the security of employees, customers, buildings and property.
4. The prevention, reduction and management of negative environmental impacts associated with products purchased or used by Maplewood Carpentry Ltd.

Maplewood Carpentry Ltd will communicate this policy internally to employees and make available externally to suppliers, sub-contractors and other interested parties. Maplewood Carpentry Ltd's Commercial Director is responsible for the maintenance, revision and communication of this policy. This person will also ensure that effective procedures or tools for meeting the policy commitments are developed and implemented.

1. Responsibility for meeting the policy commitments is devolved to contracting officers within all departments where procurement, contract negotiations and contract management take place.
2. Maplewood Carpentry Ltd will inform its supplier and sub-contractor selection and on-going supplier and sub-contractor management by evaluating supplier and sub-contractor risk exposure and management across the sustainability issues identified in this policy.
3. For existing suppliers and sub-contractors and contracts awarded before the implementation of this policy, Maplewood Carpentry Ltd will endeavour to work with those suppliers and sub-contractors to enable them to meet our sustainability requirements where at present they are not.
4. Maplewood Carpentry Ltd will report the outcomes or periodic supplier evaluation to the directors for their review and approval.

**Lee Wilkinson**  
Company Director