



ROYAL ARMOURIES (INTERNATIONAL) p l c

Purchasing Policy

This policy is designed for use in addition to the purchasing procedures already in place.

The first step in purchasing is "Do I *really* need to buy this?" Also ask yourself – "can I use something we already have on site?" "Would it be best to hire it in?"

- Make consideration for energy efficiency when buying any new kitchen equipment such as fridges, freezers, ovens
- Make consideration for energy efficiency when buying or hiring operational equipment
- Make consideration for energy efficiency when buying or hiring office equipment such as computers, printers, fax machine and photocopier
- We will use the most environmentally sustainable office paper within our budget
- All household paper products such as napkins, loo roll, blue roll and hand towels will be made from 100% recycled, chlorine-free paper
- All printed marketing material will be produced using paper from managed forest
- All food will be bought with consideration given to the locality of product, delivery miles and fair trade and wherever viable, be seasonal produce
- When ordering beers, wines and spirits, consideration will be given to the locality of product, delivery miles and fair trade

Contractors

Prior to contracting with suppliers, staff must always request their "sustainability policy", environmental policy or "green" policy. This policy must be placed in the Green File, which (when completed will be held in the operations office)

Examples of contractors:

- Laundry
- Maintenance
- Window cleaning
- AV companies
- Exhibition/shell scheme companies