

Sustainable Procurement Policy

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Introduction and purpose

- 1.1 Wotton + Kearney Pty Ltd (ABN 94 632 932 131) ("**W+K**") is committed to efficient, economical, ethical and environmentally sustainable practices in all activities relating to the procurement of products and services.
- 1.2 We will deal with all our suppliers and potential suppliers fairly and ethically and in accordance with this policy.

Scope

2. This policy applies to all of W+K's operations.

Definitions

3. For the purposes of this policy, unless otherwise stated, the following definitions shall apply:
 - 3.1 **environment:** Ecosystems and their constituent parts including:
 - (a) People and communities; and
 - (b) All natural and physical resources.
 - 3.2 **environmental impact:** The impact of a business/organisation in environmental terms, such as the impact on resource use, waste generation and physical environmental changes.
 - 3.3 **sustainability:** Sustainability integrates the concern for social, economic and environmental issues, and involves thinking broadly about objectives, considering long-term as well as short-term effects, assessing indirect as well as direct effects, and taking extra care when changes brought about by development might be irreversible.

Ethical sourcing

4. W+K considers the ethical implications of its procurement activities and seek to partner with suppliers that uphold the human rights of workers in their operations and supply chains and treat workers with utmost dignity and respect. More specifically, we require our suppliers to comply with our Supplier Code of Conduct to Address Modern Slavery.

Environmental sustainability

5. Where reasonable and practical we endeavour to:
 - 5.1 Engage with suppliers on the environmental sustainability of goods and services supplied.
 - 5.2 Consider suggestions put forward by suppliers of ways in which we can, through changes to our purchasing choices or ways in which we use products supplied to us, minimise our own environmental impact.
 - 5.3 Use sustainability criteria, where appropriate, in the award of contracts which may include regard to steps taken by suppliers to:
 - (a) Reduce greenhouse gas emissions.
 - (b) Reduce waste, for example through use of recycled content in production and whether products are recyclable at life end.
 - (c) Minimise impact on biodiversity and habitat loss.
 - (d) Source from producers and/or suppliers with a proven record of environmental management.
 - 5.4 Require, where possible, that potential suppliers submit prices for alternative more sustainable products.
 - 5.5 Reduce waste by reviewing the volume and type of materials purchased and explore opportunities to purchase refurbished, recycled and recyclable equipment, products and materials.

Policy governance and maintenance

6. We propose to:
 - 6.1 Communicate this Sustainable Procurement Policy to our key suppliers.
 - 6.2 Review this Sustainable Procurement Policy annually.
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Australian offices

Adelaide

Kaurna Country

Level 1, 25 Grenfell Street
Adelaide, SA 5000
T: +61 8 8473 8000

Brisbane

Turrbal and Jagera Country

Level 23, 111 Eagle Street
Brisbane, QLD 4000
T: +61 7 3236 8700

Canberra

Ngunnawal Country

Suite 4.01, 17 Moore Street
Canberra, ACT 2601
T: +61 2 5114 2300

Melbourne

Wurundjeri Woi Wurrung Country

Level 30, 500 Bourke Street
Melbourne, VIC 3000
T: +61 3 9604 7900

Perth

Whadjuk Noongar Country

Level 49, 108 St Georges Terrace
Perth, WA 6000
T: +61 8 9222 6900

Sydney

Eora Country

Level 9, 225 George Street
Sydney, NSW 2000
T: +61 2 8273 9900

New Zealand offices

Auckland

Tāmaki Makaurau

Level 18, 191 Queen Street
Auckland 1010
T: +64 9 377 1854

Christchurch

Ōtautahi

202/235 High Street
Christchurch 8011
T: +64 3 667 4003

Wellington

Te Whanganui-a-Tara

Level 12, 342 Lambton Quay
Wellington 6011
T: +64 4 499 5589

www.wottonkearney.com.au



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