



Productive Resources LLC
Sustainable Procurement Policy

Effective Date: 12/01/2024

Review Date: 12/19/2024

Approved By: Chris Sullivan, Controller

1. Policy Statement

Productive Resources LLC is committed to integrating sustainability into our procurement practices to minimize negative environmental, social, and economic impacts. This policy outlines the principles and procedures for making responsible purchasing decisions that contribute to sustainable development.

2. Objectives

- Promote the purchase of goods and services that minimize environmental impacts.
- Support social equity by ensuring fair labor practices and promoting diversity.
- Ensure economic sustainability by considering the long-term value and cost-effectiveness of procured goods and services.
- Uphold ethical standards and transparency in supplier relationships.

3. Scope

This policy applies to all employees and departments involved in procurement activities at Productive Resources LLC, including the purchase of products, services, materials, and supplies.

4. Guiding Principles

4.1 Environmental Sustainability

- Prioritize products that have low environmental impacts, including energy-efficient, recyclable, or biodegradable materials.
- Minimize waste and reduce carbon footprints by choosing suppliers who actively manage their environmental impacts.

4.2 Social Responsibility

- Ensure suppliers comply with fair labor practices, safe working conditions, and ethical treatment of workers.
- Promote diversity and inclusion by considering minority-owned, women-owned, or disadvantaged business enterprises.

4.3 Economic Sustainability

- Select products that offer long-term value rather than short-term savings.
- Consider life-cycle costs, including maintenance and disposal costs.

4.4 Ethical Procurement

- Ensure transparency and integrity in all procurement processes.
- Avoid conflicts of interest and ensure compliance with anti-corruption policies.

5. Supplier Selection Criteria

Suppliers will be evaluated based on:

- Commitment to sustainability (e.g., environmental certifications, ethical labor practices).
- Product quality and durability.
- Price competitiveness and value for money.
- Social and environmental performance.

6. Procurement Process

1. **Planning:** Consider sustainability criteria when planning procurement needs.
2. **Supplier Engagement:** Invite suppliers to demonstrate how their products or services meet sustainability standards.
3. **Evaluation:** Assess suppliers based on sustainability practices and their ability to meet requirements.
4. **Contracting:** Ensure that contracts reflect sustainability expectations, including reporting and compliance mechanisms.

7. Monitoring and Reporting

- Regularly assess the sustainability performance of suppliers and procurement processes.
Report on sustainability goals and achievements in the organization's annual report.
- Continuously review and improve procurement practices to ensure they align with sustainability objectives.

8. Responsibilities

- **Procurement Team:** Implement and enforce the policy, ensuring compliance with sustainability criteria.
- **Department Heads:** Integrate sustainability into departmental procurement strategies.
- **Suppliers:** Adhere to sustainability expectations and provide required documentation or evidence.

9. Continuous Improvement

Productive Resources LLC is committed to continuously improving our procurement processes. Regular reviews of this policy will ensure alignment with evolving sustainability standards and goals.

10. Policy Review

This policy will be reviewed annually to assess its effectiveness and make any necessary updates.

Approval:

Chris Sullivan

Controller

12/01/2024