

PURCHASING POLICY

PURPOSE

To encourage the purchase and use of materials, products and services that best align with Eleek's environmental, social, community, performance and fiscal goals.

PURCHASING DECISIONS SHALL FAVOR:

- Products and services that reduce greenhouse gas emissions, air and water pollution and/or are made with renewable energy
- Products and services that reduce the use of chemicals that are hazardous to the environment and employee and public health
- Products that contain the highest possible percentage of post-consumer recycled content (note: we may **not** buy non-recycled paper office products at all!), or products that are used, reused, repurposed, from scrap, etc.
- Products and services that reduce waste by way of being durable, reusable, multi-functional, etc.
- Suppliers who strive to improve their environmental performance and provide environmentally preferable products, and who can document the supply-chain impacts of their efforts
- Products and services that are made and sold locally (with an additional preference to vendors who also do their purchasing locally)
- Products that are recyclable or compostable

ENVIRONMENTALLY PREFERABLE PRODUCTS

Environmentally preferable products and services comparable to their standard counterparts in quality and price should receive purchasing preference. In situations where environmentally preferable products are unavailable or impractical, secondary considerations should include the environmental management practices of suppliers and producers. Product considerations should include packaging, shipping and embedded energy where that information is available.

The purchase of environmentally preferable products is part of our long-term commitment to the environment. By sending a clear signal to producers and suppliers about this commitment, we hope to support wider adoption of environmentally preferable products and practices.

EXCEPTIONS OR VARIATIONS

Exceptions to or variations from this purchasing policy must be approved in advance by the Director of Sustainability. Be prepared to make your case!