



## **Mapeley Estates Limited**

### **'Buy Recycled' Green Procurement Policy**

#### **1. Introduction**

There are now many recycled materials and environmentally friendly products which are fit for purpose, made to existing specifications, and supplied at realistic and affordable prices. Purchasers should adhere to the policy when any goods or services are procured. The policy not only outlines that the procurers should always consider recycled products first, but also why recycled materials should be considered first.

#### **2. Purpose**

The purpose of this policy is to provide a procurement framework that will advance the sustainable use of resources. Mapeley Estates Ltd will demonstrate to the community that its procurement decisions can improve markets for recycled products, enhance environmental quality and be resource responsible. Mapeley prefers the purchase of local recycled and environmentally preferable products whenever they perform satisfactorily and are available at a reasonable price.

#### **3. Definitions**

**Environmentally preferable products** are products that have a lesser impact on human health and the environment when compared with competing products. The source of raw materials, production, manufacturing, packaging, distribution, potential for reuse and recycling, operation, maintenance, and/or disposal of the product are all aspects for consideration.

**Post-consumer** is material generated by households or by commercial, industrial and institutional facilities in their role as end users of the product, which can no longer be used for its intended purpose. This includes returns of material from the distribution chain.

**Pre-consumer** is material diverted from the waste stream during the manufacturing process. Excluded is re-utilisation of materials such as rework, regrind or scrap generated in a process and capable of being reclaimed within the same process that generated it.

**Practicable** means satisfactory in performance, cost effective and available.

**Recycled materials** are materials that have been reprocessed from recovered material by means of a manufacturing process and made into a final product or into a component for incorporation into a product.

**Recycled products** are materials that have been recovered, processed and used as a raw material for the manufacture of a useful new product through a commercial process. These products will contain a specified percentage of material that would otherwise have been disposed of as wastes.



**Re-manufactured** means to renew or restore a used product into its original form or into a useful new product through a commercial process.

**Sustainable use of resources** is a use that meets the present needs of the purchaser while also taking into account external and future costs, including costs to the environment and depletion of resources.

**Value for money** is the identification and inclusion of all direct and indirect costs associated with a particular product or material. This includes the initial cost of purchase, length of warranty, product efficiency, anticipated maintenance and repair, and the direct and indirect costs associated with disposal or removal of the product at the end of its useful life.

#### **4. Procurement Goals**

Wherever possible and practicable, Mapeley's employees and contractors will pursue the following goals and adhere to the specified principles when procuring products, materials and services.

##### **A. Waste Strategy**

- Purchases shall be only made once it has been determined that the product or service is necessary.
- Procurement decisions shall be made in the context of the waste hierarchy to reduce, reuse and recycle.
- REDUCE - Using less in the first place and avoiding waste. Examples of this include purchasing in bulk to reduce packaging and the purchase of printing equipment that prints double sided.
- REUSE - Using the same item more than once, and extending the useful life of products and equipment before replacing an item. Aim to re-use or repair an existing product. Ensure that new purchases are durable, have a long service life and are easy to maintain and upgrade.
- RECYCLE - Purchase products that contain recycled materials or those that have or can be re-manufactured.

##### **B. Climate Change**

- Purchase energy efficient products and materials by checking that the carbon footprint, energy rating and efficiency features are the best available for the price.
- Procure where practicable carbon efficient services by checking that the carbon footprint of the service (s) are the best available for the price.
- Purchase materials and products that are free of ozone depleting substances, toxic or polluting materials to both human health and the environment.
- Purchase renewable energy and reduce the purchase of fossil fuels.
- Purchase paper and wood products obtained from recycled, plantation, salvaged or renewable sources.



### **C. Pollution**

- Purchase products, services and materials that will have a minimal or reduced impact at any stage of their life cycle/contract on the pollution of one or more of the following environmental elements water, land or air.

### **D. Soil Degradation**

- Purchase products, materials and services that will not degrade or pollute the soil, or result in erosion through their use.
- Identify products, materials and services that will enhance soil quality and reduce erosion.

## **5. Value for money**

It is recognised that in some cases the selection of environmentally preferable products and materials may be less competitive. Procurement decisions will be made on the basis of value for money, rather than just the cheapest up-front purchase price.

## **6. Objectives**

Mapeley shall where practicable:

- review quality, environment and procurement criteria and develop integrated checklists to support the application of this policy within two years;
- review the carbon footprint of key current products and services within the supply chain to ensure our indirect carbon footprint is actively managed within the supply;
- review procurement specifications, tender documentation, consultants briefs and contracts for compliance with this policy within two years;
- require its teams, contractors and consultants to comply with this policy;
- ensure that staff have access to recycled product information;
- establish an action plan and a system to monitor and report on the outcomes of this policy; and
- actively promote buying recycled.

## **7. Responsibility of Procurement Department**

Mapeley's Procurement department shall be responsible for co-ordinating and supporting implementation of this policy which shall include the following:

- establish and co-ordinate a Green Procurement Team with the CSR Working Group and inter-departmental representation to develop systems and training that support the effective implementation of this policy;



- develop and maintain information about recycled and environmentally preferable products;
- inform departments of their responsibilities under this policy and provide departments with information about recycled and environmentally preferable products and specifications; and
- develop in consultation with the London Remade, monitoring and reporting procedures that measure the level of compliance with this policy and investment in recycled and environmentally preferable products within two years.

## **8. Procurement Programmes**

Mapeley shall, where practicable, establish specific programmes for:

- the purchase of recycled and re-manufactured office products;
- reducing packaging in organisational purchases;
- the purchase of renewable energy and reducing the reliance on fossil fuels;
- the purchase of energy efficient electrical equipment;
- the management of the carbon foot prints within the Mapeley supply chain.

## **9. Corporate Social Responsibility**

Products, services and materials should be preferentially sourced from organisations or individuals that demonstrate commitment to sustainability and quality. For example suppliers should be able to demonstrate that:

- they have an environment management system;
- they have a documented waste reduction strategy;
- they meet the relevant quality standards for a particular product or service;
- they have a good track record for quality and environmental performance;
- their workforce are not discriminated against, not forced into labour, not utilising child labour.

This policy is subject to review and will continue to develop as our business evolves. Implementation of the policy will be periodically monitored by the Head of Procurement.