

PROCUREMENT POLICY

ECHO
HOUSE

PROCUREMENT POLICY

PURPOSE AND GOALS

Procuring sustainably is an environmental and qualitative responsibility for all individuals involved.

Our goal is to educate our clients and drive them towards sustainable choices for materials, to select and offer the most sustainable option in the market place and to promote and encourage research and development internally and amongst our suppliers to find sustainable alternatives to traditional materials wherever possible.

We aim to transition to identified sustainable materials that will reduce our Scope 3 emissions in accordance with our stated KPI targets and to offer a powerful sustainable sourcing service to our clients.

COMPLIANCE AND SCOPE

First and foremost, we must always follow our strict Supplier Review and Approval procedure when procuring new suppliers. This can be found with Echo Central Documents on Supernova . When sourcing from a new supplier we must always ensure they are aligned with our Environmental Policy and expectations - including meeting the credentials we have established for specific product categories. Our supplier Questionnaire and Terms and Conditions both outline and obtain these expectations.

All material procurement for stock items must have a Purchase Order issued by our procurement team. Only approved stock and subcontracted suppliers can be used for stock items and all ad hoc supplies must have a full Director approval.

All PO's must be issued with standard Echo Terms and Conditions setting out the requirement for a Corporate Responsibility Policy.

Our approved key suppliers list must include only suppliers who have returned a Supplier CSR Questionnaire (as per our supplier procurement process) and who have provided evidence and relevant information as follows:

- Installation companies – Safe Contractor certification, Public Liability Insurance certificate, code of conduct, Health and safety questionnaire.
- Wood suppliers – certificate of compliance issued by FSC®/TPI or equivalent.
- Packaging suppliers – only suppliers who have provided confirmation that all Echo supplies will be FSC® certified. In the event that a product is not FSC certified then alternative suppliers must be sought and only if no alternative can be found should a PO request be sent for Director approval and any such stock need to be tagged and quarantined away from FSC stock.
- Office supplies – all office paper for office printing must be recycled paper and FSC® certified.

COMMUNICATION AND AWARENESS

Training on the Policy will be given to all relevant employees as needed. All Procurement and Project Management staff must be thoroughly familiar with our list of available sustainable media as set out in the Echo House Operating Sustainably Book. Regular training sessions and Procurement meetings will be carried out with all relevant staff to ensure that everyone is ordering the approved sustainable materials and making sustainable focussed recommendations wherever possible.

The Echo House – Operating Sustainably Book is also designed to be used in presentations and briefings with existing and potential clients and our objective at all times must be to educate and inform and ensure that clients

PROCUREMENT POLICY

have the necessary information to make appropriately informed choices.

Control and Auditing

As part of our Internal audit process and in line with our ISO 8001 Management System, the effectiveness of this Policy will be considered when auditing jobs and specifically evidence that clients have been offered Sustainable options will be identified. Non-compliance will be reported in the Non Conformity Register and considered at best practise meetings

RESPONSIBILITY

The Procurement Department has overall responsibility for ensuring this policy is complied with.

The Operations Director has as primary and day-to-day responsibility for implementing this policy, monitoring its use and effectiveness, dealing with any queries about it, and auditing internal control systems and procedures to ensure they are effective.

PROCUREMENT POLICY

020 8254 3434
echo-house.co.uk | info@echo-house.co.uk
@echohouselondon



ECHO
HOUSE

DOCUMENT REFERENCE: EOD_POL_WMR_01

REVISION: TWO

DATE: 20.06.2022