

Sustainable Purchasing

OBJECTIVE:

To reduce negative environmental and social impact, find opportunities to save money and, support the local economy by implementing sustainable purchasing guidelines to the team members.

Environmentally preferable products mean products that have a lesser impact on human health and the environment when compared with competing products. This may involve materials acquisition, production, manufacturing, packaging, distribution, reuse, operation and/or disposal of the product.

Recycled products are products manufactured with waste material that has been recovered or diverted from the waste stream. Recycled materials may be derived from post-consumer waste (material that has served its intended end-use and been discarded by a final consumer), industrial scrap, manufacturing waste and/or other waste that otherwise would not have been utilized.

Practical means sufficient in performance and reasonably available at a reasonably competitive cost.

POLICIES

1. HuvaFen Fushi Maldives shall specify recycled and environmentally preferable products whenever practical.
2. HuvaFen Fushi Maldives shall solicit the use of recycled and other environmentally preferred products in its procurement documents as appropriate.
3. HuvaFen Fushi Maldives departments/divisions shall practice waste prevention whenever practical.

BEST PRACTICES

I. Procurement Practices

All Departments/Divisions shall evaluate, at least, the following environmentally preferable product categories and purchase them whenever practical.

1. Purchasing preferences are given to fair-trade or eco-certified products wherever possible.
2. HuvaFen Fushi - Maldives has a policy of favoring certified suppliers or suppliers following best environmental and social practices.
3. Printing and writing papers including all imprinted letterhead papers, envelopes, copy paper and business cards shall contain a minimum of 20% post-consumer recycled content whenever practical.
4. Preferences given to certified or eco-labelled products where possible.
5. Environmentally friendly supplies are purchased, such as recycled or non-traditional paper, organic food, certified wood and others.
6. Purchasing preferences given to locally produced goods, products or services where possible.
7. No waxed cardboard packaging is used in all operations.
8. Compost, mulch, and other organics including recycled bio-solid products.

II. Waste Prevention Practices

Team members of HuvaFen Fushi – Maldives are encouraged to reduce their consumption of resources by incorporating the following practices into their daily activities. Accomplishment of these activities will be through appropriate team members and resources.

1. Consider durability and reparability of products prior to purchase:
2. Use duplex features on laser printers and copiers. Specify duplex on print jobs.
3. Create electronic letterhead for use by all HuvaFen Fushi Departments/Divisions.
4. Send and store information electronically when possible. This includes e-mail, website and electronic fax.

5. Review Record Retention Policies and implement document-imaging systems.
6. Other waste prevention practices that further the goals of this policy.

Responsibilities of All Departments/Divisions

Each Department/Division of Huvafen Fushi - Maldives shall be responsible for the implementation of this Policy and shall:

1. Practice waste prevention whenever possible.
2. Continue to utilize recycling programs and expand them where possible.
3. Procure recycled products whenever practical.
4. Develop, evaluate and maintain information about environmentally preferable and/or recycled Products containing the maximum practical amount of recycled materials.
5. Cross feed information to other Departments/Division when potential use of a product exists.
6. Educate and promote this policy through appropriate team members. This will include documentation of Successes, pitfalls, changes, etc.

Responsibilities of the Purchasing Department

The Purchasing Manager / Store Manager

1. Maintain and use information, furnished by its internal customers, about environmentally preferable and recycled products containing the maximum practical amount of recycled materials and encourage the Departments/Divisions to purchase such products whenever possible.
2. Provide Departments/Divisions with supplier's specific information about recycled products and environmental procurement opportunities.
3. Structure applicable contracts to offer and/or feature recycled-content products whenever possible (e.g. office supplies, lubricating oils and cleaning supplies).

EXEMPTION

Nothing in this policy shall be construed as requiring the purchase of products that do not perform adequately and/or re not reasonably available at a reasonable cost.