

# Sustainable and Ethical Procurement Policy

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## Introduction

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### **Purpose**

This policy describes how Sustained Fun conducts business with suppliers and our expectations about business practices.

At Sustained Fun we want to:

- Work with businesses that align with our values
- Be certain that, within our power, we are providing a responsible product for conscious consumers
- Use resources such as the [BCorp directory](#) and [Akina's fwd](#) to find environmentally and socially responsible organisations to work with
- Contribute to the local economy and support a more circular economy
- Work with suppliers to reduce the negative environmental impacts of business

This policy will help us to:

- reduce our waste and carbon
- identify areas of vulnerability in our supply chain
- increase resilience of our supply chain

### **Limitations**

While we endeavour to always purchase from suppliers with the highest ethical and environmental standards, practical limitations can affect our ability to do this. These can include:

- Our limited buying power as a new, small company
- Price
- A limited number of suppliers in some areas

This policy is our ideal situation and guides how we will continue to choose preferred suppliers as our business grows.

### **Monitoring**

This is an active document that the co-founders, and others responsible for procurement, will refer to before making purchasing decisions.

## Sustainable and Ethical Procurement

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### What is Sustainable and Ethical Procurement?

Sustainable and ethical procurement is a purchasing process that considers the economic, environmental and social impacts of an entity's supply chain. It involves taking responsibility for, and implementing systems to reduce, negative impacts of the supply chain.

Sustainable Procurement involves:

1. Choosing to purchase from suppliers with sustainable and ethical practices
2. Communicating with suppliers about these practices
3. Putting pressure on suppliers to change negative practices

### Why is it important?

Sustainable and ethical procurement is a powerful way to support a shift towards more responsible business practices which benefit people, communities, and the environment.

By purchasing from environmentally-friendly and ethically responsible companies we are:

- reinforcing Sustained Fun's commitment to sustainability
- providing our customers with confidence that we are doing all we can to ensure their purchases don't have hidden negative environmental impacts
- educating our staff on the importance of sustainable procurement
- supporting a more circular economy

## Suppliers

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When we procure goods or services, we are placing our trust in a supplier and their practices.

### We expect our suppliers to:

- respect fundamental human rights
- treat employees fairly, never abuse or threaten them and never use forced, bonded or child labour
- maintain a safe working environment at all times and provide access to protective equipment and safety training for all employees
- comply with all applicable local, national, regional, and international laws, regulations and directives at all times

### Considerations

Where there is a choice of suppliers, we will consider the following:

- 1) Environmental accreditations and certifications.
- 2) Length of the supply chain
- 3) Diversity of ownership
- 4) Social considerations e.g., support of not-for-profits or community organisations

## Supplier Diversity

To support and grow strong communities Sustained Fun actively tries to source from businesses with diverse ownership. Where possible and practical we preferentially source from:

- Businesses owned or partially owned by women
- Māori and Pasifika owned businesses

## Communicating with Suppliers

At Sustained Fun we will regularly communicate with our suppliers, sharing our values and working together to improve our collective impact.

Questions we are interested in:

- What are your ethics or values as a company?
- Do you have a sustainability policy?
- Are you working towards any environmental certifications?
- Do you monitor the sustainability performance of your supply chain (materials, processes, etc.)?
- Where can we reduce waste from our purchases?
- Where can we reduce carbon emissions from our purchases?
- Is there anything we can do to help you fulfil your environmental and social goals?

## Products, Materials and Equipment

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At Sustained Fun we reduce the negative environmental impact of our purchases, materials and equipment by considering:

### Purchases:

- negative environmental impacts over the product's life span
- if there are used or refurbished options available
- if there are options with a higher up-front cost that will provide increased lifespan
- if there are solutions in development that need to be considered and potentially defer purchase until they are available

### Materials:

- what materials products are made from
- where the materials have come from
- any certifications the materials have
- negative impacts associated with these materials
- waste products that result from manufacturing

### Equipment:

- lifespan and the required resources to keep it operational
- direct running costs, energy used, and carbon emitted
- waste produced and how it will be disposed of
- if there is any training required to increase efficiency or decrease hazards and pollutants
- if the supplier assists with end-of-life disposal
- if the equipment can be repurposed or recycled

- costs involved, and environmental outcomes of disposal at end of life

## Putting it in to practice

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Examples of Sustained Fun's sustainable and ethical procurement:

Suppliers with environmental and social certifications:

- [Ecotricity](#) - Carbon Zero certified
- [Brebner Print](#) - Toitū Enviromark Gold certification
- [Kiwibank](#) - BCorp certified

Communication with suppliers resulting in reduced waste

- Requesting printed products to be delivered without shrink wrapping

Length of Supply Chain

- Packaging supplied by a NZ company

Reducing the environmental impact of products, materials and equipment:

- Rechargeable batteries avoid creating hazardous waste.
- Office supplies purchased second-hand from Creative Junk
- using pencils instead of pens as an eco-friendlier option

Diversity of Suppliers

- Sourcing from women-owned businesses including:
  - [Ngātahi Communications](#)
  - [Emma Smart Creative](#)