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STATEMENT OF POLICY

The aim of the Sustainable Purchase Policy of Reform is to:

- Embrace practices that reduce waste by increasing product efficiency and effectiveness.
- To offer more sustainable choices to our employees, customers, and the society.
- Purchase products that minimize environmental and social impacts.
- Purchase products that reduce greenhouse gas emissions.
- Increase expenditure on products with sustainable certifications and endorsement.
- Purchase products that include recycled content, are durable and long-lasting, conserve energy and water, protect forest and do not contain conflict minerals.



BASIS

PURPOSE

This Policy is adopted to:

- Continue with Reform commitments described in Sustainable Policy and Code of Conduct and Ethics for Suppliers and business partners.
- Minimize environmental impacts such as pollution and use of water and energy in the supply chain.
- Eliminate or reduce toxics that create hazards to workers and our community.
- Support circularity.
- Enhance sustainable choices for our customers and employees.



REFLECT by Jean Nouvel

STRATEGIES FOR IMPLEMENTATION

Source Reduction

- Institute practices that reduce waste, encourage reuse, and result in the purchase of fewer products.
- Purchase remanufactured products such as toner cartridges, tires, furniture, equipment and automotive parts.
- Purchase products that are durable, long lasting, reusable, or refillable and avoid purchasing one-time use or disposable products.
- Specify a preference for packaging that is reusable, recyclable, or compostable, when suitable.
- Encourage suppliers of electronic equipment, including but not limited to computers, monitors, printers, and copiers, to take back equipment for reuse or environmentally sound recycling when Reform discards or replaces such equipment, whenever possible. Suppliers will be required to state their take back, reuse or recycling programs during the bidding process.
- Consider provisions in contracts with suppliers of non-electronic equipment that require suppliers to take back equipment for reuse or environmentally sound recycling when Reform discards or replaces such equipment, whenever possible. Suppliers will be required to state their take back, reuse or recycling programs during the bidding process.
- Promote electronic distribution of documents rather than printing or copying.

- When producing paper documents, print and copy all documents on both sides to reduce the use and purchase of paper. Printers and copiers shall be set to default to duplex.
- Reduce the number and type of equipment needed to perform office functions to save energy and reduce purchasing and maintenance costs. Eliminate desktop printers, redundant network printers and reduce the number of fax machines leased or owned by Reform.
- Ensure all imaging equipment is installed with energy and resource-efficient settings set as default.

Recycled Content Products

- Purchase multi-function devices, copiers and printers compatible with the use of recycled content and remanufactured products.
- Ensure pre-printed recycled content papers intended for distribution that are purchased or produced contain a statement that the paper is recycled content and indicate the percentage of post-consumer recycled content.

Energy Efficient and Water Saving Products

- Purchase energy-efficient equipment with the most up-to-date energy efficiency functions. This includes, but is not limited to, high efficiency space heating systems and high efficiency space cooling equipment.
- Replace inefficient interior lighting with energy-efficient equipment.

Toxics and Pollution Prevention Products and Practices

- Use products with the lowest amount of volatile organic compounds (VOCs), or no formaldehyde for kitchen production.
- Purchase industrial and institutional cleaning products that meet Eco certification standards for environmental preferability and performance.
- Purchase paper/paper products that are unbleached or are processed without chlorine or chlorine derivatives.

Bio-Based Products

- Use paper, paper products and construction products made from non-wood, plant-based contents such as agricultural crops and residues.
- Use bio-based plastic products that are biodegradable and compostable, such as bags, film, food and beverage containers, and cutlery.

Catering and Events

- For events and new products presentation Reform will chose Event and catering suppliers that offer zero waste solution and organic and preferably plant-based menu
- Daily meals for employees catering should offer buffe options with reusable recipes and cutlery for delivering. The food we supply to our employees has to be organic and healthy respecting allergies and vegan preferences.

Wood products

For wood-based products, wood, virgin fiber etc supplied to Reform, products must follow:

- Follow requirements of EU Timber Regulation (EUTR) and the U.S. Lacey Act and or similar
- Control the traceability of the origin of the wood and wood-derived raw materials.
- When required deliver FSC™ or PEFC™ wood and wood sub products or a credible alternative.

Any wood or wood-based product from following sources will be added to Reform's product:

- Illegally harvested wood o wood harvested in violation of human rights or the traditional and/or civil rights of indigenous peoples.
- Wood harvested in forests where high conservation values are threatened o Wood harvested in forests being converted to plantations.

- Wood from Amazonas or any other high biodiversity forest.
- Wood originating from GMOs (Genetically Modified Organisms).

Fleets

- Whenever possible chose electric vehicles for renting and short distance travel.
- Decrease Fleet Emissions Reform shall procure units with the lowest emissions and/or Hybrid/Alternatively Fueled.
- For long distance “Clean” fuels (such as propane, natural gas, ethanol, electricity and biodiesel) shall be used when feasible.



REFLECT by Jean Nouvel

IMPLEMENTATION

Sustainability Director shall implement this policy and make in public in the Reform intranet side hi bob.

Encourage vendors, contractors, and grantees to comply with applicable sections of this policy for products and services provided to Reform.

POLICY UPDATE

The Policy is subject to an annual up-dated, review and approved by highest governing body.



PROFILE by Norm Architects