

PURCHASING POLICY

David Nicoll T/A Dingle Lane ("Dingle Lane", "the Company") will aim to consider the following options as part of its environmental policy and where practical implement changes. The Company will aim to consider the following options:

- focus on products or services that have the greatest environmental impact
- examine products that will be visible for example, stationery and office electrical equipment
- integrate reused, refurbished, remanufactured and recycled-content products wherever possible
- use greener products available through existing suppliers, such as energy saving office equipment and biodegradable cleaning products
- support local manufacturing efforts by purchasing at least a portion of recycled products from local manufacturers where they exist
- actively encourage suppliers to provide products and services that have a minimum adverse environmental impact, requesting suppliers to identify harmful processes and materials in their manufacturing processes. Seek suppliers that are working towards the phase out of such practices.

It will obviously not be possible to purchase a green alternative for every product or service. Compromise will be required. It is therefore important to address the significant environmental impacts of current purchasing policy. Dingle Lane will therefore:

- work co-operatively with other organisations to purchase environmentally.
- network with local business associations, government bodies, and neighbouring businesses to expand our mutual capacity

Dingle Lane will consider the following checklist wherever practicable with regards to resource use and recycling, hazardous content, energy, packaging, and transportation:
resource use and recycling

- does production/extraction of the product cause ecological damage, such as loss of habitats or damage to threatened species? Are there alternatives?
- is this a remanufactured product?
- can the product be re-used, refilled, recharged or reconditioned to extend its life?
- can the item be easily upgraded by adding or replacing a part?
- does the product have a recycled content? What percentage?
- is the product accredited with a recognised environmental standard?
- can the product be recycled easily (in the workplace and/or local community)?

With regards to specific environmental issues, Dingle Lane seeks to prioritise the following aspects of its purchasing.

Hazardous Content

Dingle Lane is located at the edge of a local Conservation Area, and within a formally designated Green Belt. It is within a Nitrate Vulnerable Zone as designated by the Environment Agency. In addition, it does not connect to the public sewer system but instead uses a Septic Tank. As such it is required to have significant regard to its water based emissions and run off.

- is the product or are its components hazardous to humans and/or the wider environment?
 - if yes, what are the health and safety implications and disposal requirements?
 - are there any non-hazardous alternatives available?
- are technical data sheets available?

Energy

- does the item use energy? (e.g. electrical appliances, equipment, machinery, space heating or vehicles).
- if so, is the item as energy efficient as the alternatives?
- does the item have energy consumption data for all operation modes?

Packaging

- can product packaging be reduced or eliminated?
- is packaging made of recycled material(s)?
- can packaging be re-used, recycled or returned?

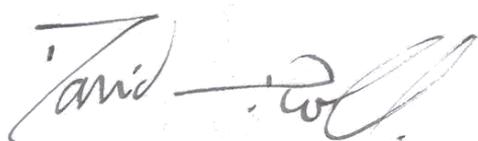
Transportation

- is the product locally manufactured and/or locally supplied?
- does the supplier have a Green Transport Plan for their operations?

Supplier environmental reporting

- does the supplier have a company environmental management system?
- does the supplier have a commitment to environmentally friendly operation?
- does the supplier report on their environmental performance against set targets?

Policy Reviewed on: 2 May 2020



----- DAVID NICOLL