Optima

Sustainable Procurement Policy (EMS-OPA-POL-0003)

This policy outlines Optima's commitment to delivering sustainable outcomes through procurement activities in the Asian pacific region. Optima recognises its responsibilities to carry out procurement in an environmentally and socially responsible manner, as well as encouraging its supply chain to do the same.

Suppliers and subcontractors will be encouraged to adopt good environmentally practices.

Procurement Expectations

- The environmental credentials should be considered in the procurement process and include any sustainable criteria where known.
- Encourage suppliers to embed sustainable practices in their own supply chains.
- Provide equal opportunities for local, small and medium-sized organisations, where possible.
- Encourage our supply chain to obtain relevant environmental certification (such as BES 6001, ISO 14001 or similar).

Responsible Sourcing of Materials and Products

- Where possible, prioritise the procurement of products from suppliers with responsible sourcing certifications to recognised standards.
- Procure only FSC certified printer paper.

Resource Efficiency and Waste Minimisation

- Give preference to suppliers that prioritise material take-back schemes.
- Encourage the procurement of materials with good levels of recycled content.
- Consider environmentally responsible ways to use and dispose of goods in our services.

Engaging our Employees and Supply Chain

- Communicate this policy to key supply chain.
- Work in partnership with our supply chain to enhance supplier/subcontractor awareness of sustainability issues.
- Include local and regional businesses in our supply chain.

Performance Monitoring

- Critical Supplier conformance will be measured and monitored.
- This policy will be reviewed at least annually and updated in accordance with emerging standards and changes in legislation



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James Durham

Divisional Supply Chain Director

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