

# Sustainable Procurement Policy

## Not Just Cleaning Ltd (NJC)

### Document Control

Version	Date	Author	Approver	Description of change(s)
V5	April 2024	Natasha Thomson	Shaun Wall	1. Changes to MD – Shaun Wall
V6	April 2025	Jon Wilson-Stimson	Shaun Wall	1. Addition of Document Control Table following recent ISO audit feedback 2. Removal of BM Trada information in footer.

The aim of the NJC Sustainable Procurement Policy is to guide staff involved in the procurement of materials and services for specific contracts to ensure sustainable and environmentally responsible requirements are a primary factor in their purchasing decisions.

### In particular, purchasing decisions should:

- consider materials, goods and services which can be manufactured, used and disposed of in an environmentally responsible way
- give preference, where items are of a similar cost, to those that are manufactured with a high recycled content
- specify items that can be recycled or reused
- assess the potential to procure products locally and give preference, where practicable, to those items (and their constituent materials) that are locally manufactured / sourced
- favour suppliers that are committed to environmental improvement
- consider 'whole life' costs and impacts when assessing materials / products for purchase.

### Specifically, NJC material and equipment purchasing activities will:

- review / include the guidance in ISO 20400:2017 Sustainable Procurement – Guidance in the selection of material suppliers
- be subject to a sustainable assessment of the company's major suppliers and identify those that have ISO 14001 environmental management system certification and where this is not in place, identify how they are meeting legal requirements to the environment or ESG practices
- ensure paper-based materials are supplied from an approved FSC / PEFC source
- provide to the company's service providers, appropriate advice on ESG issues relating to purchasing
- purchase products in line with NJC's sustainability strategy and ESG commitments
- include positively influencing our service providers on ESG commitments to minimise the use of materials, energy or processes which may be harmful to the environment
- support customers health and safety by providing ethical and safe sustainable products

In addition to this Sustainability Procurement Policy, an organisational level Sustainable Procurement Plan has been developed in accordance with applicable elements of ISO 20400:2017 and the risks & opportunities as identified via NJC's ISO 14001 context review. This includes use the NJC PEST (Political, Economic, Social / Environmental and Technological) analysis.

### Responsibility and Standards

Contracts Managers are responsible for the implementation of this policy and will make the necessary resources available to realise the above requirements. The responsibility for NJC's performance to this policy rests with all employees who carry out purchasing activities throughout the company.

Not Just Cleaning Ltd will maintain approvals to the international Quality and Environmental standards ISO 9001, ISO14001 & ISO 45001 and carry out audits to assess the extent to which sustainable procurement is integrated into the organisation's strategy, practices and performance.

This will include the implementation of associated procedures and processes, the definition of environmental and sustainability performance measures, and the integration of sustainable procurement reviews in to the NJC ISO audit and Management Review processes.

**Signed :**  **Managing Director**    **Dated :** April 2025    **Expire:** April 2026