

# Sustainable Purchasing Policy

## Sustainable Purchasing Policy

### Introduction

It is the policy of Skyline Whitespace to practice a continuous improvement approach to understanding and taking appropriate responsibility for any adverse environmental, social, and economic impacts of its purchasing. In doing so, the Skyline Whitespace shall consider impacts on a life-cycle basis and prioritise actions according to: alignment with the Skyline Whitespace's values, magnitude of impact, and compliance with any applicable regulations.

### Purpose

This Policy is adopted to align the Skyline Whitespace's purchasing with its; climate, social equity, resource use reduction values and goals, Environmental, CSR and Equality and Diversity policies. In doing so, the Skyline Whitespace seeks to harness the influence of its purchasing to support markets for, and increase accessibility to, more sustainable goods and services.

### Scope

This policy applies to all types of Skyline Whitespace procurements and to all Skyline Whitespace divisions and employees. Specific employee roles, responsibilities, and expectations are further described within this policy.

### Policy

To practice a continuous improvement approach to understanding and taking appropriate responsibility for reducing the adverse environmental, social, and economic impacts of its purchasing, this policy establishes the following implementation hierarchy:

1. Core Strategies. These establish overarching sustainable procurement strategies to implement over time. They provide value-aligned direction to consider during project and program planning, and direction from which to build minimum requirements, best practices, and related implementation tools.
2. Minimum Requirements. These are the specific mandatory requirements for a particular good or service category. They are the actions that support sustainable procurement Core Strategies.

### Core Strategies

The following Core Strategies should be taken in line with our standard purchasing considerations, e.g., budget, product/service performance, and availability. Before making new purchases, we expect our staff to consider: the need for the purchase; opportunities to extend the life of the existing item or material; and meeting the operational need through a different means (e.g., renting vs. purchasing).

1. Utilise processes, technologies, products, or services that reduce consumption of natural resources or chemicals.
2. Employ new processes, technologies, products, or services that help us reduce waste.
3. Invest in processes, technologies, products, or services that reduce the sourcing and use of Carbon- Based Fuels.
4. Seek processes, technologies, products, or services that support a Circular Economy.
5. Seek processes, technologies, products, or services that support biodiversity
6. Seek out, specify, and purchase products with a low Embodied Carbon than the status quo.
7. Consciously design procurement processes and related programming to support a diverse contractor base, including small, minority, and/or women-owned businesses.
8. Seek out processes, technologies, goods, or services that support transparency in either or both the Skyline Whitespace supply chain or product disposal endpoints regarding compliance with environmental regulations and Core Labor and Human Rights in the Workplace.
9. When using social or environmental product labels, actively look for social/ecolabels that prove that the product or service was independently certified by reputable third-party environmental and/or social product or service standard (this would preferably be a multi-attribute standard that evaluates products or services along their entire life cycle)
10. Whenever possible, use Life Cycle Costing methods to determine the full cost of a product, service, or design.

## Minimum Requirements

Minimum Requirements for specific goods or services are defined in our Purchasing Guide. This guide will be maintained and updated by the ESG Manager as needed to keep content current and relevant. Updates to the Sustainable Purchasing Guides do not automatically trigger updates to this policy; they may be updated separately or more frequently, to maintain relevancy. The Sustainable Purchasing Guide is available via Sage HR, Whitespace Hub and the Staff Handbook

Minimum Requirements shall be based off well-researched and tested practices that are accessible and have been confirmed to reduce an adverse impact when well-implemented. They can be adopted from other reputable sources (other public agency, nonprofit, subject matter experts, etc.), or developed through a multi- stakeholder engagement process. It is understood that the action[s] is worth pursuing so long as it aligns with the Skyline Whitespace's sustainability values, even if the proposed action hasn't been tried or replicated by another company at the time it is proposed.

## Roles And Responsibilities

- **The ESG Manager** shall periodically bring together stakeholders to review and update this policy and is responsible for developing and providing sustainable procurement training to Skyline Whitespace employees and other applicable stakeholders.
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- **All Employees** are responsible for following the Core Strategies and Minimum Requirements when planning and designing & developing project and operations budgets, developing asset management plans, writing product and service specifications or standards, selecting materials, making purchasing or supplier decisions, and price agreements as applicable to their roles and responsibilities and/or to a specific project.

- **The Financial Director** is responsible for considering these policy requirements when developing departmental and project budgets to ensure resources (budget and staff) are available to carry out these policy requirements.

### Effective Date

This policy shall take effect on 1st January 2023.

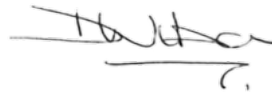
This policy was last updated January 2025 and will be reviewed January 2026.

Signed:



Alya Khalidi  
ESG Manager

Signed:



Dave Wilson  
Managing Director

## Definitions

**Carbon-Based Fuels** - means coal, natural gas, renewable biomass, petroleum products, and any other product that contains carbon and emits carbon dioxide, methane, nitrous oxide, or other greenhouse gases when combusted, that are used for fuel, heating, cooling, or industrial processes, which processes shall include electricity generation.

**Circular Economy** - economy that is restorative and regenerative by design, and which aims to keep products, components and materials at their highest utility and value always, distinguishing between technical and biological cycles

**Core Labor and Human Rights in the Workplace** - International Labour Organisation (ILO) Conventions that the ILO Governing Body has identified as "fundamental" Conventions, covering subjects that are fundamental principles and rights at work.

**Embodied Carbon** - the greenhouse gas emissions arising from the manufacturing, transportation, installation, maintenance, and disposal of materials or products.

**Key Performance Indicators** - critical quantifiable measures of progress toward an intended result.

**Life Cycle** - Consecutive and interlinked stages of a goods or services system, from "cradle to grave", e.g., from resource generation and raw material acquisition through production, use, and final disposal.

**Life Cycle Costing** – a method for calculating the costs of goods or services throughout their life cycle. It includes total cost of ownership (TCO) and positive or negative externalities which can be monetised, both to the organisation and to society.

**Sustainable Procurement** - A process whereby organisations meet their needs for goods, services, works and utilities in a way that achieves value for money on a life cycle basis in terms of generating benefits not only to the organisation, but also to society and the economy, while minimising damage to the environment.

**Total Cost of Ownership (TCO)** – a method for calculating the full direct cost of a good or service to an organisation. It includes the initial cost/price of a good or service, as well associated maintenance, operating, and end-of-life costs.