

### 1.0 PURPOSE AND SCOPE:

- 1.1 As a concrete block manufacturer, Lignacite Ltd selects and uses a large amount of resources in order to maintain its operations. The business fully recognises that the decisions made on procurement can have a significant impact on people, organisations and the environment.
- 1.2 The purpose of this policy is to outline how the business intends to ensure that procurement choices for goods, works and service are undertaken responsibly, to increase value for money, reduce consumption of primary resources, mitigate impacts on the environment and help ensure the safety of those who may be impacted by our activities.
- 1.3 By operating in line with this policy, we will be playing our part in reducing risks through improved traceability and transparency, safeguarding natural resources, delivering value to our customers, improving resource efficiency and ensuring the long-term future of the business.
- 1.4 This policy has been developed in line with the principles outlined in ISO 20400.
- 1.5 This policy applies to all employees and to both the Brandon and Nazeing sites.

### 2.0 GENERAL POLICY:

#### 2.1 This policy is based on the following core principles:

- **Accountability:** The business shall be accountable for its own impacts on society, the economy, people and the environment.
- **Transparency:** The business shall be transparent in its decisions and activities that impact society, the economy, people and the environment.
- **Ethical Behaviour:** The business shall behave ethically and promote ethical behaviour throughout its supply chains.
- **Fairness:** The business shall avoid bias and prejudice in all procurement decision making.
- **Respect for Stakeholder Interests:** The business shall respect, consider and respond to the interests of stakeholders impacted by procurement decisions.
- **Respect for the Law:** The business shall strive to be aware of any violations throughout its supply chain.
- **Respect for Human Rights:** The business shall respect internationally recognized human rights.
- **Innovation:** The business shall seek solutions to address its sustainability objectives and encourage innovative procurement practices to promote more sustainable outcomes.
- **Needs:** The business shall review demand, buy only what is needed and always seek more sustainable alternatives.
- **Costs:** The business shall consider the cost incurred over the lifecycle, value for money and the costs and benefits to society, the economy, people and the environment resulting from its procurement activities.
- **Continual Improvement:** The business shall work towards continually improving its sustainable practices and outcomes and encourage organisations within its supply chain to do the same.

#### 2.2 In order to put these principles into practice, the company will:

- Prioritize the purchase of secondary / recycled aggregated materials over primary raw materials, where reasonably practicable.

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- Use fewer resources and minimise carbon emissions associated with the goods, works and services provided.
- Procure all timber-based products from legal and sustainable sources and purchase all other materials with a preference for recognised responsible sourcing schemes.
- Prioritise suppliers who have achieved ISO 9001, ISO 14001 and ISO 45001 certification over those who have not, where reasonably practicable.
- Consider information security when procuring cloud based services and prioritise suppliers who have achieved either ISO 27001 certification or Cyber Security Essentials accreditation.
- Where possible procure locally, providing opportunities for small and medium sized enterprises, collaborate with the voluntary sector and increase the use of social enterprises.
- Use resource efficient products and give due consideration to end-of-life uses.
- Promote the reduction of packaging waste and the elimination of single use plastics.
- Ensure that fair contract prices and terms are applied and respected, and that ethical and human rights standards are met, in accordance with our Anti-Slavery and Human Trafficking Policy.
- Ensure all procurement decisions are made by suitably trained and authorised persons only.
- Undertake routine audits and assessments, both internally and across our supply chain, to ensure required standards are being adhered to.
- Give due consideration to energy efficiency when procuring goods or services.
- Ensure all equipment and raw materials procured fully adhere to all relevant EN standards and comply with any applicable legislation.

**2.3** The appointment of external contractors and third party hauliers is subject to a strict vetting process. Refer to the Contractor Procedure (3.09) for further information.

**2.4** The selection of raw material suppliers is subject to a strict vetting and assessment process. Refer to the Vendor Assessment Procedure (4.05) for further information.

**2.5** The company is fully committed to the continual improvement of its procurement processes and to the development of sustainable procurement practices which comply with ISO 20400.

**2.6** Policy statements will be brought to the notice of employees. All Policy statements will be regularly reviewed, revised as necessary and any revisions brought to the notice of employees.

Signed:.....  ..... Date: 28/4/25  
GAJ de Lotbiniere, Chairman

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