

## ECO-BUY GREEN PURCHASING POLICY

### PURPOSE

The purpose of this policy is to provide a purchasing framework that will advance the sustainable use of resources and reduce impacts on the environment and human health, in line with the **ECO-Buy Vision** that:

*Every purchasing decision made in Australia takes the environment into account, considers the full life-cycle of the product or service, and that a vibrant market of suppliers exists to fulfil environmental purchasing needs.*

### INTENT

ECO-Buy will demonstrate to the community, its members and stakeholders that our purchasing decisions can help to improve markets for environmentally preferable products and services, enhance environmental quality, are resource responsible and contribute to progress toward sustainability.

### POLICY

**ECO-Buy will purchase environmentally preferable products and services whenever they perform satisfactorily and are available at a competitive price. Purchasing decisions will consider both the full life-cycle and total cost of ownership of the product or service.**

### SCOPE

This policy applies to the purchase of all products and services supplied to ECO-Buy Ltd.

Where products that are not environmentally preferable are chosen, the purchaser must detail the reason/s for not purchasing environmentally preferable products.

### PRINCIPLES

Wherever possible, employees and contractors will use the following principles when purchasing products, materials and services:

1. Minimise Unnecessary Purchasing
2. Minimise Waste
3. Minimise Greenhouse Gas Emissions
4. Minimise Habitat Destruction
5. Minimise Toxicity
6. Minimise Soil Degradation
7. Maximise Water Efficiency
8. Maximise Energy Efficiency

### ACTIONS

In support of the above policy ECO-Buy will:

- review purchasing specifications, tender documentation, consultant's briefs and contracts for compliance with this policy
- seek to purchase through suppliers listed on the ECO-Find database
- require contractors and consultants to comply with this policy
- educate staff on the implementation of this policy
- ensure that staff have access to information on environmentally preferable products
- track and report on the implementation of this policy
- actively promote environmental purchasing to relevant stakeholders

## **APPENDIX A**

### **PURCHASING PRINCIPLES**

#### **Minimise Unnecessary Purchasing**

Purchases shall only be made once it has been determined that the product or service is necessary.

#### **Minimise Waste**

Purchasing decisions shall be made in the context of the waste hierarchy to avoid, reduce, reuse, recycle and recover.

- **AVOID** – Identifying ways of carrying out a function or task without using materials that generate waste. An example is sending information electronically instead of on paper.
- **REDUCE** – Using less in the first place and avoiding waste. Examples of this include purchasing in bulk to reduce packaging and the purchase of printing equipment that prints double sided.
- **REUSE** – Using the same item more than once, and extending the useful life of products and equipment before replacing an item. Aim to re-use or repair an existing product. Ensure that new purchases are durable, have a long service life and are easy to maintain and upgrade.
- **RECYCLE** – Purchasing products that contain recycled materials or those that have or can be re-manufactured.
- **RECOVER** – Purchase products that have been designed for ease of recovery

#### **Minimise Greenhouse Gas Emissions**

- Purchase energy efficient products and materials by checking that the energy rating and efficiency features are the best available for the cost over the lifetime of the product and in likely modes of operation.
- Purchase renewable energy and reduce the purchase of fossil fuels.
- Purchase goods that minimise lifecycle greenhouse gas emissions including manufacture, transport, operation and disposal.

#### **Minimise Habitat Destruction**

- Purchase paper and wood products obtained from recycled, plantation, salvaged or renewable sources.
- Purchase green cleaning products that don't result in discharges of toxic chemicals to waterways.

#### **Minimise toxicity**

- Purchase materials and products that are free of toxic or polluting materials.
- Purchase products and materials that will not release toxic substances that can affect human health and pollute water, land or air at any stage of their life cycle.

#### **Minimise Soil Degradation**

- Purchase products, materials and services that will not degrade or pollute the soil, or result in erosion through their use.

#### **Maximise Water Efficiency**

- Purchase products that conserve water or use water in an efficient way.

#### **Maximise Energy Efficiency**

- Purchase products that conserve energy or use energy in an efficient way.

## APPENDIX B

### DEFINITIONS

**Energy efficient** products or services have proven reduced energy consumption during operation compared to competing products or services.

**Environmentally preferable** or green products and services are those that have less effect on human health and the environment than competing products and services that serve the same purpose. This comparison may consider the source of raw materials, production, manufacturing, packaging, distribution, potential for reuse and recycling, operation, maintenance, or disposal of the product.

The **Life cycle** of a product or service is all the stages involved in the production, use and disposal of that product or service, and encompasses the extraction and processing of raw materials, manufacturing, transportation and distribution, use, re-use, maintenance, recycling, and final disposal.

**Low Toxic** products are those made with ingredients with zero or lower toxicity levels compared to competing products.

**Recycled content products** are made from materials that have been recovered, processed and used as a raw material for the manufacture of a useful new product through a commercial process. These products will contain a specified percentage of material that would otherwise have been disposed of as waste.

**Sustainable resource use** is that which meets the present needs of the user while also taking into account external and future costs, including costs to the environment, human health and depletion of resources.

**Total cost of ownership** is the identification and inclusion of all direct and indirect costs, savings and benefits associated with a particular product or material. This includes the initial cost of purchase, length of warranty, cost of operating the product, anticipated maintenance and repair, and the direct and indirect costs (or financial return) associated with disposal or removal of the product at the end of its useful life.

**Water efficient** products and services have proven reduced water consumption during operation compared to competing products and services.