

Sustainable Procurement Policy Statement

PHX096

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Phoenix Software recognises and embraces its responsibility to participate in the broad agenda of Sustainable Procurement and has therefore created a policy statement to guide its procurement staff.

The Company currently spends millions per annum and recognises that this spending has an external impact on environmental, social, economic, and ethical factors at both a local and a more widespread level.

We have elected to change the principles behind our spending from a private cost- benefit analysis to incorporate a view which maximises benefits for the wider world. We have incorporated intrinsic cost considerations into our decision making along with quality by collaborating with our supply chain to act in a more responsible manner.

Key Policy Statement

The Company has embedded the principles of sustainability within procurement to ensure that our concept of Value for Money takes in to account the impact of environmental, social, economic, and ethical factors.

Policy Aim

With every procurement transaction we aim to ensure that Phoenix procurement staff and suppliers are aware of our efforts to embed sustainability into our company practices on a long term basis. We will also try to promote this concept in all other areas of our business where applicable.

Examples of Good Practice

We believe that positive action by us on sustainability produces more positive outcomes for environmental, economic, social, and ethical considerations.

Examples of the types of effort we are making are shown below:

- Discussing our policy of sustainability with staff, suppliers, and customers to promote cohesive action carrying out activities in a sustainable manner.
- Incorporating a basic lifecycle analysis on the procurement of larger items to minimize environmental impact.
- Offering travel by public transport (esp. train) in preference to motor vehicle travel.
- Observing ethical procurement initiatives (e.g. contract award terms, CIPS standards etc.) as a minimum standard and trying to exceed their basic impact.
- Using recycled packaging.

- Minimising the use of raw materials and energy.
- Purchasing sustainable energy.

This policy is published to all staff and shared wherever possible with suppliers and customers. It is reviewed regularly with a view to continuous improvement.

Any questions regarding sustainability are welcome and may be directed to our Sustainability Lead, Jennifer Clewley, jennifer-clewley@phoenixs.co.uk

Version Control

<u>Author</u>	<u>Version</u>	<u>Date</u>	<u>Description</u>
Trevor Hutchinson	1.0	01/12/2019	Original Document
Trevor Hutchinson	2.0	01/12/2020	Revisions following annual review
Trevor Hutchinson	3.0	01/11/2021	Change of Sustainability Lead
Trevor Hutchinson	4.0	10/08/2023	Revisions following annual review

Document Approval

<u>Name</u>	<u>Version</u>	<u>Date</u>	<u>Position</u>
Sam Mudd	1.0	01/12/2019	Managing Director
Sam Mudd	2.0	01/12/2020	Managing Director
Sam Mudd	3.0	01/11/2021	Managing Director
Clare Metcalfe	4.0	10/08/2023	Operations Director

Signed: *Clare Metcalfe* Clare Metcalfe, Operations Director

Dated: 10/08/2023