

Sustainable Procurement Policy

Instrument Transformers Limited is committed to integrating sustainability into all aspects of its procurement process, ensuring the responsible sourcing of goods and services. We recognise our responsibility to minimise the environmental impact of our operations and support ethical practices in our supply chain.

Value for Money

In procuring goods, services or works, all purchasing personnel are responsible and accountable for achieving Value for Money (VfM). In addition, all employees are urged to seek continuous improvements in VfM.

Rights of Purchasing

All purchasing staff incorporates basic rights which are endemic and are expected of all their suppliers. If these rights are complied with, ITL will have a smooth transition from purchase order creation to the payment of the goods or services on the purchase order.

These **rights** are as follows:

1. All goods purchased by ITL should be of the right quality.
2. All goods purchased by ITL should be delivered in the right quantity.
3. All goods purchased by ITL should be delivered to the right place.
4. All goods purchased by ITL should be delivered at the right time.
5. All goods purchased by ITL should be at the right price.

Compliance and Standards:

Suppliers must comply with all applicable laws and regulations regarding environmental protection and labour practices. Preference will be given to suppliers who hold recognised certifications for sustainability and social responsibility, such as ISO 14001.

Environmental Considerations:

All procurement decisions will prioritise products and services with the lowest environmental impact.

Preference will be given to suppliers with a demonstrable commitment to reducing their carbon footprint and promoting energy efficiency.

Ethical and Social Responsibility:

Suppliers must demonstrate fair and ethical treatment of their employees, including fair wages, safe working conditions, and respect for human rights. Preference will be given to suppliers who support diversity, inclusivity, and local community development.

Existing & Potential Supplier Selection and Evaluation:

All suppliers will be dealt with equally, with integrity, with fairness, with courtesy and in a professional manner. Relationships with suppliers should be constructive, allied to a competitive approach that will lead to cost savings and better quality. Suppliers which provide key or critical materials will be monitored on Quality, Cost, Delivery, Health & Safety and the Environment. ITL will strive to build close partnerships with key suppliers which will enable a sharing policy of technical expertise and drive any innovations in the market(s) which could lead to cost savings and or quality improvements.

The procurement process will also consider the sustainability and ethical practices of potential suppliers alongside the quality and cost of their products or services. Regular evaluations of suppliers will be conducted to ensure ongoing compliance with our sustainability standards.

Waste Reduction and Recycling:

Suppliers are encouraged to use minimal packaging and prioritise materials that are recyclable or biodegradable. Preference will be given to suppliers that offer take-back programs for products and packaging materials.

Continuous Improvement:

We are committed to continually improving our sustainable procurement practices through regular review, education, and collaboration with stakeholders.

Employee Training and Engagement:

All employees involved in the procurement process will receive training on the company's sustainable procurement policy and their roles in its implementation. Employee engagement programs will be established to foster a culture of sustainability throughout the organization.

Transparency and Reporting:

The company will maintain transparency in its procurement activities and regularly report on its progress in meeting sustainability targets. Key performance indicators (KPIs) will be established to measure and monitor the effectiveness of the sustainable procurement policy.

Partnerships and Collaboration:

We will collaborate with industry partners, non-governmental organizations, and government bodies to stay informed about the latest sustainable practices and to foster innovation in sustainable procurement.

Review and Revision:

The policy will be reviewed annually to ensure its effectiveness, relevance, and alignment with the company's sustainability goals and any changes in regulatory requirements.

This policy reflects Instrument Transformer's commitment to sustainability and responsible business practices. All employees are expected to uphold these principles in their procurement activities and to contribute to the company's overall sustainability efforts.

A handwritten signature in black ink that reads 'P. Munro'.

P. Munro
Site Director
May 2025