



## Sustainable & Ethical Purchasing Statement of General Policy

1. Sundial Group's Aims and Objectives
  - a. Sundial Group is committed to maintaining the highest standards of quality achievable throughout its activities.
  - b. Sundial Group seeks to achieve best value for money.
  - c. At all times Sundial Group will endeavour to minimise its impact on the local, national and global environment.
2. For the required level of quality, the most environmentally friendly product or supplier will be selected. In line with the 'Green Source' guidance issued by the Considerate Hoteliers' Association (of which Sundial Group is a member) we undertake to:
  - a. Buy local or UK-produced whenever possible.
  - b. Buy in bulk whenever possible.
  - c. Require suppliers to reduce packaging to a minimum.
  - d. Endeavour to ensure products sourced from overseas are fairly-traded or ethically produced.
  - e. Require potential suppliers to forward a copy of their environmental policy
  - f. Require suppliers to declare all circumstances where items are sourced from 'unethical' sources.
  - g. Review suppliers regularly.
3. In order to assess the environmental credentials of our suppliers, each potential organisation will be sent an electronic questionnaire, the relevant sections of which are to be completed and returned to us within six months of the first order placed following the commencement of this policy.
4. Overall responsibility for purchasing lies with Sundial Group's Operations Director and is devolved to General Managers and Departmental Managers where appropriate. Branded items must comply with our Visual Identity Guidelines.
5. Sundial Group's staff and employees will act at all times legally and appropriately when assessing suppliers. Offers of incentives, gifts and rewards are to be declared at all times to a Director, who will decide whether or not they may be accepted. Acceptance or otherwise of such offers will not influence purchasing decisions.
6. A Purchase-Order system operates at our conference venues ensuring oversight from the General Manager or appointed proxy.
7. This policy recognises that many of our suppliers are sole-traders or small organisations that do not necessarily have the resources to commit to producing detailed statements of policy. The size of organisation will be considered when environmental information is requested so that small organisations do not suffer undue discrimination.
8. Definitions

The expression 'Environmental Credentials' includes, but is not limited to:

- a. Fossil Fuel Resources
- b. Global Warming/Climate Change
- c. Habitat Destruction
- d. Atmospheric Pollution
- e. Human Health Threats
- f. Damage to the Ozone Layer
- g. Soil Erosion
- h. Waste Disposal
- i. Water Pollution
- j. Water Resources

The expression 'Ethical Considerations' includes, but is not limited to:

- a. Animal Testing
- b. Animal Welfare
- c. Fair Trade
- d. Labour Conditions
- e. Approach to business
- f. Attitude towards local economy/neighbourhood

# Requirements from Supplier Organisations

The questions below will be asked of every supplier we engage. Specific product issues will be handled by the individual responsible for purchasing.

1. Do you have an environmental policy statement?
2. Do you produce an annual environmental report?
3. Are you certified to an environmental management system?
4. Do you undertake any steps to reduce carbon emissions in the production and/or transportation of your products?
5. Are there any human rights, labour conditions or environmental issues known to be associated with the products purchased?
6. Do you ask your suppliers to demonstrate their environmental credentials?
7. What steps can we take together to reduce the amount of packaging regarding our deliveries?
8. Can you undertake to provide only the minimum amount of packaging required to maintain quality during transit?
9. Do you collect or recycle used packaging?
10. Please inform us of the country of origin of all products supplied.
11. Are there any alternative products of equal specification that can be sourced from a more local supplier?
12. Are there Fairtrade alternatives to the products selected?
13. Can you undertake to deliver items to our premises in vehicles that at least meet the Euro II standard plus a Reduced Pollution Certificate (or Euro III)?
14. Please supply any relevant evidence relating to environmental and ethical considerations.

The following terms and provisions will apply to suppliers' completion of this questionnaire.

- Agencies or brokers working on our behalf should obtain this information from any organisations that supply products or services to Sundial Group as a result of their introduction/recommendation.
- Organisations that do not answer (or attempt to answer) the questions will not be considered by Sundial Group.
- Companies knowingly supplying or withholding inaccurate or misrepresentative information will be considered to be in breach of contract (should an order arise) on the grounds of having knowingly misrepresented themselves at the beginning of discussions.
- Sundial Group may request further information following submission of initial declarations.
- Where quality/value issues are equal, preference will be given to the most environmentally friendly organisation
- Clause 6 of our Statement of General Policy applies at all times.
- Sundial Group may disregard any element of this policy at its discretion.

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**Sundial Group Ltd is registered in the UK no: 3432674 and its registered office is Highgate House, Creaton, Northampton, NN6 8NN**

This policy also applies to Sundial Group's subsidiary companies.

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Further information may be obtained by calling +44 (0)1604 731731, emailing [info@sundialgroup.com](mailto:info@sundialgroup.com) or visiting [www.sundialgroup.com](http://www.sundialgroup.com)