



# Sustainable Procurement

## Sustainable Procurement Policy Statement

Cititec operates with consideration for the environment at the core of its activities. We are committed to continual improvement and imbedding the principles of sustainability within the organisation by ensuring the environmental integrity of all procurement from our supply chains are assessed in line with our own environmental expectations. In particular, Cititec aims to attend to the following considerations:

### Office Supplies

- When available, all procured paper will be 100% recycled to create a 'closed-loop' solution
- When recycled paper is not available, only FSC certified paper will be procured
- When available, recycled alternatives will be sought for current non recycled office stationary (pens, note and sticky pads, envelopes, etc), considering the environmental credentials and life-cycle of all products on an individual basis

### Kitchen and cleaning Supplies

- Fairtrade tea and coffee will be provided to all employees
- Environmentally friendly cleaning solutions as opposed to hazardous alternatives will be sought

### Printing Supplies

- Only recycled paper stock shall be used for business stationary (business cards, letterheads etc.)
- All printing supplies (Business stationary etc.), shall where possible be procured from organisations that have undertaken proven measures to reduce their environmental impact

### IT Supplies

- Only Energy Star qualified products with high energy efficiency rating will be procured
- All new energy efficient technologies (virtualisation, thin clients, etc) will be investigated for future installation