

SUSTAINABLE PROCUREMENT GUIDELINES



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INTENT

LiteHaus International acknowledges our responsibility to ensure that standards relating to people, the environment and the communities in which we operate are maintained and continuously improved throughout our supply chain. We recognise that we can have a positive influence on our suppliers, contractors and their employees, products and services and through positive, collaborative relationships, we will create shared value.

These guidelines outline LiteHaus International's principles, commitments and approach to responsibly source products and services and to ensure that suppliers partnering with LiteHaus International:

- Provide products and services that represent good quality and value, are fit for purpose, and comply with all legal requirements and standards
- Operate accordingly to sound environmental principles in line with LiteHaus International's commitments outlined in our Environmental Sustainability Policy.
- Consider the impacts of their activities on the social and environmental sustainability of the communities in which we operate.
- Manage their employees and upstream service providers ethically by upholding human rights, fair labour management practices and diversity and inclusion principles, and addressing modern slavery, in line with LiteHaus International's commitment to the UN Sustainable Development Goals.
- Provide their employees with a safe work environment, and the appropriate equipment, training and support.

COMMITMENTS

LiteHaus International is committed to ethical practices including the selection and appointment contractors and suppliers of goods and services. LiteHaus International will:

- appoint the most appropriate supplier for the goods or services it is procuring, with consideration to the guiding principles above;
- endeavour to seek suppliers within the social impact, social enterprise or Indigenous-owned sectors wherever possible;
- seek suppliers which are certified to internationally recognised standards or demonstrate other applicable sustainability criteria;

- categorically avoid and report suppliers which engage in any activity that constitutes or involves modern slavery in the delivery of products and/or services, or who do not comply with all applicable Modern Slavery Legislation.
- endeavour to reduce consumption by recycling productions as much as possible, in line with LiteHaus International's Environmental Sustainability Policy and commitments to Sustainable Development Goal 12 – Sustainable Production and Consumption;
- procure products which are sustainably packaged;
- reduce supply chain lengths by procuring locally as much as possible in order to decrease the organisation's carbon footprint;
- reduce shipping by bulk ordering and utilising full capacity of shipments.

PROCUREMENT PROCESS

All procurement decisions must comply with LiteHaus International's Delegation of Authority Framework, which sets financial thresholds and approval responsibilities for staff, management, and the Board. Procurement must be undertaken in accordance with approval thresholds in the Delegation of Authority Framework. At higher thresholds, multiple quotes are required to demonstrate value for money and to reduce risk of misuse of funds. Procurement processes must be conducted free of conflicts of interest.

All staff and Board members are bound by LiteHaus International's Conflict of Interest Policy, and must declare any actual or perceived conflict before participating in procurement decisions. All procurement decisions must reflect LiteHaus International's zero tolerance approach to fraud and corruption, outlined in our Fraud Risk Management Policy and be supported by documented records of the process and approvals.

RELATED DOCUMENTS

- LiteHaus International – Human Rights Statement
- LiteHaus International – Environmental Sustainability Policy
- LiteHaus International – Fraud Risk Management Policy
- LiteHaus International – Conflicts of Interest Policy
- LiteHaus International – Delegation of Authority Framework

REFERENCES

- United Nations Sustainable Development Goals