ETHICAL PROCUREMENT POLICY

1.0 PURPOSE

At Langstane Press Limited we take social and environmental factors into consideration alongside financial factors in making decisions on the purchase of goods and the commissioning of services. Our purchasing decisions should, where practicable, consider whole life cost and the associated risks and implications for society and the environment.

Our environmental and anti-bribery policies clearly state our position on these important issues and go some way to set out our position on how we conduct our business in a sustainable and ethical way.

This Ethical Procurement Policy has been written to further describe how we conduct business with our suppliers, together with the expectations that we have of our suppliers regarding the way that they conduct their business and applies to all Langstane's purchases of goods and services.

Our aim is to ensure that the whole of our supply chain conforms to our ethical procurement standards.

As a leading supplier of office supplies, we understand that our reputation does not simply rest with the quality and service we offer to our customers. We have a duty to ensure that we strive to maintain the highest standards of ethical conduct and corporate responsibility and seek to influence our suppliers to operate to similar high standards.

2.0 SCOPE

The Ethical Procurement Policy applies to all employees (whether temporary, fixed-term or permanent), consultants, contractors, casual workers, agency staff and any other person associated with the Company, including third parties, suppliers and Directors of the Company.

3.0 RESPONSIBILITY

Upholding the principles of this policy is a shared responsibility between Langstane Press Limited and its suppliers and the policy will be adopted at senior and director level within the company. Langstane Press Limited expects its suppliers to assign and accept similar responsibility.

4.0 POLICY STATEMENT

The Company will:

- expect all our employees to adhere to our environmental, anti-bribery and ethical procurement policies
- not knowingly do business with a supplier who imports goods from countries with a poor record on human rights or who use child labour

- select and treat our suppliers fairly and objectively at all times
- seek to ensure that our environmental, anti-bribery and ethical procurement policies are considered in our supplier appraisal process
- use our purchasing power, where practicable, to influence and encourage suppliers in order to create a more reliable market for environmentally and ethically produced products and services

We expect our suppliers to:

- conduct business without the payment or receipt of inducements, unlawful incentives or other benefits that might be considered an attempt to influence decision makers
- respect fundamental human rights
- treat employees fairly, never abuse or threaten them and never use forced, bonded or child labour
- maintain a safe working environment at all times and provide access to protective equipment and safety training for all employees
- confirm they understand and respect our environmental, anti-bribery and ethical procurement policies
- maintain effective processes to manage their environmental impact and to operate their business in a sustainable way
- comply with all applicable legal requirements



Mark J Campbell
Managing Director

Policy No:	APP-16	**Owner:**	Mark Campbell
Revision Number:	Rev 03	**Review Date:**	20-Nov-24
		Review Date:	20-Nov-24