



SUSTAINABLE PROCUREMENT POLICY

This policy outlines the commitment of The Maxima Cleaning Group to efficient, effective, economical and sustainable procedures in all procurement activities. The following principles will be observed throughout all stages of the procurement process at The Maxima Cleaning Group to ensure optimal environmental, social, and ethical outcomes aligned to The Maxima Cleaning Group policies and legislative requirements.

Objective

The intention of this policy is to provide The Maxima Cleaning Group with:

- an effective way of procuring goods and services utilising a sustainable manner
- guidance for reduction of environmental, social and ethical impacts when purchasing goods and services
- a framework to ensure that purchasing is carried out in a fair and equitable manner
- ensuring value for money in the procurement of goods and services
- improved product and service efficiency
- compliance with all regulatory obligations
- a model to encourage suppliers to adopt cleaner technologies and produce sustainable goods and services.


Scope

This policy applies to the purchase of all goods and services made by or on the behalf of The Maxima Cleaning Group.

Policy

The following sustainability considerations will be made in the procurement of all goods and services at The Maxima Cleaning Group:

- Use of resources – how the goods or service are to be used (basis for need, efficiency, WHS impact)
- Minimum purchasing - purchasing only occurs after determining that the goods or service are necessary
- Locality - sourcing goods or services from local suppliers to assist local investment and economic sustainability
- Ethical sourcing - whenever possible purchasing goods that have been fairly traded
- Design - components of goods can be disassembled, design efficiencies, reuse/recycle potential
- Minimum greenhouse gas emissions – operating efficiencies, “green” energy
- Minimum toxicity - purchase of goods that are free of toxic or polluting materials and chemicals
- Minimum habitat/fauna/flora destruction – such as “green” products, biodegradability
- Packaging - minimum packaging is used and that packaging is reused and/or recycled
- Minimum waste - avoid, reduce, reuse and recycle
- Maximum water efficiency
- Waste management – issues associated with disposal are assessed and controlled prior to purchase

Authorised by: Julie Meagher	Document title: The Maxima Cleaning Group Environmental Plan
Signed: 	Revision Date: 07 May 2027
Issue Date: 07 May 2023	Document #: EnvMPV2



- Life Cycle Costing – assessment of the environmental, social, economic cost of a good/service during its lifetime.

Responsibilities

At The Maxima Cleaning Group, Julie Meagher is responsible to ensure:


- strategies are adopted to avoid unnecessary expenditure and consumption of goods and services
- goods and services selected have a lower environmental, social and ethical impact compared to competing goods and services
- all procurement practices comply with relevant legislation
- purchasing decisions support and are consistent with the company's core values, policies and procedures
- purchasing is to be undertaken on a competitive basis with all potential suppliers being treated impartially, fairly, honestly and consistently
- any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed
- accountability for all procurement decisions is taken and ethical conduct is maintained

Workers - Workers that are required to undertake procurement functions on behalf of The Maxima Cleaning Group should familiarise themselves and maintain currency with The Maxima Cleaning Group Sustainable Procurement Policy and legislated procurement requirements.

References:

NSW Department of Environment & Heritage

United Nations – Buying for a better world – Guide on sustainable procurement for the U.N system

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