

## **POLICY ON SUSTAINABLE PURCHASING**

### **1. Statement**

Studio Cambridge recognises the environmental, social and economic implications of its purchasing decisions. This Policy on Sustainable Purchasing provides a framework for Studio Cambridge's purchasing activities to best support its responsibilities to the community and the environment. We aim to maintain open and fair processes that actively encourage purchasing decisions in accordance with our policy objectives.

### **2. Objectives**

Our objectives are to purchase environmentally preferable products that:

- Minimise solid landfill waste, food waste and toxicity
- Reduce greenhouse gas emissions in their production, shipping, use and disposal
- Include recycled content and use manufacturing processes which minimise harm to the environment
- Provide product efficiency and durability
- Help conserve natural resources such as energy and water
- Consist of recyclable materials (including packaging)
- Are locally sourced and support fair trade and independent retailers

### **3. Sustainability Factors to consider**

All employees will consider and balance the following factors during purchasing decisions.

#### **Environmental Factors**

- Impacts on the natural environment, including biodiversity and depletion of natural resources
- Pollutant releases
- Waste generation
- Water efficiency
- Energy efficiency
- Use of renewable energy
- Greenhouse gas emissions
- Toxicity
- Durability
- Ability to reuse, repurpose or refill
- Recyclability or compostability
- Recycled or reused contents
- Short-term versus long-term life cycle of products
- Packaging materials
- Third party certifications

#### **Social Factors**

- Human health impacts
- Fair labour practices
- Environmental justice
- Use of local vendors and businesses
- Use of independent retailers and suppliers

#### **Economic Factors**

- Product-use reduction and purchasing efficiency
- Product performance, quality and durability
- Financial cost
- Leveraging buying power
- Long-term financial and market changes

## 4. Strategies for Implementation

### Responsibilities:

All employees will be responsible for:

- Encouraging use of bio-based products that are biodegradable and compostable when applicable, including bags, film, food and beverage containers, packaging, cutlery, vehicle fuels, paper products and construction products
- Ensuring all wood-related materials (including paper) are sourced from Certified sustainable sources such as FSC and PEFC
- Ensuring all biodegradable and compostable products meet national requirements
- Ensuring housekeeping, kitchen and cleaning products minimise the use of bleach, chlorine and other toxins
- Ensuring outsourced printing is performed on recycled paper and that the materials include a statement detailing how much of the paper is made of recycled content
- Encouraging our supply chain to comply with national and international standards on environmental and human rights matters
- Encouraging our supply chain to consider the social and environmental impacts of their activities.

Managers and supervisors will be responsible for:

- Generating awareness of this policy through dissemination and incorporation into employee onboarding
- Encouraging employees and students to participate in Studio's sustainable initiatives
- Developing a culture of sustainable leadership and stewardship for employees, students, visitors and vendors through top-down communication and feedback channels

*Reviewed: Mar 2026 by EW, RE & GT  
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