

THE
SPENCER
HOTEL

ETHICAL PURCHASING POLICY

PURPOSE

The purpose of this Ethical Purchasing Policy is to guide our procurement decisions in a manner that reflects our commitment to sustainability, social responsibility, and ethical business practices. This policy aims to minimize our environmental impact, support fair labour practices, and promote the well-being of the communities we operate in.

SCOPE

This policy applies to all employees, contractors, and suppliers involved in the procurement of goods and services for The Spencer Hotel.

IMPLEMENTATION & MONITORING

- **Supplier Assessment** - Conduct regular assessments of suppliers to ensure compliance with this policy. This includes evaluating their environmental impact, labour practices, and overall business ethics.
- **Employee Training** - Provide training to employees involved in procurement to ensure they understand and adhere to the principles of this policy.
- **Continuous Improvement** - Regularly review and update the policy to reflect evolving best practices in ethical purchasing.

COMPLIANCE

Non-compliance with this policy may result in the termination of contracts with suppliers or disciplinary action for employees. Suppliers are encouraged to report any concerns regarding unethical practices within our supply chain.

Review

This policy will be reviewed annually to ensure its effectiveness and relevance.

Approval

This Ethical Purchasing Policy has been approved by the senior management team and is effective as of 1/2/2024.

Contact Information

For any questions or concerns regarding this policy, please contact Lisa Halligan, Hotel Manager, The Spencer Hotel.

POLICY

PRINCIPLES

Environmental Responsibility

- **Sustainable Products** - Prioritize purchasing products that are environmentally friendly, such as those made from recycled, renewable, or biodegradable materials.
- **Energy Efficiency** - Choose energy-efficient appliances, lighting, and equipment to reduce our carbon footprint.
- **Waste Reduction** - Implement measures to minimize waste, including sourcing products with minimal packaging and participating in recycling programs.

Social Responsibility

- **Fair Labor Practices** - Ensure that all suppliers adhere to fair labour practices, including fair wages, safe working conditions, and the prohibition of child or forced labour.
- **Local Sourcing** - Support local economies by sourcing products and services from local suppliers whenever possible.
- **Community Engagement** - Engage with and support the communities where we operate through partnerships, donations, and volunteer efforts.

Economic Responsibility

- **Fair Pricing** - Negotiate fair pricing that reflects the true cost of production, including fair wages and sustainable practices.
- **Supplier Diversity** - Promote diversity by supporting small, minority-owned, women-owned, and other underrepresented suppliers.
- **Long-term Partnerships** - Build and maintain long-term relationships with suppliers who share our commitment to ethical practices.

By adopting an ethical purchasing policy, The Spencer Hotel demonstrates its commitment to operating responsibly and sustainably, thereby enhancing its reputation and contributing positively to the environment and society.