



## RESPONSIBLE SOURCING & PURCHASING POLICY

Options Resourcing Ltd specialises in the following activities:

The recruitment and supply of Temporary, Contract and Permanent Personnel and the provision of On Site Managed Services.

Options Resourcing Ltd recognises the need to provide confidence to its customers, employees, partners and other interested parties that materials used in quarrying, products, transportation and other services associated within the business are responsibly sourced and that the business is operated in a sustainable and ethical manner. The Options Resourcing Ltd - Quality Management System (QMS) complies with the principles in BES 6001:2009 - Framework Standard for the Responsible Sourcing of Construction Products.

These requirements are fulfilled as follows:

- Options Resourcing Ltd will comply with the principles of ISO 9001:2008 - Quality Management System, 14001:2004 - Environmental Management and OHSAS 18001:2007 - Occupational Health and Safety Management Systems and any other relevant standards or documents which augment these including the adherence to Statutory and Regulatory requirements.
- Options Resourcing Ltd will reduce greenhouse gas emissions associated with its business, as described in the IMS Environmental Policy as a strategic business objective, in order to minimise their contribution to global warming. Options Resourcing Ltd will maintain metrics for measuring and reducing greenhouse gas emissions relating to quarrying activities, products, transportation and other services. The company will also maintain metrics to measure and reduce energy and mains water consumption, raw material usage and waste generation so as to minimise their associated environmental impacts.
- Options Resourcing Ltd will be responsible stewards of sites occupied in operating its business.
- Options Resourcing Ltd will supply life cycle assessment data for its products as and when required.
- Options Resourcing Ltd will operate a suitable supply chain management system within the QMS.
- Options Resourcing Ltd will operate an ethical business and support the principles of Equal Opportunity in employment and in the provision of its services. The company recognises the importance of developing a skilled and competent workforce.
- Options Resourcing Ltd will engage with the local community on business matters and by providing employment opportunities. We will also engage with trade associations, government bodies, industry committees and other parties to deliver a sustainable built environment in a manner that is profitable, ethical and operates within pre-determined environmental limits.

A handwritten signature in blue ink, consisting of a stylized 'P' followed by a horizontal line.

**Mr. P. Ingram - Director**