

## PURCHASING POLICY

This environmental purchasing policy of D R Jones (Yeovil) Ltd has been set up to provide guidance in the purchasing of products and services that meet the environmental goals of our company. Purchasing preference (whenever feasible) will be given to products that:

1. Cut back on greenhouse gas emissions or are made with renewable energy (i.e. ENERGY STAR computers, hybrid company cars).
2. Decrease the use of toxins detrimental to human health and to the environment.
3. Contain the highest possible percentage of post-consumer recycled content (a finished material that would normally be thrown away as solid waste at the end of its life cycle, and does not include manufacturing or converting wastes).
4. Cut back on air, land, and/or water pollution.
5. Reduce the amount of waste they produce.
6. Are reusable or contain reusable parts (rechargeable batteries, refillable pens, etc.).
7. Are multifunctional (i.e., scanner/copier/printers, multipurpose cleaners) and serve to decrease the total number of products purchased.

Favour will also be given to suppliers who offer environmentally preferable products, who work to exceed their environmental performance expectations, and who can show documentation of their supply-chain impacts.

Environmentally preferable products and services of similar quality and price to conventional counterparts should gain a purchasing preference. When the greenest option is not available, too costly, or impractical, D R Jones will look at how the products are produced, as well as the environmentally and socially responsible management practices of suppliers and producers.

The company policy of purchasing environmentally preferable products is one element in our continuing, long-range commitment to the environment. By adopting this policy, we hope to likewise engage the producers and suppliers of office products and services we use to utilise business practices that also reduce their impact on the environment.