

## SUSTAINABLE PROCUREMENT POLICY

At CTM Systems Ltd we recognise that we have a responsibility to ensure that we safeguard our environment and the community in which we operate, and that part of this is to make responsible, sustainable decisions.

This policy applies to all staff in the procurement of goods and services and should act as a prompt to ensure that sustainability is a consideration when making purchasing decisions.

As a company we will:

- Comply with all applicable procurement and environmental legislation as well as any other requirements which the company subscribes.
- Endeavour to consider economic, social and environmental factors when making purchasing decisions.
- Wherever practicable, specify the use of products known to be environmentally friendly or less environmentally damaging.
- Wherever practicable, specify the use of products with a high recycled content.
- Encourage and provide guidance and training for our staff to inform and enable people to make sustainable purchasing decisions that reduce the negative environmental and social impacts of our goods and services.
- Ensure that our tendering process allows for our contractors and suppliers to suggest a less environmentally damaging alternative to the goods specified where economically feasible.
- Ensure that we work with our suppliers to ensure that they understand the Company's commitment to promoting high standards of Corporate Social Responsibility and their contribution to this agenda.
- Work with our suppliers to develop a proactive approach to reducing the environmental and social impacts of their products and services.
- Work with other similar bodies to share experiences and best practice.
- Communicate the Sustainable Procurement Policy to our staff and, where appropriate, our suppliers and contractors, to ensure good performance.
- Make the Sustainable Procurement Policy publicly available via our external communications.

This policy and the associated commitments will be reviewed annually by the Directors. However, the Factory Manager accepts delegated responsibility for the implementation of the policy.

Signed:

A handwritten signature in black ink that reads 'Marc Brewster'.

Managing Director  
For and on behalf of CTM Systems Limited  
Date: January 2025