

Sustainable Procurement Policy

1.1 Overall Aim

BOF Group Limited Office Furniture and Facilities is committed to ensuring the goods and services it purchases:

- are manufactured, delivered, used and disposed of in an environmentally and socially responsible manner and
- deliver long term value for money for the Company and the public sector clients it serves

BOF Group Limited will update corporate objectives to include sustainability and consult with key stakeholders to develop a Sustainable Development Strategy.

1.2 Key sustainability objectives

Buying more sustainably offers:

- potential whole life cost savings
- supports our commitment to Good Corporate Citizenship
- safeguards our reputation as a responsible company and
- protects the health of staff, and the public at

large. The key objectives addressed by this policy are:

- Reducing fossil fuel usage to minimise climate change
- Reducing usage of hazardous materials
- Reducing waste
- Improving public health and quality of life
- Increasing levels of employment, skills and equality in the South East
- Ensuring fair pay and working conditions throughout our Supply Chain
- Protecting biodiversity
- Complying with current (and anticipating future) legislation

The company will define measures relating to each of

these objectives.

1.3 Scope

This policy applies to all purchasing activities within the company.

1.4 Key Policy Principles

1.4.1 Spend Analysis and Prioritisation

To support its spend analysis and work-planning, BOF Group Limited will establish a process to assess the following criteria at sub-category level:

- Level of spend

- Level of contract renewal activity
- Key suppliers by type and location (Multinational, National, SME, Social Enterprise / Overseas, UK, Regional, Local)
- Level of risk against each sustainability objective
- Scope for improvement
- Level of influence

This will be used to prioritise sub-categories for sustainability improvement activities.

1.4.2 Demand Review

Prior to any proposed procurement, buyers will review the aggregate requirement to minimise volume, scale, costs and environmental impact.

Buyers will establish that:

- there is a genuine operational need for the purchase,
- all cost effective opportunities for products to be shared, upgraded, refurbished, leased or delivered as a service have been exploited,
- the product will be used efficiently, minimising waste
- the remaining forecast is accurate.

1.4.3 Sustainability Review

Prior to any substantial procurement process, BOF Group Limited will review the purchase against the key sustainability objectives listed above. Where relevant, BOF Group Limited will identify actions to reduce impacts through the use of comprehensive specifications, evaluation criteria, supplier development and continuous improvement.

1.4.4 Whole Life Costing (Intermediate & advanced)

Where relevant, BOF Group Limited will evaluate all procurement on the basis of long term value for money, using whole life costing to assess:

- purchase, installation, transportation and commissioning costs
- operating costs, including labour, maintenance, re-processing, energy, water and consumables usage
- management costs, including staff training, insurance, health and safety and environmental costs
- disposal costs

This approach should be used for all capital investments, waste contracts and where comparing consumables against reusable alternatives. For key cost categories, such as energy, price escalation indices will be used to reflect cost increases over time.

BOF Group Limited will review the feasibility of expanding this approach to include costs and benefits affecting public bodies (clients) and external social and environmental costs.

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1.4.5 Mandatory Minimum Standards

BOF Group Limited will explore the feasibility of adopting minimum social and environmental standards for products and services, based as a guideline upon the OGC Environmental Quickwin Specifications. Where there is no significant increase in cost or supply risks, these will be adopted as BOF Group Limited's Mandatory Minimum Standards.

1.4.6 Ethical Procurement and Modern Slavery

BOF Group Limited is committed to conducting procurement activities in an ethical, transparent and responsible manner. The Company expects its suppliers and subcontractors to comply with all applicable UK legislation, including the Modern Slavery Act 2015, the Equality Act 2010, Health and Safety legislation, employment legislation and all other relevant legal requirements.

BOF Group Limited operates a zero-tolerance approach to modern slavery, forced labour, child labour, human trafficking and exploitation in its operations and supply chains. Where appropriate, suppliers may be required to provide evidence of their ethical employment practices, modern slavery controls and compliance with relevant legislation.

Ethical considerations will be incorporated into supplier selection, evaluation and ongoing contract management activities to promote responsible business conduct throughout the supply chain.

1.4.7 Innovation & Supplier Development

Sustainability is a key aspect of BOF Group Limited's commitment to innovation.

BOF Group Limited will prioritise key suppliers with the highest spend and sustainability impacts for targeted supplier development activities. These will be given senior management support and focus on continuous improvement and tangible delivery of sustainability benefits throughout the supply chain.

BOF Group Limited will work with these suppliers to explore service-based contracts for products. This will encourage suppliers to hold responsibility for the whole life management of products, using gain share and incentives to reduce whole life costs and environmental impacts.

BOF Group Limited will encourage suppliers to propose innovations which improve the sustainability of their tender responses and reflect this in tender evaluation criteria. Suppliers will recognise BOF Group Limited's commitment to sustainability and strive to offer innovative and cost effective sustainable solutions.

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1.4.8 Training and Implementation

All BOF Group Limited directors will attend Sustainable Procurement awareness training. Procurement Teams will participate in a one day specialist "Sustainable Procurement" training event, including the use of sustainable procurement toolkits, and will participate in annual refreshers. All other staff indirectly involved in procurement activity, will receive "Sustainability Awareness" training.

"Sustainable Procurement" training will be incorporated in to the induction, job descriptions, objectives and recruitment criteria for all relevant staff and the source planning and contract management processes. BOF Group Limited will appoint a "Sustainability Champion" to promote and support sustainable procurement practices.

BOF Group Limited will review the feasibility of an incentive scheme to encourage buyers to improve their sustainable procurement performance.

1.4.9 Communication & Reporting

To communicate this policy to suppliers, BOF Group Limited will include a copy of this Sustainable Procurement Policy as an appendix to all Supplier procurement Invitations. In addition, the policy will be distributed to all key suppliers, who will be invited to comment.

This policy will also be distributed to all non-procurement staff involved in contracting activities.

BOF Group Limited will recognise those suppliers whose products and services offer the greatest sustainability improvements.

BOF Group Limited will report the social, environmental as well as financial benefits achieved through each procurement process.

The BOF Group Limited Board of Directors will report quarterly on the impacts and effectiveness of this policy and progress against key targets.

1.5 Policy Development

This policy will be reviewed on an annual basis and exceptionally following any new Government initiatives.

Michael Parrish – Managing Director



01st April 2026