



White Raven IT – Sustainable Procurement Policy

Introduction

This Procurement Policy outlines the principles and procedures for acquiring goods and services at White Raven IT BV, an IT advisory services company based in the EU, with a focus on sustainable, ethical, and transparent practices. This policy ensures that all procurement activities align with our commitment to environmental, social, and governance (ESG) responsibilities.

We seek to minimize our environmental impact, support ethical business practices, and procure products and services that are cost-effective, high-quality, and sustainable.

Scope

This policy applies to all procurement activities undertaken by White Raven IT BV, including:

- The purchase of IT software and hardware for resale.
- Internal procurement of office supplies, IT equipment, and other operational needs.
- Engagement of external services (consultants, contractors, etc.).

This policy applies to all employees and any third parties involved in the procurement process.

Procurement Objectives

1. Sustainability: Ensure that all procurement decisions consider the environmental, social, and economic impact of the goods and services purchased.
2. Quality: Source high-quality products and services that meet the operational needs of the company and its clients.
3. Ethical Practices: Promote transparency, fairness, and ethical behavior in all procurement activities.
4. Cost Efficiency: Optimize value for money while adhering to sustainability and ethical criteria.

Sustainability Criteria

To support the company's sustainability objectives, procurement decisions will be guided by the following criteria:

1. Environmental Impact



- Energy Efficiency: Prioritize products that have energy-efficient features (e.g., Energy Star-certified hardware).
- Low Carbon Footprint: Favor suppliers who demonstrate a commitment to reducing carbon emissions (e.g., through carbon-neutral certifications).
- Recycled and Recyclable Materials: Source products that use recycled materials and can be easily recycled at the end of their life cycle.
- Sustainable Packaging: Minimize the use of single-use plastics and opt for suppliers who use sustainable, recyclable, or reusable packaging.

2. Supplier Sustainability Standards

- Certifications: Preference will be given to suppliers who hold recognized sustainability certifications (e.g., ISO 14001 for environmental management or B Corp Certification for social responsibility).
- Renewable Energy Usage: Engage with suppliers who use renewable energy in their operations.
- Resource Efficiency: Choose suppliers who demonstrate resource-efficient practices (e.g., minimizing water usage, reducing waste).

3. Circular Economy

- Product Lifecycle: Consider the full lifecycle of products, including durability, upgradability, repairability, and recyclability.
- End-of-Life Disposal: Ensure that products procured have clear end-of-life management plans, such as take-back programs for electronics recycling.

4. Social Responsibility

- Labor Practices: Engage suppliers who demonstrate fair labor practices, including compliance with international labor laws (e.g., ensuring no forced or child labor, paying fair wages, providing safe working conditions).
- Diversity and Inclusion: Encourage procurement from diverse suppliers, including women-owned, minority-owned, and small local businesses.

Procurement Process

1. Supplier Selection and Evaluation

- Prequalification: Suppliers must complete a prequalification questionnaire to assess their environmental, social, and governance practices. This includes questions on their sustainability initiatives, certifications, labor practices, and ethical standards.
- Supplier Audits: For larger or strategic contracts, supplier audits may be conducted to verify adherence to sustainability and ethical criteria.



- Preferred Suppliers: Develop a list of preferred suppliers who meet or exceed the company's sustainability and ethical standards.

2. Request for Quotation (RFQ) and Tender Process

- Sustainability Weighting: When issuing RFQs or tenders, a minimum of 20% of the evaluation criteria should be based on sustainability factors such as environmental impact, energy efficiency, and supplier sustainability certifications.
- Lifecycle Costing: Evaluate bids not only on upfront cost but also on the total cost of ownership, including energy use, maintenance, durability, and end-of-life disposal.

3. Contracting and Purchasing

- Sustainability Clauses: Include sustainability and ethical compliance clauses in contracts with suppliers. Contracts should specify that suppliers must comply with relevant environmental laws, maintain fair labor practices, and support the company's sustainability goals.
- Supplier Code of Conduct: Require all suppliers to sign and adhere to a Supplier Code of Conduct that outlines sustainability and ethical expectations.

4. Ongoing Supplier Management

- Performance Monitoring: Continuously monitor supplier performance against sustainability criteria. Reviews and assessments will be conducted to ensure ongoing compliance.
- Supplier Development: Where appropriate, work with suppliers to improve their sustainability practices by providing feedback and encouraging continuous improvement.

Product Categories with Sustainability Considerations

1. IT Hardware and Software for Resale

- Energy Efficient Hardware: Prioritize vendors who offer energy-efficient products, such as laptops, desktops, and servers with low power consumption.
- Modular Design: Source hardware that can be easily upgraded or repaired to extend its lifecycle.
- Sustainable Software Solutions: When reselling software, prefer vendors whose solutions reduce the need for excessive hardware use or promote energy efficiency in data processing (e.g., cloud-based solutions with renewable energy-powered data centers).



2. Office Supplies and Equipment

- Eco-Friendly Supplies: Procure office supplies made from recycled materials, such as paper, pens, and cleaning products.
- Sustainable Furniture: Choose furniture made from sustainable materials (e.g., certified wood, recycled materials) and that has a long lifespan.

3. Services

- Ethical and Sustainable Service Providers: Engage service providers who share the company's commitment to sustainability, such as those who use energy-efficient transportation or eco-friendly cleaning products.

Approval and Documentation Process

1. Approval Thresholds

- Purchases exceeding €1.000,00 require approval from the company's management, with a documented assessment of sustainability and cost-effectiveness.

2. Record-Keeping

- Maintain records of all procurement activities, including supplier assessments, sustainability criteria evaluations, and contract agreements.
- Document any deviations from the sustainability criteria and provide justification for such exceptions.

Compliance and Monitoring

- Internal Audits: The company will conduct periodic internal audits to ensure compliance with this procurement policy, including the sustainability criteria.
- Continuous Improvement: The procurement team will review the sustainability criteria annually and recommend improvements based on evolving best practices and market trends.

Training and Awareness

- Employee Training: All employees involved in procurement activities will receive training on sustainability in procurement, including how to apply the sustainability criteria during the procurement process.



- Supplier Education: Where possible, White Raven IT BV will work to educate suppliers on sustainability practices and encourage them to align with the company's values.

Review of Policy

This policy will be reviewed annually by management to ensure its relevance and effectiveness. Changes will be made to align with any new regulatory requirements, industry standards, and advancements in sustainable procurement practices. Changes will be communicated to all employees, contractors, and suppliers.

Contact Information

For questions or further information regarding this policy, please contact our Procurement Officer at procurement@whiteravenit.be.

This procurement policy ensures that White Raven IT BV maintains a responsible and sustainable approach to procurement, supporting both White Raven IT's business goals and its commitment to environmental and social responsibility within the EU market.