



PROCUREMENT POLICY

2025



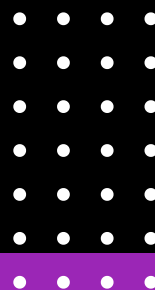
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Green Procurement Policy

Bova Group, consisting of Bova UK and Bova Aus, is committed to sourcing and procuring 'environmentally preferable' products and services that meet current performance, safety and regulatory requirements.

By adopting this green procurement policy, Bova Group agrees to:

- Act in accordance with the waste hierarchy, avoiding the unnecessary procurement of products and services where possible.
- Use the criteria set out below to make decisions relating to the procurement of goods and services.
- Review and, if necessary, update the policy on an annual basis.
- Share the policy with all staff making procurement decisions.
- Monitor ongoing procurement activity, provide regular feedback to staff and submit impact data for annual reporting.

Green Procurement Criteria

Bova Group will consider the following criteria when making procurement decisions:

- Eliminating or reducing the procurement of products or services that have the most harmful environmental impact.
- Prioritising the procurement of products and services by spend or volume and environmental impact.
- Procuring reused, refurbished, remanufactured and recycled-content products when possible.
- Purchasing greener products available through existing suppliers, such as energy saving office equipment, biodegradable cleaning products, recycled content/FSC stationery and where appropriate, use reusable and refillable products.
- Purchasing organic and/or fair-trade products where practicable.
- Supporting local remanufacturing efforts by purchasing at least a portion of recycled/upcycled products from local organisations where they exist and are fit for purpose.
- Actively encouraging suppliers to stock products and services that have minimum environmental impact and reduce the packaging in which products are supplied.
- Asking suppliers to provide clear information about the processes and materials used in their manufacturing processes, identifying any processes harmful to the environment and seek suppliers that are working towards the phase out of such practices.

It may not be possible to purchase a green alternative for every product or service. Compromise may be required. Bova Group will endeavour to:

- Address the significant environmental impacts of current procurement.
- Set targets and dates to achieve changes in purchasing practice.
- Engage colleagues responsible for procurement decisions with general environmental awareness and provide support for them to improve the sustainability of our supply chain.
- Work cooperatively with other departments and neighbouring organisations to purchase environmentally sound products.

Bova Group is owned by Nextmune, part of the Vimian family



Corporate Partners



The checklist in appendix 1 will be used, wherever practicable, with regards to resource use and recyclability, hazardous content, energy use, packaging, transportation, catering, supplier environmental reporting and social impact.

The below persons are responsible for the implementation of this policy and the monitoring of procurement activity in accordance with it:

Selva Velummylum- Head of Procurement, Bova Group

Belle Jarvis- Marketing Manager- Bova Aus

Lizzie Barnard- Global Head of Marketing and Sustainability, Bova Group

Bova Group will make this policy available when requested to interested parties, including members of the public, by making a copy available on the Bova Group website.



Signed: DocuSigned by:
Selva Velummylum
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Date: 01-May-25

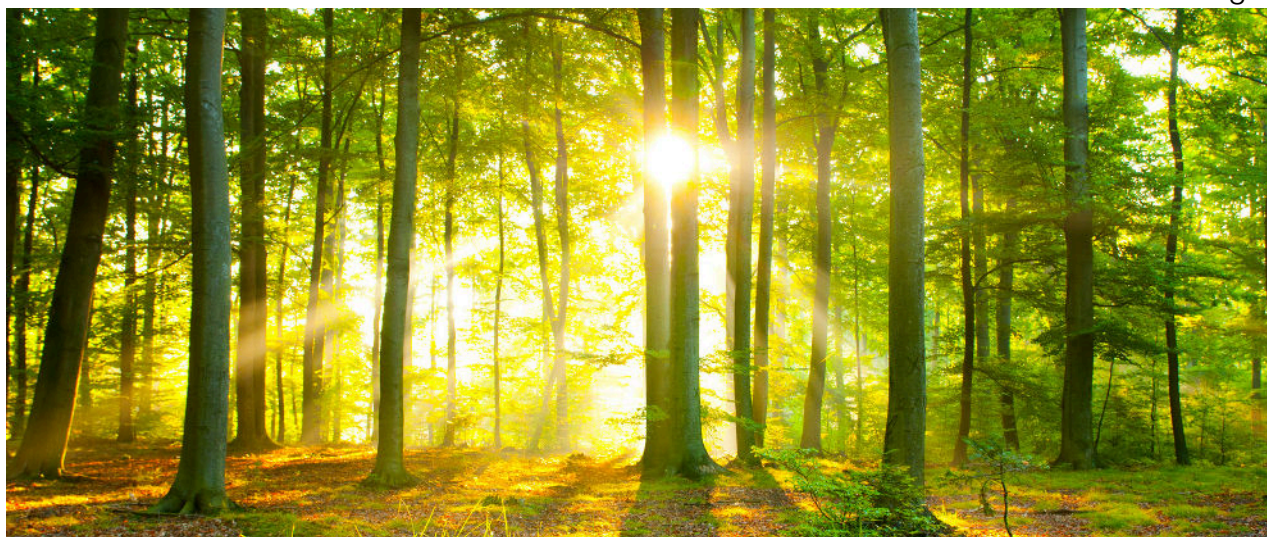
Name and position: Selva Velummylum- Head of Procurement, Bova Group

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Belle Jarvis
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Name and position: Lizzie Barnard- Global Head of Marketing and Sustainability, Bova Group



APPENDIX A PROCUREMENT CHECKLIST

Key Steps

The following checklist should be used to make procurement decisions. A weighted decision matrix could be employed if required.

Resource Use and Recyclability

- Does production/extraction of the product cause ecological damage, such as loss of habitats or damage to threatened species? Are there alternatives?
- Is this a remanufactured product?
- Can the product be re-used, refilled, recharged or reconditioned to extend its life?
- Can the item be easily upgraded by adding or replacing a part?
- Does the product have a recycled content? What percentage?
- Is the product accredited with a recognised environmental standard?
- Can the product be recycled easily (in the workplace and/or local community)?

Hazardous content

- Is the product or are its components hazardous to humans and/or the wider environment?
- If yes, what are the health and safety implications and disposal requirements?
- Are there any non-hazardous alternatives available?
- Are technical data sheets available?

Energy Use

- What is the energy efficiency of the items and how does it compare against alternatives?
- Does the item have energy consumption data for all operation modes?

Packaging

- Can product packaging be reduced or eliminated?
- Is packaging made of recycled material(s)?
- Can packaging be re-used, recycled or returned?

Transportation

- Is the product locally manufactured and/or locally supplied?
- Does the supplier have a Green Transport Plan for their operations?

Supplier environmental reporting

- Does the supplier have a company Environmental Management System?
- Does the supplier report on their environmental performance against set targets?
- Does the supplier have a current, in-date environmental accreditation?

Social Impact

- Is the product made by an organisation which supports quality working conditions, worker health and safety and/or community prosperity?
- Does the product, or its manufacturer/supplier have any ethical certification labels – such as Fair Trade, Ethical Trading Initiative or similar.

Our Global Team



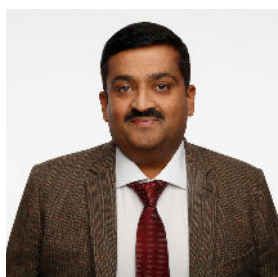
Nick Bova

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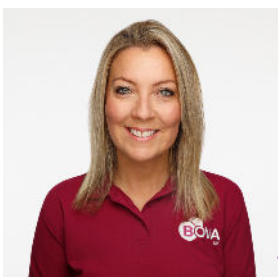
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