

Sustainability Purchasing Policy

1.0 POLICY

Northern BC Tourism Association (NBCTA) is committed to obtaining the best value for goods and services purchased while incorporating sustainable, fair-trade procurement principles and best practices.

2.0 PURPOSE

The purpose of the Sustainability Purchasing Policy is to provide guidance to all NBCTA employees with respect to purchasing functions.

All employees shall follow the guidelines set out in the Sustainability Purchasing Policy. All procurement activities shall meet the current and future needs of the NBCTA, while demonstrating commitment to environmentally, socially and economically sound purchasing practices. This commitment recognizes that:

- The NBCTA's purchases have inherent environmental, social and economic impacts that extend throughout the life cycle of each product or service;
- Though some impacts are local, many impacts occur far beyond the boundaries the region, given the regional, national, and global supply chains that underpin most products and services;
- Securing goods and services from local suppliers has a positive increased economic impact in the communities served by the NBCTA;
- Supporting vendors who support fair trade companies and practices is good corporate practice that supports sustainable development locally and globally;
- The NBCTA can leverage its purchasing power to minimize the adverse life cycle impacts of products and services, while motivating suppliers to provide more sustainable options for all of their customers;
- By taking responsibility for the environmental, social, and economic impacts of the entire life cycle of each purchase, the NBCTA reduces risk, practices fiscal responsibility, and contributes to sustainable development locally, provincially, nationally, and internationally.

3.0 SCOPE

The Sustainability Purchasing Policy applies to the purchase of Goods and Services by any NBCTA employee on behalf of the NBCTA.

4.0 RESPONSIBILITIES

4.1 All employees are responsible for:

- a) Maintaining high legal, ethical, managerial, and professional standards in the management of the resources entrusted to them.
- b) Considering the environment and socio-economic impact of all purchasing

decisions, where the additional cost is not prohibitive.

- c) Obtaining the best value for money by achieving fulfillment of specified needs including quality, health & safety standards, environmental impacts, productivity and service life.
- d) Ensuring all purchases are performed in accordance with this policy.
- e) Ensuring that corporate standards are adhered to for purchases.