



SUSTAINABLE PURCHASING POLICY

The purpose of this policy is to ensure that Teardrop purchases recycled and other sustainably-preferable products whenever they meet cost and performance requirements.

Sustainably-preferable products means products that are sustainably produced or sourced; are recycled or recyclable; are Fair Trade, Organic, FSC or MSC Certified; are environmentally sustainable; energy-efficient/water-saving; have a lesser impact on human health and the environment when compared with competing products. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, or disposal of the product.

The provisions of this policy require that we:

- Purchase recycled and other sustainably-preferable products whenever practicable. Always seek eco-friendly alternatives where possible, ideally certified options
- Require contractors and consultants to use recycled and other sustainably-preferable products whenever practicable
- Commit to asking our suppliers to reduce, reuse or eliminate packaging or use more sustainable alternatives
- Discontinue the use of single-use plastics where possible and to encourage suppliers to do the same. To insist they use re-usable crates, cane boxes, cardboard cartons and boxes, wooden boxes where possible
- Generally minimise purchase orders to reduce the waste. To purchase groceries, vegetables, and fruits locally and in smaller quantities. This will save energy in refrigerators, lessen the process of goods received, and lessen waste. Purchasing locally will reduce the fuel consumption of the transport
- To engage in cultivation, prioritising the cultivation of frequently used vegetables and fruits. Our up-country properties to produce and deliver excess crop to our other properties and vice-versa
- Prioritise the use of organic vegetables, fruits, meat, chicken, eggs, and other food items
- Support local business and communities by purchasing locally
- Ensure all our hotels use led lights where possible, including guest areas and staff accommodation. The use of led bulbs to be standardised across all the properties
- Seek eco-friendly alternatives to chemicals where possible
- Assign appropriate personnel to fulfill the requirements of this policy
- Research opportunities for procurement of recycled and other environmentally preferable products and communicate these to purchasing decision makers for evaluation and purchase. An example of this is to ensure that we are purchasing and using the same lighting brand and technology as using different types and makes of lighting on the same circuit reduces the life span of bulbs.

- Collect data on purchases by Teardrop of recycled and other environmentally preferable products. Dedicate some time to checking that products that claim they are environmentally friendly or biodegradable definitely are.
- Prepare and submit an annual report to Management by April of each year, describing the progress as far as the implementation of the policy is concerned, including the following elements:
 - Quantities, costs, and types of recycled and other environmentally preferable products purchased
 - A summary of savings achieved through the purchase of recycled and other environmentally preferable products
 - A summary of program promotional efforts - Recommendations for changes in procurement policy.

We will promote the use of recycled and other sustainably-preferable products by publicising our sustainable purchasing policy and its implementation. We are committed to educating staff with regards to the policy encouraging feedback as well.

The responsibility for the implementation of this policy is with the Property Manager.

Exemptions: Nothing in this policy shall be construed as requiring the purchase of products that do not perform adequately or are not available at a reasonable cost.