

	HR POLICY MANUAL		
	GREEN PURCHASING POLICY	DOCUMENT No: HR 24	REF No: HR/2024/24

At Uga, we ensure that we purchase recycled and other environmentally preferable products whenever they meet cost and performance requirements.

Through our Green Purchasing Policy;

- We shall purchase recycled and other environmentally preferable products whenever practicable.
- We shall require contractors and consultants to use recycled and other environmentally preferable products whenever practicable.

The General Manager of the resort shall be responsible for coordinating the implementation of this policy. The General Manger shall;

- Assign appropriate personnel to fulfil the requirements of this policy.
- Research opportunities for procurement of recycled and other environmentally preferable products and communicate these to the purchasing decision makers for evaluation and purchase.
- Collaborate with specifying agencies to prepare or revise bid documents to the language in which the contracts are made to ensure implementation of this chapter.
- Collect data on purchases of recycled and other environmentally preferable products.
- Prepare and submit an annual report to Uga Management by April of each year describing the progress of the resort in the implementation of the policy, including the following elements:
 - A. Quantities, costs, and types of recycled and other environmentally preferable products purchased.
 - B. A summary of savings achieved through the purchase of recycled and other environmentally preferable products.
 - C. A summary of program promotional efforts
 - D. Recommendations for changes in procurement policy.
- Promote the use of recycled and other environmentally preferable products by publicizing its environmental purchasing policy and its implementation.
- Educating staff about the policy and listening to staff comments and suggestions.

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.