

611 Sustainable Purchasing Policy

Approved: May 2015

PURPOSE:

The purpose of the Sustainable Purchasing Policy is to ensure products and services purchased by or contracted for Momentum reflect the Momentum [Think 3 Purchasing Guidelines](#). The goal of this policy is to scale impact through purchasing decisions and for Momentum to be a local leader in Community Economic Development purchasing. By encouraging staff, retailers, producers, and suppliers, Momentum aims to support wider adoption of Think 3 practices in our community.

SCOPE:

All departments and staff will consider the Think 3 criteria in their purchasing decisions.

POLICY:

Momentum will strive, where feasible and respectful of budget, to purchase environmentally, socially and economically preferable products and services that meet the organization's needs and mission.

Where possible, purchasing decisions shall favor (but not be limited to):

- Locally-owned businesses
- Momentum business graduates
- Businesses where employees are paid a living wage
- Products that are Fair-Trade Certified
- Products that reduce greenhouse gas emissions or are made with renewable energy
- Products that are reusable, recyclable or bio-based/compostable
- Products that eliminate or reduce the use of chemicals hazardous to the environment and public health
- Products with minimal packaging
- Other products and services as described in the Think 3 guideline

While not all factors above may be incorporated in to every purchase, it is the intent of this policy that Momentum employees will make a good faith effort to incorporate and balance these factors to the maximum extent possible.

DEFINITIONS:

Think 3:

At Momentum, we choose to nurture simplicity, interdependence and a high quality of life for all by considering the environmental, social and economic impacts of every decision we make.

Our decisions are considered with environmental, social and financial sustainability in mind and we recognize they are interdependent.

[Think 3 Purchasing Guidelines:](#)

Purchasing decisions at Momentum will be made with consideration for the following sustainability criteria:

1. **Environmental-** minimizing impact and/or enhancing our natural environment. Products and services are:
 - Local, or did not travel far
 - Organic
 - Recyclable

- Energy efficient
- High recycled content
- Non-toxic
- Minimal packaging

For events or services:

- Minimal paper use—electronic posters, minimal handouts
- Recycling and composting available
- Food and beverage utensils are re-usable
- Events are located near public transit and there are bike racks

2. **Social-** the working conditions of employees, inclusion and the well-being of all people are valued.

The people behind the business care about, and invest in, the community

The product or company improves social well-being

Employees are paid a living wage

Animals were treated humanely

Products are fair-trade certified

3. **Economic-** local ownership and greater opportunities to circulate money in the local economy is prioritized. Products and services are from:

- Local, small/family businesses
- Momentum graduates
- Social enterprises
- Cooperatives
- other CED organizations
- Albertan- or Canadian-owned

RESPONSIBILITIES:

Supervisors are responsible for encouraging the application of this policy with their staff.

Employees will consider the Think 3 criteria in their purchasing decisions.

The Sustainability Audit Group will provide implementation guidance, direction and monitoring of this policy, including input into new staff orientation, provision of staff training, and on-going communications. SAG is also responsible for the review and update of this policy.