



Ixion Group

**Sustainable Procurement
Policy**

INTRODUCTION

The Ixion Group of companies (Ixion) recognises that organisations operating in the public funding arena have a responsibility for ensuring that sustainable development is effected through its procurement of goods, services and operating offices.

Ixion is committed to ensuring that sustainability through procurement becomes embedded within the organisation's culture and values.

Ixion Holdings Ltd acquired Computer Gym (UK) Limited - now called Ixion CG Limited - in April 2010, and is actively working towards implementing this policy throughout this multi-site company.

SCOPE

This document describes the sustainable procurement strategy for Ixion. It includes our strategy to:

- develop an environmental purchasing policy, which is fully integrated into all our purchasing activities;
- introduce environmental risk assessments of contracting activity;
- implement environmental supply chain management;
- develop mechanisms for measuring and reporting on progress.

It also covers:

- the development of an action plan to take this strategy forward.

ENVIRONMENTAL RISK ASSESSMENTS

Ixion will incorporate a process of environmental and social risk assessment into our procurement activities. Environmental and social risk assessments undertaken by project managers will identify procurements which constitute high environmental and social risk. Responsibility will lie with project managers to mitigate the risk as follows:

- Remove risk;
- Reduce risk;
- Manage risk.

SUPPLY CHAIN MANAGEMENT

Ixion will also identify and work with its sub-contractors and supply chain, in order to reduce environmental risk and to develop best practice in the management of its projects and associated activities.

MECHANISMS FOR MEASURING AND REPORTING ON PROGRESS

Progress will be measured via the environmental risk assessment process and the environmental supply chain management programme. Mechanisms for measuring progress and success will be included at the time of developing these two areas. Our procurement account managers and project management team will take a leading role in this, together with the finance team.

ACTION PLAN

The organisation action plan will fully implement Ixion's sustainable procurement strategy, will take account of the overall Government sustainable procurement strategy and priorities, and will be evaluated at least annually.

RESPONSIBILITY FOR IMPLEMENTATION OF THIS POLICY

Roles and responsibilities are as follows:

- The Group Chief Executive is responsible for ensuring that sufficient resources are available to facilitate the effective implementation and maintenance of this policy. The Group Chief Executive is accountable to the Ixion Holdings Board;
- The Finance Director is responsible for implementing this policy, and for ensuring that corporate processes and practices are in place;
- All Company employees are responsible for ensuring that they follow the policy to limit their impact on the environment, and promote sustainable development.

RESPONSIBILITY FOR MONITORING THIS POLICY

This policy will be reviewed annually (or more frequently, if legislation and best practice make it necessary), by the Group Finance Director of Ixion, Rachael White, in order to ensure its continuing relevance, on behalf of the Ixion Group.

Any changes to the policy will be communicated to all employees.