

PATHWAYS ABILITIES SOCIETY

POLICY: SUPPLIES, PURCHASING AND STORAGE

Applies to: All Personnel and Volunteers

PREAMBLE

Pathways Abilities Society endeavours to promote and support suppliers that are committed to socially responsible business practices. We expect all our suppliers to actively commit to ensuring people with diverse-abilities are treated like non-disabled consumers and engage in environmentally sustainable practices.

Pathways Abilities Society is committed to ensuring our limited resources dollars are used to purchase items and supplies needed for service delivery and endeavors to be good stewards of those items and supplies.

Purchasers at Pathways Abilities Society may include any employee of Pathways Abilities Society that is purchasing a good or service with Pathways Abilities Society funds, on behalf of Pathways Abilities Society or on behalf of an individual supported by the Pathways Abilities Society.

This policy will not result in limitations to goods or services for persons supported, or to barriers in accessing the community, or create adverse affects on Pathways Abilities Society.

POLICY

Major purchasing decisions are made by the Pathways Abilities Society board of directors, management and supervisory personnel. Pathways Abilities Society establishes specific policies and procedures that identify the parameters under which goods and service can be purchased. They were developed to ensure all parties are accountable and Pathways Abilities Society gets the best value for our limited dollars while engaging socially responsible actions.

Whenever practical, possible and financially appropriate Pathways Abilities Society purchases from suppliers who meet the following criteria. Goods and services that are more expensive will still be purchased provided the difference in cost is not unreasonable and does not result in budgetary deficits or restraints.

- The supplier has corporate responsibility statements regarding community and environmental sustainability.
- The supplier's human resource policies and practices include workplace accommodations, targeted hiring, training and employee retention schemes that promote the inclusion of people with disabilities in the workforce.
- The supplier's purchasing/procurement policies and practices promote partnership with businesses owned and operated by people with disabilities and social enterprises and similarly require commitments regarding economic inclusion of people with disabilities.
- The supplier's advertising campaigns respect people with disabilities as valued consumers.

- The supplier's employee customer service training includes instruction and strategies for serving customers with disabilities well.
- The supplier's have made every effort to ensure their premises and facilities (office space, warehouses, parking lots, factories etc.) are fully accessible to people with disabilities.
- The supplier's purchasing/procurement policies and practices promote environmental sustainability. Consideration shall be given to those products or services that contain reused and reusable materials, materials manufactured without toxic chemicals, have minimal packaging, contain materials that biodegrade naturally and rapidly and/or contain recycled and post-consumer content.
- The supplier is known to support ethical labour practices.

Any Item to be purchased is added to the ShareVision Supplies (Ordering) or Costco Shopping list. Prior to making the purchase the direct supervisor of the person designated to do the shopping approves the list. Receipts are required and submitted to the finance department for processing. Purchases include but are not limited to cleaning supplies, condiments, coffee, vehicle supplies, meeting supplies, office supplies, janitorial supplies, hygiene supplies, craft supplies, promotional and marketing supplies, service supplies, travel expenses, acknowledgement gifts and furnishings. An item that costs over \$50.00 must be approved by the executive director or designate.

Supplies are kept in secure locations and accessed and utilized by authorized personnel.

Non-consumable purchases are tracked in the Asset Management ShareVision list including but not limited to housewares, furnishing, appliances, electronics, computers, equipment, tools and vehicles. Any item over \$200.00.

Pathways Abilities Society and the respective staff, will not maintain an excessive inventory and purchases are made as required.

Items are stored in the locations outlined in the procedures and accessed or used as specified.

Effective/Revision Date

November 30, 2011
 December 21, 2012
 June 4, 2018
 January 20, 2020

Board Approval

Date Approved

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 December 21, 2012
 June 4, 2018
 January 20, 2020