

# Procurement Policy

## Purpose

Our Company is committed to promoting social equity, supporting small businesses, and stimulating local economic growth by purchasing from suppliers with ownership from underrepresented populations and prioritizing local vendors. We recognize the importance of creating economic opportunities for individuals from low-income communities, women, and people of color, and believe that supporting these businesses can help to reduce wealth disparities and promote social equity. By prioritizing local vendors, we aim to keep money within the community, supporting small businesses and creating jobs, which can help to stimulate economic growth and promote community development. Through these policies, we hope to make a positive impact on our community and contribute to a more equitable and sustainable future.

## Target

- to purchase 90% of office necessity from local vendors.

## Implementation

- Researching and identifying potential local suppliers and vendors that meet the criteria for businesses owned by women, people of color, or individuals from low-income communities.
- Gives these businesses priority in the procurement process.
- All supplier needs to filled up the Vendor Form to keep the records during the procurement process.

In addition to the social and economic benefits, purchasing from suppliers with ownership from underrepresented populations and supporting local vendor policies can also have environmental benefits by reducing transportation emissions and promoting sustainable practices.

Overall, implementing these policies can help to promote social equity, support small businesses, and stimulate local economic growth.