

PURCHASING POLICY

This Purchasing Policy sets out the principles, processes, and responsibilities for procuring goods and services by Aitken Spence Travels. It applies to all employees, contractors, and suppliers engaged by the Company in Sri Lanka.

POLICY PRINCIPLES

1. All Purchasing must comply with applicable company policies, Sri Lankan law, internal controls, and relevant standards or certifications.
2. Purchasing is conducted in an open and accountable manner no bribery, favoritism, or undue influence is tolerated.
3. Suppliers are treated equitably with clear criteria for selection and award.
4. Our priority is suppliers who demonstrate responsible practices, environmental, labor, ethical, and fair trade and who align with the Company's sustainability goals.
5. The Company shall favor goods and services that reduce carbon footprint and waste, support the circular economy, and conserve biodiversity.
6. All our suppliers shall adhere to the Company's expectations as follows:
 - a. Respect human rights and labor rights do not use forced labor, child labor, or engage in human trafficking provide safe working conditions and ensure nondiscrimination.
 - b. Comply with national and international laws and guidelines on cultural preservation, the prevention of illicit trade in cultural property and the protection of intellectual property and traditional knowledge.
 - c. Comply with national and international laws regulations and guidelines concerning wildlife protection trade and animal welfare.
 - d. Manage environmental impacts minimize waste, energy use, emissions, and support conservation of biodiversity.
 - e. Operate with integrity no bribery, no conflicts of interest, abide by anti-corruption laws.
 - f. Local community engagement: encourage Purchasing of local materials and services, involve local businesses, support skills development, and community benefit.
7. Where possible and feasible, priority should be given to suppliers within the 50 KM radius to reduce the transport cost and carbon emissions.

