



Procurement Routines

The following policy applies to the procurement routines of Terraforming's personnel (including volunteers and consultants) while purchasing goods, supplies and services.

Why procurement routines?

Terraforming is a non-profit organization. In order to make sure that all available funds are always used in order to achieve the designated project goals as efficiently and cost effectively as possible, our organization needs an effective and efficient procurement policy, as well as procedures and practices to operationalize it. This document will serve to:

- establish and maintain control procedures;
- ensure that staff do not mishandle funds;
- avoid purchasing unnecessary items;

Standards of conduct

Our standards of conduct includes the following rules:

Conflict of Interest: Employees should not be involved in selecting or overseeing procurement if there is a real or perceived conflict of interest. This includes situations where our personell has a financial or other interest in the business being considered or selected for an award.

Gratuities: Employees must not request or accept gratuities, gifts, favors or anything of monetary value from contractors or parties.

Disciplinary Actions: The personnel who violate these rules will be expelled from the organization. The responsibility for investigating suspected misconduct lies with Terraforming's project manager, and further, Executive Director.

Cost-efficient

All purchasing of goods, supplies and services should be cost-efficient. This means that purchased goods, supplies and services will produce optimum results for the expenditure.

Energy-saving

When purchasing goods, supplies and services we will prefer products that use less energy to provide the same service.

Environmentally friendly

When purchasing goods, supplies and services we will prefer products that inflict reduced, minimal, or no harm at all, upon ecosystems or the environment.

Locally produced

When purchasing goods, supplies and services we will prefer locally produced, except in cases obviously in breach with the previously mentioned principles.

Evaluation and improvement principals

All purchases must be registered in the bookkeeping system. The annual results will be reported on the Annual Meetings. By evaluating, analyzing and following all project results, as well as the organization's annual results, we will always strive to improve our procurement policy and routines and make them more efficient.

This document is approved at the Terraforming Annual Meeting in May 2013.