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PROCUREMENT ROUTINES

The following policy regarding purchasing goods, supplies, and services applies to the operations of Terraforming's personnel and consultants internationally as well as to Terraforming's cooperation with financiers and partner organizations.

Why procurement routines?

Terraforming is a non-profit organization. In order to make sure that all available funds are always used 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 serves to:

- Establish and maintain control procedures;
- Ensure that staff do not mishandle funds;
- Avoid purchasing unnecessary items;

Standards of conduct

Our standards of conduct include 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 personnel 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.

Registration of all purchases

All transactions must be registered in the bookkeeping system with the proper proof (invoice).

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, Director. In the case of a suspected crime, the issue will be reported to the police.

Purchasing goods, supplies, and services

When purchasing goods, supplies, and services, we will strive to achieve these goals:

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 prefer products that use less energy to provide the same service.

Environmentally friendly

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

Locally produced

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

Evaluation and improvement principals

The annual results will be reported at the Annual Assembly Meetings. By evaluating, analyzing, and following all projects and the organization's annual results, we will always strive to improve our procurement policy and routines and make them more efficient.

This document was approved at the Annual Assembly meeting on May 23, 2013, in Novi Sad, Serbia.