

## ROUGHSTOCK PURCHASING POLICY

In an effort to support local economies, reduce environmental footprint, and encourage a more sustainable supply chain, Roughstock Studios has implemented the following purchasing policy:

1. Before a purchase of new equipment or materials is made, reasonable efforts will be made to obtain such materials from public gifting/trading programs such as Freecycle.org and Craig's List.  
*Purpose: To reduce the demand for virgin materials.*
2. Assuming said purchase cannot be reasonably completed as described in step 1, a list of potential vendors (ideally, a minimum of three, all of whom meet the studio's minimum requirements for quality, service and price) will be identified. Each vendor will be assigned a single point for each of the criteria in the list below. Vendors with the highest point totals will be given purchasing preference,
  - Vendor is local (within 100 miles).
  - Vendor has a formal waste reduction/recycling policy in operation.
  - Vendor has a formal energy reduction policy in operation.
  - Vendor has a formal toxic reduction/processing policy in operation.
  - Vendor has a formal eco-preferable purchasing policy in operation.
  - Vendor is certified by BAGBP, Co-op America, or other viable independent monitoring group.
  - Vendor products are recyclable (1/2 point).
  - Vendor products are produced using direct renewable energy.
  - Vendor products are made with non-toxic or less toxic materials,
  - Vendor products are made from recycled or reclaimed materials.
  - Vendor products are minimally packaged (1/2 point).
  - Vendor participates in a third-party certified renewable energy or carbon offset program (1/2 point).
  - Vendor is a minority- or woman-owned business.
  - Vendor is a union shop.
  - Vendor has a formal employee benefits program in operation, including living wages and health care.

This policy is intended to serve as a blueprint for any organization that chooses to make use of it. Suggestions and recommendations for policy improvement are encouraged, and should be directed to Jess Sand, owner, at [jsand@roughstockstudios.com](mailto:jsand@roughstockstudios.com).

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