



POLICY & PROCEDURE

Policy No.	GM CBV-CBRS 6 - 01	Department	Accounting
Date of issue	-	Division	Purchasing
Last update	20 Nov 2016	Approved by	General Manager
Subject	Green Purchasing Policy		

Purpose

Candi Beach Villas – Candi Beach Resort & Spa supports the sustainable environment program by purchases locally produced, recycled and other environmentally preferable products whenever they meet cost and performance requirements. Buy in bulk rather than individual doses and require from suppliers to limit as much as possible the amount of packaging when they deliver or to take care of them and avoid using cardboards, plastic, or others those unfriendly environment.

Policy

The Candi Beach hotel shall to purchase locally produced as first priority, recycled and other environmentally preferable products whenever practicable. The hotel requires suppliers use recycled and other environmentally preferable products whenever practicable.

Procedure

Purchasing Supervisor shall be responsible for coordinating implementation of this policy.

- a. Quantities those have to be ordered for stock must according to the needs and avoid over stock.
- b. Costs must be reasonable and according to the planned budget.
- c. All employees have to be informed of this green purchasing policy.

Management,

Wiryra Negara
General Manager