



Purchasing Policy

The objective of the purchasing policy is to ensure that all products purchased by Cinnamon Lakeside Colombo adhere to the highest level of quality at a competitive price while promoting environmental and social best practices throughout our supply chain. Cinnamon Lakeside Colombo requires that the method by which suppliers are selected be transparent and ethical, with greater emphasis on the selection of suppliers that follow practices of sustainable development. All staff involved in purchasing and sourcing are required to follow this policy and the internal standard operating procedure as set out by Cinnamon Hotels and Resorts.

As a leading organization in the country, we have also identified that there is a significant role for us to play in terms of developing the local economy. Hence, we encourage our hotels to purchase goods and services locally in addition to supporting local suppliers. As a hotel that emphasizes best practices, we understand the importance of promoting responsible business practices even among our suppliers.

We have a solid environmental management platform that clearly highlights the responsible and sustainable procurement objectives practiced across all our hotels. With the influence of our green practises, we have developed a sustainable purchasing policy that introduces green standards to our hotels and will influence their purchasing decisions.

The following purchasing policy at Cinnamon Lakeside Colombo encompasses the requirements, principles, and practises our suppliers need to adopt in order to promote areas such as: -

- Ethical conduct in workplace
- Safe working conditions in the supply chain
- Treatment of persons with respect and dignity
- Environmentally responsible practices

The above-mentioned key areas are the minimum standards that are expected from Cinnamon Lakeside Colombo vendors in the operating process.

Each vendor should comply with the laws of the applicable countries within which they operate as well as with the international laws related to the conduct of business.

COMPLIANCE WITH LAWS AND REGULATION

- To tolerate no form of and not to engage in any form of corruption or bribery, including any payment or other form of benefit conferred on any government official for the purpose of influencing decision - making in violation of law.
- To accurately record and disclose information regarding business activities, structure, and financial situation and performance in accordance with applicable laws, regulations, and industry practices.

LABOUR AND HUMAN RIGHTS

- Support the protection of human rights, particularly those of its employees, the parties with whom it conducts business, and the communities where it operates.
- Commitment to provide a safe and healthy working environment.
- Discourage forced and compulsory labour or the exploitation of children.
- Support the abolition of employment discrimination and harassment and promote diversity in the workplace.
- Provide employees with remuneration and tools for growing their careers and take their wellbeing into consideration.

ENVIRONMENTAL PROTECTION

- Encourage sound environmental practices in the design, development, and operation of its business and provide the training and resources required to implement such practices.
- Encourage the development and integration of sustainable technologies and to endeavour to reduce, reuse, recycle and recover the use of energy and water and the resources consumed by its business wherever practical.
- Engage its customers, colleagues, partners, suppliers, and contractors in its efforts to protect the environment.

As General Manager, I'm committed to our Purchasing Policy, which is owned and endorsed by the Cinnamon Hotels and Resorts. That said, every Cinnamon employee at every level and in every function in the hotel is responsible for the successful implementation of this policy and the related programs.



A handwritten signature in black ink, appearing to read 'Nazoomi Azhar'.

Nazoomi Azhar – General Manager

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