

## ENVIRONMENTAL REQUIREMENTS / RECOMMENDATIONS FOR OESÍA GROUP SUPPLIERS

General subcontractors
<p><b>Purchase requirements:</b></p> <ul style="list-style-type: none"> <li>• If applicable, show authorisation as an installation and/or maintenance company for the activity they carry out.</li> <li>• If applicable, show authorisation as an authorised maintenance company and/or a course approved by the Ministry of Health and Consumer Affairs, completed by the person who performs the hygienic-sanitary maintenance tasks, as well as evidence of registration in the Official Register of Biocidal Establishments and Services from the corresponding Autonomous Community.</li> <li>• Proof that all transport units and drivers are authorised.</li> </ul> <p><b>Recommendable:</b></p> <ul style="list-style-type: none"> <li>• Environmental Management System Certificate according to ISO 14001 or EMAS Regulation.</li> <li>• Implement a circular economy production and consumption model.</li> </ul>

Subcontractors for specific works or renovations
<p>In addition to the general requirements for Subcontractors:</p> <p><b>Purchase requirements:</b></p> <ul style="list-style-type: none"> <li>• Contract with RCD manager.</li> <li>• RCD delivery receipts.</li> </ul>

Supply of Raw Materials / Materials
<p><b>Recommendable:</b></p> <ul style="list-style-type: none"> <li>• Closer suppliers with less impact associated with transportation.</li> <li>• Acquire containers and packaging materials with <b>certifications that guarantee sustainability</b>. These types of certifications are voluntary and can refer to: the origin of the material - such as the wood chain of custody (FSC, PEFC, SFI, ISO 38001), compliance with certain environmental requirements such as environmental eco-labels (ISO 14024 and ISO 14025), or the environmental profile such as the product environmental declaration (ISO 14023), the product carbon footprint (ISO 14067), the water footprint (ISO 14046) or the product environmental footprint (Source: ECOEMBES Packaging Ecodesign Guide).</li> <li>• Avoid <b>packaging materials that contain heavy and/or toxic metals</b> which can be released into the environment. They also contaminate recycled materials, hindering their use for a future application. These heavy and toxic metals are found in printing varnishes and additives applied to adhesives and coatings. As an alternative, it is recommended to use water-based inks not included in the EUPIA exclusion list. Regarding additives applicable to plastics and adhesives, avoid BPA and phthalates as much as possible, and refer to EFSA and FEICA guidelines.</li> <li>• <b>Packaging materials suitable for recycling</b>. Consider the suitability for recycling of the materials from which packaging elements are manufactured . Although the main characteristic to consider is the density between the materials, there are other characteristics that are decisive in achieving an optimal degree of recycling that merit consideration. See illustrative image:</li> </ul>

		SECONDARY ELEMENT								
		HDPE	LDPE	PP	PVC	PS	PET	Paper/ cardboard	Steel	Aluminium
MAIN ELEMENT	HDPE	Green	Green	Green	Red	Red	Red	Red	Red	Red
	LDPE	Green	Green	Green	Red	Red	Red	Red	Red	Red
	PP	Green	Green	Green	Red	Red	Green	Green	Green	Green
	PVC	Green	Green	Green	Green	Green	Red	Green	Green	Green
	PS	Green	Green	Green	Green	Green	Red	Green	Green	Green
	PET	Green	Green	Green	Red	Red	Green	Red	Red	Red
	Paper/cardboard	Red	Red	Red	Red	Red	Red	Green	Red	Red
	Aluminium	Red	Red	Red	Red	Red	Red	Red	Green	Green

Source ECOEMBES Ecodesign Packaging Guide

- Lighter containers.
- Lighter cardboard boxes.
- Supply of batches of adequate size to minimise waste.
- As far as possible, delivery and packaging of goods in bulk and not in units
- Supply of goods in reusable containers.
- It should be reusable.
- It should be easily recyclable, if possible made from a single material to facilitate this.
- Pieces made of different materials should be clearly marked for identification and recycling.
- The reduction of environmental impacts (water and energy consumption, discharges and emissions, including requirements for CO2 emissions) should be considered the manufacturing process.
- Environmental Management System Certificate according to ISO 14001 or EMAS Regulation.
- Implement a circular economy production and consumption model.

Transport service
<p><b>Recommendable:</b></p> <ul style="list-style-type: none"> <li>• Efficient Transportation, with an average fleet age of less than <b>six (6)</b> years.</li> <li>• Environmental Management System Certificate according to ISO 14001 or EMAS Regulation.</li> <li>• Implement a circular economy production and consumption model.</li> </ul>

Hazardous Waste Transportation Service
<p><b>Purchase requirements:</b></p> <ul style="list-style-type: none"> <li>☐ Proof of authorisation to transport the waste being transported.</li> <li>☐ Proof that all transport units and drivers are authorised.</li> </ul> <p><b>Recommendable:</b></p> <ul style="list-style-type: none"> <li>☐ As per the Transport Service specifications.</li> </ul>

Supply of hazardous substances
<p>In addition to those listed for Raw materials / Materials</p> <p><b>Purchase requirements:</b></p> <ul style="list-style-type: none"> <li>☐ Provide Safety Data Sheet.</li> </ul> <p><b>Recommendable:</b></p> <ul style="list-style-type: none"> <li>☐ As per the Transport Service specifications. Supply of less hazardous products.</li> <li>☐ Returnable containers.</li> </ul>

▮ Recyclable packaging that generates the least amount of waste.

<b>Supply of Equipment and Machines</b>
<p>In addition to those listed for Raw materials / Materials:</p> <p><b>Purchase requirements:</b></p> <ul style="list-style-type: none"> <li>• CE marking.</li> <li>• Declaration of conformity.</li> </ul> <p><b>Recommendable:</b></p> <ul style="list-style-type: none"> <li>• Lower energy consumption.</li> <li>• Longer maintenance periods.</li> <li>• Easily repairable.</li> <li>• Longest possible useful life.</li> <li>• The product should be reusable.</li> <li>• Implement a circular economy production and consumption model.</li> </ul>

<b>Vehicle maintenance service</b>
<p><b>Purchase requirements:</b></p> <ul style="list-style-type: none"> <li>• Registration of the workshop as a Small Producer of Hazardous Waste.</li> <li>• Workshop contract signed with hazardous waste manager-collector.</li> <li>• Proof of delivery of hazardous waste to authorised manager.</li> </ul> <p><b>Recommendable:</b></p> <ul style="list-style-type: none"> <li>• Environmental Management System Certificate according to ISO 14001 or EMAS Regulation.</li> <li>• Implement a circular economy production and consumption model.</li> </ul> <p><b>Note:</b> request proof of delivery of waste to an authorised manager every 2 years.</p>

<b>Vehicle supply</b>
<p>In addition to the specifications for Subcontractors in general and for Equipment or machines:</p> <p><b>Recommendable:</b></p> <ul style="list-style-type: none"> <li>• Lower consumption l/km.</li> <li>• Lower emissions of CO<sub>2</sub>, NO<sub>x</sub>.</li> <li>• Longer maintenance periods.</li> <li>• Lower polluting potential according to DGT classification: <ul style="list-style-type: none"> <li>○ <b>Zero emissions:</b> Battery electric vehicles (BEV), extended range electric vehicles (EREV), plug-in hybrid electric vehicle (PHEV) with a minimum range of 40 kilometres and fuel cell vehicles</li> <li>○ <b>ECO:</b> Plug-in hybrid vehicles with range &lt;40km, non-plug-in hybrid vehicles (HEV), vehicles powered by natural gas, vehicles powered by natural gas (CNG and LNG) or liquefied petroleum gas (LPG).</li> <li>○ <b>C:</b> Vehicles with more than 8 seats and for goods transport, both petrol and diesel, registered since 2014. Therefore, petrol driven vehicles must comply with the Euro 4, 5 and 6 standard and diesel vehicles with Euro 6.</li> <li>○ <b>B:</b> Passenger cars and light petrol driven vans registered since January 2000 and diesel since January 2006. Vehicles with more than 8 seats and for goods transport, both petrol and diesel, registered since 2005. Therefore, petrol vehicles must comply with the Euro 3 standard and diesel vehicles with Euro 4 and 5.</li> </ul> </li> </ul>

<b>Air conditioning maintenance service (handling of fluorinated gases)</b>
<p>In addition to those specified for Subcontractors in general:</p> <p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>• Company certified for handling fluorinated gases (Load &lt; 3 kg)</li> <li>• Accreditation certificate for the handling refrigeration systems using fluorinated refrigerants installed in vehicles. Of the people who have handled fluorinated gases.</li> </ul>

<ul style="list-style-type: none"> <li>• In case gas recovery and change is performed:             <ul style="list-style-type: none"> <li>◦ Registration as a Small Producer of Hazardous Waste.</li> <li>◦ Contract signed with hazardous waste manager-collector.</li> <li>◦ Proof of delivery of hazardous waste to authorised manager: fluorinated gases.</li> </ul> </li> </ul> <p><b>Recommendable:</b></p> <ul style="list-style-type: none"> <li>• Environmental Management System Certificate according to ISO 14001 or EMAS Regulation.</li> <li>• Implement a circular economy production and consumption model.</li> </ul>
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<p><b>Hazardous waste collection service</b></p> <p>In addition to those specified for Subcontractors in general:</p> <p><b>Purchase requirement:</b></p> <ul style="list-style-type: none"> <li>• Registration as manager.</li> <li>• Contract signed with hazardous waste manager.</li> <li>• Proof of delivery of hazardous waste.</li> <li>• Hazardous waste recovery certificate.</li> </ul> <p><b>Recommendable:</b></p> <ul style="list-style-type: none"> <li>• Environmental Management System Certificate according to ISO 14001 or EMAS Regulation.</li> <li>• Maximum possible recovery of the hazardous waste delivered.</li> </ul> <p><b>Note:</b> request proof of delivery of waste to an authorised manager every 2 years.</p>
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<p><b>Supply of promotional material, advertising</b></p> <p>In addition to those listed for Raw materials / Materials</p> <p><b>Recommendable:</b></p> <ul style="list-style-type: none"> <li>• Design. Design of the image for dissemination: the number of inks in which it will be printed will influence the cost and use of resources, as well as the amount of surface area of the design that is in colour, with designs with white backgrounds being advisable.</li> <li>• Grammage. The weight (thickness) of the paper will also influence the price and ecological footprint.</li> <li>• Paper: It is advisable to follow the suggestions in the section dedicated to this material.</li> <li>• Environmental Management System Certificate according to ISO 14001 or EMAS Regulation.</li> </ul>
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<p><b>Supply of office supplies</b></p> <p>In addition to those listed for Raw materials / Materials:</p> <p><b>Recommendable:</b></p> <ul style="list-style-type: none"> <li>• Computer and electronic equipment:             <ul style="list-style-type: none"> <li>◦ Low energy consumption.</li> <li>◦ Use of both chemical and physical materials that are safe for the environment.</li> <li>◦ Design that is easy to reuse and recycle: the company should have a sustainable waste management policy.</li> <li>◦ Durability (long-lasting, ensuring that they are easily repairable, and reliability that they are not programmed for obsolescence).</li> <li>◦ In the case of printers, different aspects can be taken into account such as allowing them to be turned off without being deconfigured, that they can continue printing in black when there is no ink in the colour cartridge, or that they can be easily and permanently configured in quick or draft mode. .</li> <li>◦ Ensure they are easily refillable products (toner, spell checkers, mechanical pencils, etc.).</li> <li>◦ Greenpeace prepares a ranking of the main office automation and telephony brands and companies that may be useful. The list can be consulted at: <a href="https://www.greenpeace.org/usa/research/guide-to-greener-electronics-2017/">https://www.greenpeace.org/usa/research/guide-to-greener-electronics-2017/</a></li> </ul> </li> </ul>
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- Paper:
  - Recycled 100% Blue Angel Label or similar.
  - Totally Chlorine Free (TCF). PCF, FSC or PEFC certification.
  - Suitability for technical use in machines: it must be multifunctional paper, ensuring suitability for photocopiers, laser and ink-jet printers in black and white and colour.
- Archive Material:
  - Filing cabinets and folders made with recycled Polypropylene (PP).
  - Covers in 100% recycled Polypropylene (PP).
  - Recycled cardboard files.
  - Recycled cardboard box containers.
  - Trays made of recycled rigid material.
  - Eraser. Natural rubber as an alternative to PVC.
  - Ecological glues. Stick or adhesive, made with natural products. Solvent-free and 100% recycled.
  - Scotch tape. Made with natural fibre of FSC certified forest origin.
  - From recycled materials.
  - Sticky notes (post-it). From recycled paper. Blauer Engel certification.
  - Notepads. Made from recycled pages, with certification or FSC seal.
  - Avoid single-use material; choose refillable pens, mechanical pencils, etc.

<b>Electrical power supply</b>
<p><b>Recommendable:</b></p> <ul style="list-style-type: none"> <li>• Supply of electricity from renewable sources.</li> <li>• Implement a circular economy production and consumption model.</li> </ul>