

Methodological guidance for the implementation of a Green Purchasing Policy

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For: **Internal use and external partners**

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This document proposes and regulates the principles of sustainable purchasing and the use of all materials, products and services within the operation of the Brumlovka site. The aim of the sustainable purchasing policy is to ensure a healthy and quality environment and to promote a functioning ecosystem, and the development of biodiversity within the site, and respect for the environment. We require that these objectives be applied to all materials, products and services associated with the maintenance and development of the outdoor areas of the site used by both building tenants and the general public.

As part of a managed sustainable purchasing process, it is essential to strive to provide more environmentally preferable options for materials, products and services. For materials, it is crucial to consider in particular the place of origin, toxicity and potential for contamination of the air, water sources or soil, reusability or recyclability, etc. In the case of product acquisition, the key indicator is the life cycle assessment of the product, covering aspects such as the sourcing of the raw materials used, its production process, the use of recycled materials, the toxicity of the product, the amount of packaging used for the product, and its potential for reuse or recycling, thus directly helping to eliminate the impact on health and the environment. When procuring services, suppliers should be held to the same standard as required by this company policy.

The purchase of products and services, both by our company and our suppliers in the Brumlovka locality, will always be carefully considered in order to ensure an environmentally friendly approach and thus reduce our ecological footprint. When purchasing products, we will always favour environmentally-friendly options and our suppliers will do the same.

To achieve the objectives of this policy, we require compliance with the following principles:

- a) **Minimise unnecessary purchases** - purchases must be made only after it has been determined that the material, product or service is necessary.
- b) **Maximise the purchase of materials/products/services with an environmentally preferable eco-label.** Eco-labelling is a means of labelling products and services that have a demonstrably lower negative environmental impact than comparable products on the market. These labels may be assigned to products and services that meet predetermined environmental criteria within their defined product category and that are independently verified by a third party. In the Brumlovka locality, preference will always be given to products labelled under the European Union's international eco-labelling programme, which is governed by the rules of Regulation (EC) No 66/2010 of the European Parliament and of the Council. These products are labelled with the EU Ecolabel logo.





Products bearing the EU Ecolabel have a wide range of uses. EU Ecolabel product categories:

- Graph and tissue paper
- Printed paper products, paper stationery and carrier bags
- Absorbent hygiene products
- Cosmetics and animal care products
- Cleaners for hard surfaces
- Dishwasher detergents
- Hand dishwashing detergents
- Washing powders
- Textiles
- Footwear
- Paints and varnishes
- Electronic displays
- Wood, cork and bamboo floor coverings
- Hard coverings
- Furniture
- Bed mattresses
- Growing media, soil conditioners and mulch
- Lubricants

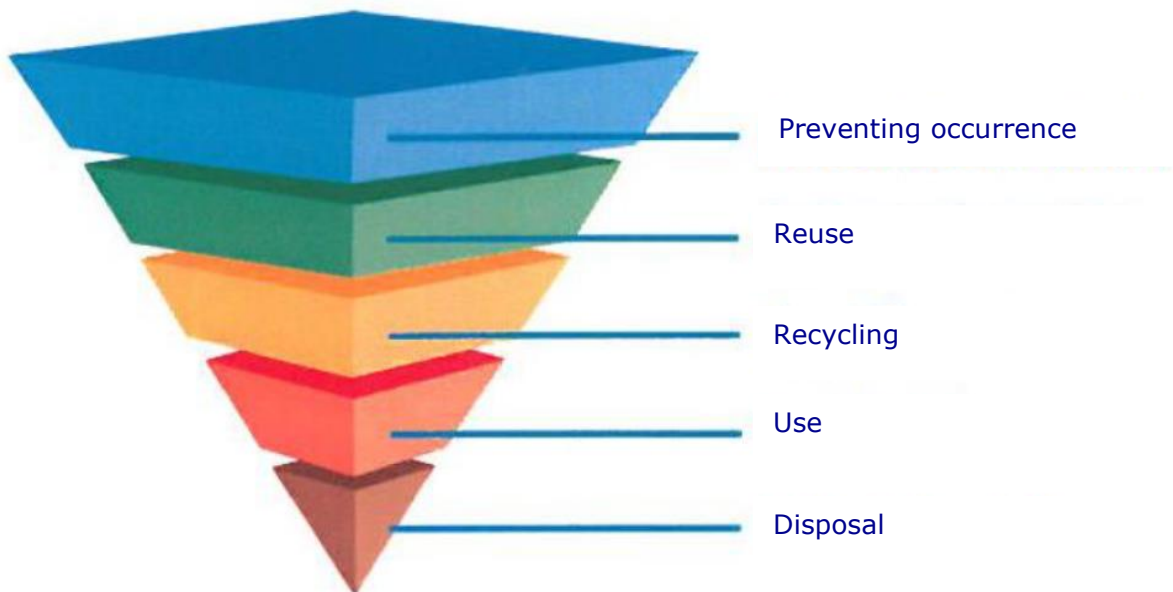
In the event that it is not possible to acquire materials, products and services bearing an eco-label, the negative impact of the materials, products or services on the environment must be minimised.

- materials and products should not release toxic substances or pollutants that may affect human health, animals or flora, and should not pollute water, soil or air at any stage of their life cycle. Products and materials that can be safely and harmlessly disposed of should be selected wherever possible. If possible, choose biodegradable materials and products.
- materials, products and services should be sourced locally where possible to reduce greenhouse gas emissions associated with the logistics process.
- in particular, products should be selected with a view to maximising energy efficiency and minimising energy consumption.
- If it is necessary to purchase hazardous materials and products (e.g. products containing mercury, toxic chemicals, explosives, etc.) they should be used and disposed of in the safest and most environmentally-friendly possible way. They



should be handled according to the precautionary principle and proper material and product safety data sheets will be provided and recorded where available.

- c) **Minimise waste** - purchasing decisions must be made in the context of the following waste treatment hierarchy:



- d) **Maximize the price/performance ratio** - purchasing decisions must be made on the basis of a cost-benefit analysis (e.g. higher volume purchases may mean volume discounts; a higher price for a more environmentally preferable product may be offset by lower product consumption; higher investment may mean lower energy costs, etc.). In exceptional cases, maximising the price/performance ratio may be overlooked in cases where the purchased materials, products and services have a very important benefit, e.g. OSH solutions.

In the event that materials, products or services are selected for purchase that are not preferred in terms of sustainable purchasing, the responsible officer must describe the reasons why the purchase was not made in accordance with this preferred alternative policy.

The products must always be used in accordance with the instructions for use. The safety of persons and the environment must always be taken into account when using them, so that all the health and environmental protection principles are observed. When applying the products, care must be taken to ensure the safety of both the persons applying the products and those who may be in the vicinity.



Definitions:

- "Biodiversity" is the total diversity of all organisms and ecosystems at different spatial scales (genes, populations, species, ecosystems and biomes). Biodiversity is often used as a measure of the health of biological systems.
- "Environmentally preferable" products or services have a lower or limited impact on human health and the environment compared to competing products or services that serve the same purpose. This comparison may take account of the sourcing of raw materials, production, packaging, distribution, reuse, operation, maintenance or disposal of the product or service.
- "Life cycle assessment or life cycle analysis (LCA)" is a comprehensive evaluation of the environmental and economic impacts of a product throughout its life cycle, including the extraction of new materials, transport, manufacture, use and disposal.
- "Precautionary principle" is a framework that guides decision-makers to take protective measures when a certain activity poses the risk of harm to human health or the environment, even if some cause and effect relationships are not fully scientifically proven.
- "Sustainability" is a concept that promotes a future that meets the needs of today without compromising the ability of future generations to meet their needs.

Important links and resources:

<https://eu-ecolabel.de/en/>

https://environment.ec.europa.eu/topics/circular-economy/eu-ecolabel-home_en

<https://ec.europa.eu/environment/gpp/pdf/Buying-Green-Handbook-3rd-Edition.pdf>

