



# Environmentally Preferred Purchasing

Treasury  
Shopping  
Version 1.0

## 1. OBJECTIVE

Establish the criteria for purchasing products, supplies, materials and equipment in, promoting standardization for a responsible and environmentally preferred purchasing culture.

Reduce the environmental impact of materials purchased, used and discarded during the operation and maintenance of the property.

## 2. SCOPE

The application of this policy is mandatory for properties with certification or in the process of LEED® certification.

This policy can be adopted by FUNO® properties without LEED® certification.

## 3. DEFINITIONS

**Life Cycle Assessment:** A systematic set of procedures for collecting and examining inputs and outputs of materials and energy, and the environmental impacts directly associated with the operation of a product or service system throughout its life cycle.

**Fair trade:** Solidarity and alternative commercial system to the conventional one that is based on decent working conditions and wages, equal treatment and equitable economic remuneration between men and women, respect for workers' rights, prohibition of child labour exploitation and protection of the environment.

**Socially Responsible Purchasing:** Integration of social, environmental and ethical aspects in the purchasing and contracting decisions of services and supplies of a company or organization. A purchasing policy is responsible when the supply chain and relationship with suppliers of a company or organization is based on social and environmental sustainability.

**Green Purchasing:** Acquisition of environmentally friendly products and services, which during their life cycle offer the appropriate level of service quality and generate a lower overall environmental impact, which require fewer resources (materials, water, energy, etc.), avoid or reduce the generation of waste and emissions, do not contain toxic elements, facilitate their subsequent recycling, and incorporate recycled materials.

**Water footprint:** Also known as water footprint, it refers to the metric that quantifies potential water-related environmental impacts.

**Carbon footprint:** All greenhouse gases (GHG) emitted by direct or indirect effect of an individual, organization, event, or product.

**LEED:** Leadership in Energy & Environmental Design; is a certification system for sustainable buildings, on the use of strategies aimed at sustainability.

**Corporate Social Responsibility:** Responsibility of an organization for the impacts that its decisions cause to society and the environment through ethical and transparent behaviour.

## 4. RESPONSIBILITIES

Role	Responsibilities
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Purchasing Coordination	Search and select suppliers that comply with responsible purchasing. Request documentation that guarantees that the product and / or supplier complies with socially and environmentally responsible elements.
Purchasing Management	Determine if currently the products purchased or the suppliers contracted, meet the criteria described in this policy and decide if your purchase can continue or it will be necessary to make a change of product / supplier. Ensure the purchase of products and responsible suppliers. Periodically evaluate compliance with the policy.
Property Management	When applicable, when generating the purchase requisition, indicate when a requested product is qualified as sustainable. Support in the search for supplier and / or products that adhere to compliance with this policy. Periodically evaluate compliance with the policy.
Operations Management/Direction	Propose and review the strategies implemented to identify opportunities for improvement and increase environmentally preferred practices, in conjunction with the Sustainability area.
Sustainability Management	Request at any time, review of the products and / or contracted suppliers reported as socially and environmentally preferred. Request change of products when they do not comply with the applicable regulations.

**5. PROCESS AND PROCEDURE**

Consult Policy **TES-POS-001 Purchases**.

**6. CONSIDERATIONS FOR AN ENVIRONMENTALLY AND SOCIALLY RESPONSIBLE PURCHASE**

The purchase of products must contemplate at least one of the following elements:

1. Lower energy use in production processes.
2. Raw materials from sustainably managed resources.
3. Products from production processes that have taken into account the minimization of CO2 emissions.
4. Products that avoid or reduce the generation of waste and emissions, facilitate their subsequent recovery or recycling and incorporate recycled materials.
5. Less maintenance, especially when it is associated with a relevant environmental impact.
6. Product durability and repair options.
7. Products that involve less use of auxiliary substances and products.
8. Exclusion or minimization of the content of hazardous substances in the manufacture and content of products and in their subsequent use and maintenance.

9. Local shopping, promoting and strengthening local activity and using less polluting means of transporting goods.
10. In the case of passenger transport, promote public transport, acquisition of fleets of non-polluting motor vehicles, electric traction or, for example, encouraging the use of bicycles among workers.
11. Use of renewable energy sources for the supply of heat and electricity, favoring self-consumption.
12. Purchase of food from organic farming.
13. Purchase of timber and timber products from legal logging and sustainably managed forests.

When currently installed products/equipment do not meet the above requirements, they will be replaced at the end of their useful life.

## 7. PURCHASE OF LUMINAIRES

A toxic source reduction program will be established and maintained to reduce the amount of mercury through the purchase of lamps.

Both indoor and outdoor lamps, as well as wired and portable fixtures, must comply with the guidelines.

Installed lamps containing mercury are required to add up to an average of 70 picograms of mercury per lumen-hour or less. Mercury-free lamps will be counted only if the energy efficiency is the same as mercury-containing lamps, according to the LEED for Existing Buildings Operations and Maintenance v4 Reference Guide.

Mercury-free lamps may only be counted if their energy efficiency is at least equal to that of their mercury-containing counterparts.

Lamps with LED technology, fluorescent lamps T8 and T5 and similar that are mercury-free or contain less than the permitted limit must be purchased. Any required replacement of luminaires will need to be replaced with the same model of the lamp previously installed or a higher model.

As far as possible, the donation of residual luminaires will be sought to prevent their destination from being landfills and their reuse in marginalized areas will be prioritized.

## 8. CLEANING

This policy mentions the purchase of environmentally preferred cleaning products, products for floors, carpets and entrances; procuring environmentally preferred cleaning equipment.

Cleaning products must meet at least one of the following standards:

1. Green Seal GS-37, for general purposes, bathrooms, glass and carpet cleaner for industrial and institutional use.
2. Environmental Choice CCD-110, for cleaning and degreasing compounds.
3. Environmental Choice CCD-146, for hard surface cleaners.
4. Environmental Choice CCD-148, for carpets and upholstery care.
5. Green Seal GS-40, for industrial and institutional floor care products.

6. Environmental Choice CCD-112, for digestion additives for cleaning and odor control.
7. EPA Design for the Environment Program's Standard para materiales de limpieza ambientalmente preferentes.

Disposable paper cleaning products and garbage bags must meet at least one of the following standards:

8. U.S. EPA Comprehensive Procurement Guidelines for Janitorial Paper and Plastic Trash Can Liners.
9. Trash can liners with a thickness of less than 0.7 millimeters will be excluded from the performance calculation according to LEED ID#2460 interpretation (4/6/2009).
10. Green Seal GS-09, for paper towels and napkins.
11. Green Seal GS-01, for tissues.
12. Environmental Choice CCD-082, for toilet paper.
13. Environmental Choice CCD-086, for hand paper.
14. Paper cleaning products derived from rapidly renewable resources or made from fiber-free trees.

Hand soaps must meet at least one of the following standards:

15. Do not contain antimicrobial agents except when required by health codes and other standards.
16. Green Seal GS-41, for industrial and institutional hand cleaners.
17. Environmental Choice CCD-104, for hand washers and soaps.

The purchase of cleaning equipment must meet at least one of the following standards:

18. Vacuum cleaners that meet the requirements of the Carpet and Rug Institute "Green Label" Testing Program— Vacuum Cleaner Criteria, which are capable of capturing 96% of particles of 0.3 microns in size and must operate with a sound level of less than 70 decibels.
19. Carpet extraction equipment for restorative and deep cleaning is certified by Carpet and Rug Institute's "Seal of Approval" Testing Program for deep cleaning extractors.
20. Electrical flooring equipment (battery-electric floor polishers) shall be equipped with vacuum cleaners, protection and/or other devices to capture fine particles, and operate at a sound level of less than 70 decibels.
21. Propane engine equipment for high-efficiency flooring, low-emission engines with catalytic converters and mufflers that meet Air Resources Board (CARB) or Environmental Protection Agency (EPA) standards for specific engine size and operate at a sound level less than 90 decibels.
22. The motorized equipment is ergonomically designed to minimize vibration, noise and user fatigue.
23. The automatic washing machines are equipped with a variable speed feed pump and on-board chemical dosing to optimize the use of cleaning fluids. Alternatively, floor scrubbers use only cold tap water, with no added cleaning products.
24. Battery-powered equipment features environmentally preferable gel batteries.
25. The equipment is designed with safeguards such as rollers and rubber coatings to reduce the potential for damage to building surfaces.

**9. SUPPLIER SELECTION**

1. As far as possible, you should choose to select suppliers that consider issues such as quality in employment, gender perspective, hiring of people with disabilities, hiring insertion companies and special employment centers, support for the social economy and small and medium-sized enterprises, promotion of equal opportunities, design and accessibility for all and the promotion of corporate social responsibility (CSR).
2. Hire suppliers that guarantee decent and ethical working conditions.
3. Promote local development, which results in a greater economic and social link of the community with the company or organization.
4. Contract with companies with an adequate occupational risk prevention policy, also for companies subcontracted by the contractor.
5. Acquisition of products from fair trade.
6. Higher percentage of permanent staff.
7. Community organizations or causes and sponsorship relationships or employee involvement.

**10. COMPLIANCE**

It is the responsibility of the Purchasing Management and the Property Management, to carry out periodic reviews of the purchases made and will compare them with the objectives of the policy. If these objectives are not being met, corrective actions must be taken, to inform those involved of the requirements that have to be met with said policy.

Procurement activity should be reviewed on a quarterly basis to assess progress toward implementation goals. If some purchases have not been recorded correctly, the responsible team must inform the individuals involved to ensure that the activities are recorded correctly from that moment onwards. If some implementation goals are not being met, the responsible team should investigate the situation and work together with purchasing managers to resolve the issue. The responsible team will assess whether updates to the procurement or waste management policy or procedures are needed to achieve the established implementation goals.

**11. VALIDITY**

This policy must be complied with from its publication until its update and / or replacement.

**12. VERSION CONTROL**

Version	Date of elaboration	Description
1.0	January 2021	Creation of the document.

**13. APPROVAL**

Knowledgeable	Knowledgeable	Knowledgeable
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