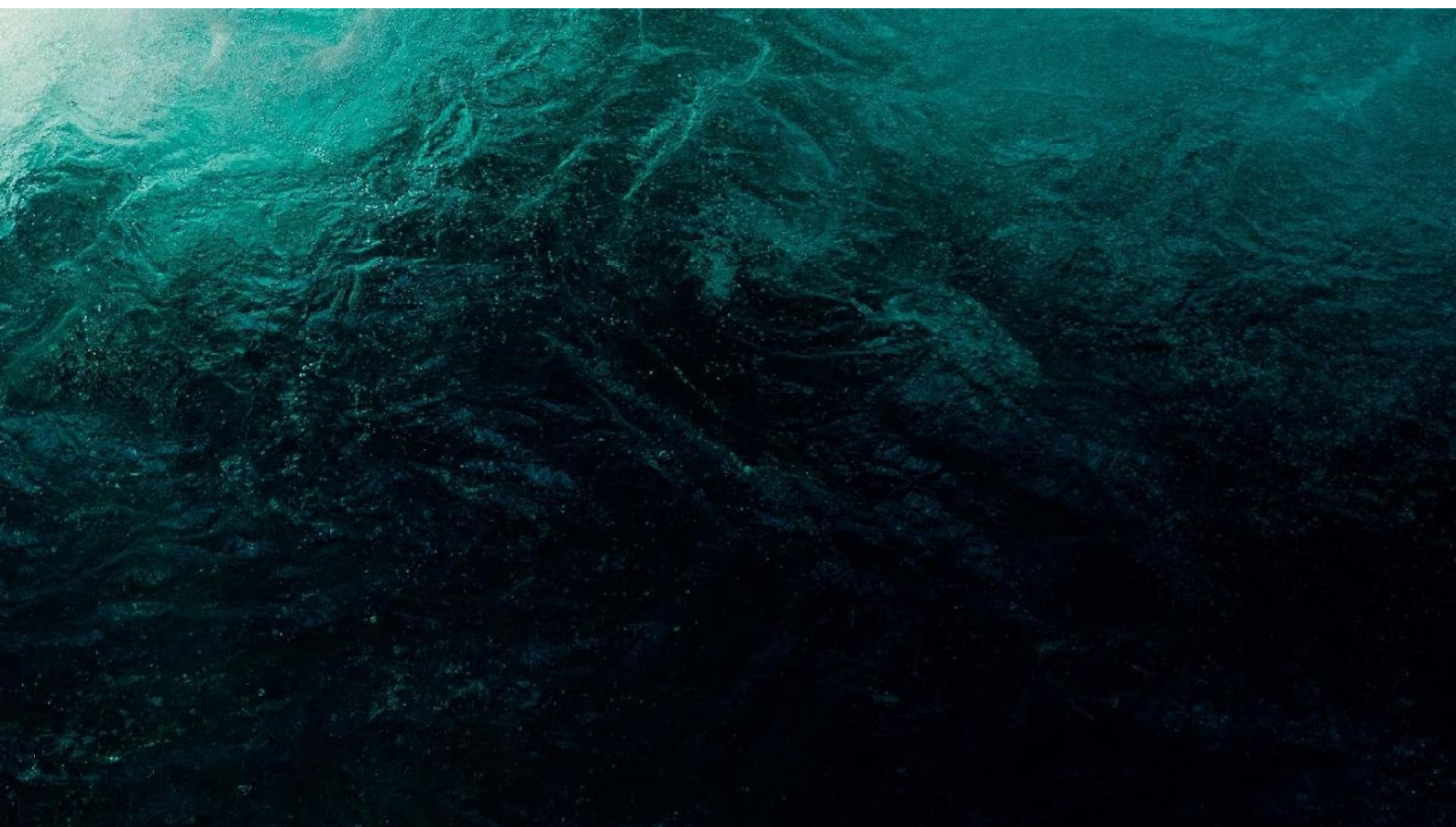


Purchasing Policy

Position Green | 2023



Purchasing Policy

At Position Green Group we recognise that for us to be able to deliver the world's leading offer on sustainability, our own organisation needs to be sustainable.

Sustainable development is an important part of the pursuit of value creation for customers, employees, shareholders and society at large. Position Green is convinced that companies that include sustainability in their operations, reporting cycle and business decisions have the possibility to be more successful in the long term.

Shifting the focus onto Position Green itself, it is imperative to emphasise the swift expansion of the company in terms of geographical reach and workforce size. Our own expansion necessitates the establishment of formal guidelines to govern internal practices. Only by adhering to such guidelines can Position Green effectively deliver value to its clients and uphold its espoused principles.

The objective of this policy is to standardize purchasing practices throughout all offices of Position Green when possible, ensuring a consistent approach that prioritises sustainability as the company continues to expand. It serves as a comprehensive reference for PG Office Managers in their decision-making processes regarding procurement partners and sustainable office practices, aiming to foster exemplary standards across all PG locations.

I encourage you to familiarise yourself with the policy and voice any uncertainties or purposeful suggestions for enhancement.

Daniel Gadd

Chief Executive Officer

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1. Definitions

Office Manager

PG employee assigned the responsibility of purchasing most equipment and products for the office through the company card/account. Usually, there is one Office Manager assigned per office, though there can be a Deputy Office Manager assigned in the absence of the Office Manager. An Office Manager can be an official title, or an additional responsibility of an Operations Manager, office Chief Operations Manager or Managing Director.

Office Owner (Building Manager)

A company that owns the building of a given PG office. Usually represented by one contact person.

2. General Approach

1. Minimum instead of maximum.
2. Rent instead of purchase.
3. Refurbished/recycled instead of new.
4. Vegetarian instead of meat.
5. Reusable glass instead of paper, paper instead of plastic.

3. Supplier selection and purchasing approach

Whenever a new purchase is to be made for the office, the following points should be taken into consideration.

3.1 Suppliers

Position Green values suppliers that are:

- Circular: when buying products, PG wants to choose the most sustainable option possible, therefore being able to either use refurbished/recycled objects as well as give them back to the supplier at the end-of-life is a priority.
- Local: both in terms of production and transportation of the goods, it is preferable that suppliers are as close to the office as possible, to lower the emissions from transporting the materials for the good as well as the finished good itself to the PG office.
- Sustainability-focused: when beginning a dialogue with a supplier that can potentially transform into a long-term partnership, request information regarding their sustainability commitments.
 - Are they able to provide a supplier-specific emission factor?
 - Are they validated by Science Based Targets?
 - Do they have relevant environmental certifications?
 - Did they disclose any environmental improvements in their products in the past?
 - As PG, can we help them become more sustainability-focused?

3.2 Products

There are several categories of items most purchased for PG offices, with specific considerations included for each of them below.

Food and Beverages

This category includes all food products and beverages purchased for the office on a weekly basis and on special occasions e.g., celebrations or overtime meals.

- Stay responsive to requests rather than order more than necessary. An office may want to have a board where employees can write down their wishes for food and beverage purchases to avoid ordering products that nobody will consume. Office Managers are responsible for ordering just enough to keep employees' well-being, but not too much that may result in waste. Special attention should be paid to perishable products e.g., milk, yogurts, fresh fruits and vegetables.
- Fresh produce like fruits and vegetables should be ordered in line with their origin and season e.g., do not order pineapple in the winter.
- It is preferable to order all food and beverage once a week maximum and from one supplier only, to keep the transportation and packaging emissions low. Exceptions can be made in case of special products available e.g., ecological coffee in a nearby shop, or special occasions.
- When buying products such as coffee or tea, choose options that have Fairtrade labelling on them e.g., Rainforest Alliance.
- In case of events organized by Position Green or events that are organised with an external venue and catering, choose at least vegetarian in terms of food served. Furthermore, opt for beverages served in a glass rather than plastic cups or bottles. Paper food packaging is preferred over plastic packaging, and washable dishes are preferred over paper packaging.

Electronic Equipment

As a company with all its employees using electronic equipment for work, it is crucial purchasing electronic equipment is performed through responsible practices. For this, the circular aspect of suppliers is of utmost importance. This is to be considered both by all Office Managers as well as People & Culture whose team members might be purchasing a significant amount of electronic equipment for new employees.

After discussing with several stakeholders, it has been concluded that laptops and other devices might not be cost-effective if purchased refurbished. It is therefore subject to the purchaser's judgement whether a refurbished device's lower environmental impact and price would be worth the reduced functionality.

One of Norvestor's (Position Green's main owner) portfolio companies, [Foxway](#), is a refurbished electronic equipment provider, also with a Devise-as-a-Service (DaaS) solution. It has been considered however the equipment was found not high enough quality to be useful for PG. Hence, Apple and Dustin are preferred providers in the Nordics and Belgium, given recycling is available.

In the case an employee leaves Position Green, it is necessary to ensure all electronic equipment has been returned. Secondly, it should be checked for damage or malfunctions, and given to a new PG employee if still fully useful. In other instances, it should be returned to the supplier for refurbishing. When electronic equipment is not refurbish-able, opt for electronic recycling solution at your office building or selected waste treatment supplier.

Office furniture

Furniture includes desks, office chairs, as well as sofas or cupboards for the office space. Unless provided by the Office Owner, the Office Manager is responsible for supplying the office space with enough furniture to accommodate all employees with working stations, rooms for conference calls and meetings, as well as rest areas for office events, working breaks or potential guests to the office.

For buying furniture, it is preferred to either rent furniture or purchase reused furniture, depending on the suppliers available.

Office supplies and printing

For office supplies, these include notebooks, pens, paper etc. There is no lack of options for purchasing office supplies, therefore selecting a supplier with the highest sustainability focus is important. Even though the size and number of such products are relatively low for PG, Office Managers shall choose the supplier bearing in mind our own sustainability focus.

Employees should be encouraged to avoid printing unnecessary documents to avoid paper waste. A similar recommendation can be given regarding using other paper products.

For paper products produced by PG itself (e.g., the PG ESG Report, or ESG100 reports), a printing service provider with Nordic Swan Ecolabel should be selected. Over-printing (printing more than might be necessary) is to be strictly avoided.

Software and non-physical purchases

Apart from physical equipment and furniture, Position Green does buy services, usually in the form of Software-as-a-Service (SaaS) solutions. Apart from cost effectiveness of a given service, the employees deciding whether to buy it or not should also consider what impact does the service have on the company's cybersecurity, as it is one of PG's highly material topics. For that, employees are encouraged to raise their concerns with:

Björn Johansson
Chief Technology Officer, Malmo.
bjorn@positiongreen.com

4. Registering data in PG Sustainability Reporting Tool

To be a model for our clients and customers to follow, PG is tracking its Greenhouse Gas (GHG) emissions through its own Sustainability Reporting tool.

To keep our GHG emissions accounting as accurate as possible, Office Managers are responsible for registering spend-based data regarding purchasing for the office. Once trained, they are to input all purchases in their respective categories in the Purchased Goods and Services disclosure. For that, they simply need information on the cost of specific products e.g., food products vs. electronic equipment.

It is preferable for Office Managers to obtain supplier-specific emission factors for products purchased, especially for electronic equipment. Electronic equipment is the only category that shall be reported activity based rather than spend-based, as there is a relatively high variance between prices and carbon footprints of different electronic products. Hence, these shall be registered “by piece” rather than “by currency spent”.

In the case where a supplier does not have a specific emission factor to share but would like to, PG can recommend itself or one of its partners to provide a Life Cycle Analysis (LCA) service to the supplier.

Registering purchases in the SR tool is encouraged to be done on an ongoing basis to avoid any data loss. A complete registry of the annual year will be expected by the end of January of the following year. Office Managers are encouraged to reach out to the following people in case of doubts or questions regarding registering the data:

Pola Nachyla
Senior Associate & Sustainability Manager, Oslo.
pola.nachyla@positiongreen.com

Elisabeth Wandel
Sustainability Platform Manager, Copenhagen.
elisabeth.wandel@positiongreen.com

5. Waste Management

Office Managers shall implement effective recycling and waste management systems within the office to ensure proper disposal and recycling of office supplies. They (along with Senior Management) shall encourage employees to recycle and provide clearly labelled recycling bins throughout the workplace.

For offices that are not in rented open space e.g., WeWork, office managers are encouraged to perform a trash audit once every 6 months. This entails weighing each bag of segregated or mixed trash before being thrown out for a week to get a statistic on how much weight of each kind of waste does the office dispose of weekly.

6. Supplier suggestions

Based on conversations with some Office Managers and market research, a list of potential suppliers to contact has been compiled. It is a list that is to serve as an inspiration rather than a strict guideline and is to be updated with insights or experience of Office Managers and other PG employees.

Supplier	Description
Dustin	<p>Product category: Electronic Equipment</p> <p>Country: Denmark, Norway, Sweden, Belgium</p> <p>Features: Provides refurbished electronic equipment. Buys used equipment for refurbishing or recycling purposes.</p>
RP	<p>Product category: Office Furniture</p> <p>Country: Sweden (can deliver globally)</p> <p>Features: Close collaboration in the past, provides reused furniture. Can buy back used furniture. Has an environmental policy and ISO140001.</p>
The Green Office	<p>Product category: Office Furniture & Office Supplies</p> <p>Country: UK</p> <p>Features: Offers different products with sustainability features considered e.g. carbon neutral printers, furniture leasing, fairtrade coffee. It is a distributor of products and should be contacted to ask whether specific emission factors of products are available. So far it has provided estimated EFs in an email exchange.</p>
movement.	<p>Product category: Office Furniture</p> <p>Country: Norway,</p> <p>Features: Provides high-quality second hand office furniture and equipment at low prices.</p>
Back Market	<p>Product category: Electronic Equipment</p> <p>Country: US, Belgium, Sweden, UK</p> <p>Features: globally known refurbished electronics provider, B-Corp, does accept Trade-ins (selling of old equipment). Enquired for emission factors.</p>