

EFFIC informs the supplier that it has implemented an Integrated Quality and Energy Efficiency Management System, according to the requirements of the UNE-EN ISO 9001 9001 and the UNE-EN ISO 50001 standards.

In order to ensure the suitability of the product/service purchased, awareness of the policy, objectives, contribution to system effectiveness, performance improvement benefits and implications of non-compliance with system requirements, the organization communicates the following requirements to the supplier:

1. The supplier ensures that its personnel know, understand and execute the work in compliance with technical criteria. Furthermore, it must also comply with any other standard, safety instruction or performance methodology established by EFFIC.
2. The supplier assures that the means and/or materials that it provides for the execution of the work are appropriate and in an optimum state of repair.
3. The supplier guarantees and, if applicable, provides evidence that the personnel who will carry out the work under the contract possess or receive the appropriate training for this purpose, especially that necessary to guarantee its correct execution, as well as appropriate behavior.
4. The supplier is aware of the applicable regulations and requirements. In order to carry out the work, the supplier shall take the appropriate measures to ensure strict compliance with the applicable legislation on energy matters, at European, state, regional and local level, including the availability of the applicable accreditations and authorizations.
The supplier is obliged to fulfill all contractual requirements and those derived from the management system implemented by the organization and that are required.
5. The supplier shall have a person responsible for the execution of the work, who shall be responsible for supervision and compliance with the established guidelines.
6. The supplier undertakes to immediately inform the organization of any incidents, including those occurring during the execution of the work.
7. The supplier shall be liable for any incident that it causes, as a consequence of the performance of the work, and shall remediate the damage caused as a consequence of any non-compliance with the applicable regulations in force.
8. The supplier shall actively participate in any performance evaluation process (internal/external audits, inspections, checklists, monitoring of indicators, etc.), showing and/or providing as much evidence as required. In the event that the organization decides to submit the supplier to a specific evaluation process, it will be notified sufficiently in advance and, in any case, it will comply with the legal regulations in force in terms of occupational risk prevention, data protection, confidentiality, etc.

Compliance with the commitments established in the organization's Management System Policy, published on the EFFIC website, depends directly on the appropriate performance of suppliers, therefore, a system of initial approval and periodic evaluation of suppliers that affect or may affect the Management System has been established. Every product/service provided by the supplier is

subject to a strict control and monitoring process by the organization in accordance with the procedures of the Management System. In the event of non-compliance with the contractual, legal and/or Management System requirements, the supplier may be struck off, and will be excluded from performing future work for the organization until it passes a new initial approval.

In addition, when procuring energy-using products, equipment and services that have or may have an impact on energy use and consumption, suppliers are informed that energy performance is one of the evaluation criteria for procurement.

In addition, we inform the supplier that it has the opportunity to implement **good energy practices** that will help minimize the impacts produced by its activity. Here are some recommendations to follow.

ELECTRICITY CONSUMPTION



- Encourage the use of low-consumption equipment (low consumption lamps).
- Make the most of natural light.
- Do not make excessive use of hot-cold air conditioning systems.
- Turn off lights and equipment at work stations at the end of the workday.
- Turn off lights in toilets and rooms when not in use.
- Configure the computer and other computer equipment in the energy-saving system.

FUEL CONSUMPTION WHILE DRIVING



- Use the vehicle as little as possible. Prioritize public transportation over private vehicles.
- Take advantage of the maximum admissible occupancy of vehicles.
- Plan journeys using those routes that involve the least possible travel.
- Refrain from aggressive driving. Anticipate the traffic, keeping the speed as constant as possible and shifting to high gears as fast as the vehicle allows.
- Respect speed limits and traffic regulations.
- Maintain the temperature of the air conditioning/air conditioner at 21-22°C. Do not drive with the windows down.