



## PROCUREMENT POLICY

The aim of this Policy is to establish the procurement principles defined by SPDP Partners, in order to build up a balanced collaboration framework between the organization and its external suppliers, encouraging stable commercial relations and positive synergies, given that a mutually beneficial relationship increases the capacity of both parties for value-added management.

SPDP Partners carries out its procurement policy according to the following general principles:

Clients constitute SPDP's centre of activity. Its entire work is aimed at understanding their needs and expectations, achieving the purpose of the service or project contracted in terms of quality, cost and time.

External suppliers are essential for SPDP. This is why they are treated like collaborators, seeking mutual benefit and establishing long-term relations, if possible.

SPDP aims to establish relations with the best suppliers in order to supply products and services in line with its Quality, Environmental and Occupational Health & Safety Policies.

SPDP bases its supplier relations on principles of integrity, professionalism and disclosure, following the guidelines of its code of conduct.

SPDP will only hire suppliers that fulfill applicable laws in all those countries where they operate, upholding human rights, health & safety and environmental protection; consequently, SPDP will not hire any suppliers that are known to have incurred a legal breach in any matter.

These principles will materialise through a control procedure for processes, products and services that are externally supplied which, along with its associated documentation:

Establishes effective procurement management, thereby ensuring that the products acquired and services hired meet the requirements specified in the order and/or list of terms, achieving the best economic, technical, environmental and energy efficiency conditions, as well as in relation to occupational health & safety.

Determines the general conditions applicable to all orders issued by SPDP in relation to administrative conditions, quality of the product or service, occupational health & safety and environmental criteria of the product or service to be acquired.

Guarantees the confidentiality of all data provided by clients and external suppliers, and the protection of their assets if under the organisation's control.

Defines a methodology for the validation of external suppliers, evaluating, amongst other conditions, the availability of a Quality, Environmental and Health & Safety Management System, in order to previously analyse its supply capacity.