

COMMUNICATION OF ENVIRONMENTAL REQUIREMENTS TO SUPPLIERS



At **TIBA AROUNDMAP** one of our main goals is to preserve the environment by reducing the environmental impact of our business and that of our suppliers.

For this reason we wish to convey to our most relevant suppliers and contractors with regard to the environment the need for their behaviour to be consistent and in line with the **TIBA AROUNDMAP** Action Plan and to inform them of the importance of complying with the requirements set out in this document in order to ensure that their behaviour always ensures the greatest respect for the environment.

Suppliers of goods and services to **TIBA AROUNDMAP**, including subcontractors, can be classified into the following categories:

- Film supply
- Paper supply
- Supply of pallets
- Toner supply
- Pest control
- Cleaning
- Purchase and/or hire of machinery
- Maintenance of machinery and installations
- Waste management
- Transport companies
- Services

Taking into account the impact that the products and services we are supplied with may have on the environment, a number of general requirements and specific requirements are set according to the type of supplier concerned.

GENERAL REQUIREMENTS OF SUPPLIERS AND SUBCONTRACTORS

- Know and buy the national, regional and local legislation in force applicable to their activities, products and services regarding the environment.
- To provide **TIBA AROUNDMAP** with any information and/or documentation that may be required on the environmental aspects of its products and/or services.
- If the supplier is ISO14001 certified, a copy of the certificate must be sent to **TIBA AROUNDMAP**.

SPECIFIC REQUIREMENTS

Film suppliers

- Supply only materials that meet minimum safety conditions and can be easily recycled or recovered.
- Encourage environmentally friendly production processes and the implementation of environmental management systems and/or environmental labelling of their products.
- Provide the respective certificates of quality and/or product conformity.

Paper suppliers

- Supply only materials that meet minimum safety conditions and can be easily recycled or recovered.
- Encourage environmentally friendly production processes and the implementation of environmental management systems and/or environmental labelling of their products
- Only supply materials with FSC (Forestry Steward Council), PEFC (Programme for the Endorsement of Forest Certification) or recycled paper certification.

Pallet Suppliers

- Supply only materials that meet minimum safety conditions and can be easily recycled or recovered.
- Encourage environmentally friendly production processes and the implementation of environmental management systems and/or environmental labelling of their products

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- Only supply materials with a certificate of origin for the pallets.

Cleaning of premises

- Separate and do not mix the different types of waste produced and deposit them in the containers provided for that purpose, in order to favour their recovery and recycling.
- Do not store containers of cleaning products containing toxic or hazardous substances in areas not designated for this purpose and manage waste appropriately.
- Do not use plant drains or outside drains to discharge toxic products or substances.
- Immediately report any incident resulting from the provision of its services that may have a significant impact on the environment.

Purchase and/or hire of machinery

- Indicate the consumption of natural resources (energy, raw materials, fuel) of the equipment or machines under normal conditions.
- Report on the waste generated by the machine or equipment and its characteristics.
- Report on the maintenance management carried out on the machines.
- Report potential accidents, malfunctions, abnormal operations (stoppage and start-up) and their effects on the environment.
- Only supply machines and equipment with CE identification; send the CE declaration of conformity and instruction manual in Portuguese.

Maintenance of machinery and installations

- In case of installation/maintenance of electrical installations, air conditioning, fire protection equipment, etc., please send **TIBA AROUNDMAP** a copy of the company's certification/authorisation record to perform the installation/maintenance services.
- **To inform TIBA AROUNDMAP of the** potential environmental effects and risks of the activities and operations carried out on our premises and, where appropriate, the preventative and remedial measures implemented to minimise their environmental impact.
- Immediately report **to TIBA AROUNDMAP** any incidents that could pose a risk to the environment (spillage of products such as oils etc).
- In the case of suppliers/service Maintenance of equipment and/or electronics, accept the return of used appliances or their components when replacing them with new ones.

Waste Manager

- Send a copy to **TIBA AROUNDMAP of the** company's current authorisation as a transporter/manager of treated waste.
- Wherever possible, waste delivered by TIBA AROUNDMAP should be sent for recycling or reuse. In this case, you must indicate on the delivery notes, invoices or in a separate document that the waste will be destined for recycling operations.

Transport companies

- To provide goods movement services in accordance with the requirements set out by **TIBA AROUNDMAP** and current vehicle emissions regulations.
- Carry out regular checks and proper maintenance of your vehicles.
- Drive efficiently and safely to minimise your vehicles' CO2 emissions.
- Rational use of natural resources such as water, electricity and fuel.
- Immediately report to **TIBA AROUNDMAP** any incident that could pose a risk to the environment.
- Acting according to **TIBA AROUNDMAP's *Good Environmental Practices***

Services

- Rational use of natural resources such as water, electricity and fuel.
- Immediately report to **TIBA AROUNDMAP** any type of incident that could pose a risk to the environment.
- Act in accordance with **TIBA AROUNDMAP's *Good Environmental Practice***