



SimienEcoTours

Enjoy Ethiopian Diversity

SUSTAINABILITY PURCHASING POLICY



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1. Purpose

SimienEcoTours realises the importance of minimising negative impacts on the environment and human wellness in general as such it is committed to support the community and economy in any aspect possible . SimienEcoTours also understands that the types of products and services it purchases have integral social, human wellness, environmental and economic impacts, and that it should make acquisition decisions that typify SimienEcoTours' commitment to sustainability.

The intention behind this policy are:

- ✓ To Supply a road map for execution;
- ✓ To direct and create awareness its sustainable purchasing policy to its employees, stakeholders, vendors, other business partners to be committed so as to strengthen the business cooperation;
- ✓ To Grant the employees to be fully empowered for the demonstration of sustainability benefits while purchasing products or services
- ✓ To Support implementation of the SimienEcoTours' sustainability goals and policies;

Scope

This policy applies to all SimienEcoTours' departments and employees, stakeholders, vendors, contractors and grantees for all products and service providers to SimienEcoTours.

Objectives

Establishing committed Sustainable purchasing committee (SPC) in:

- ✓ Acquiring of products and services that can be delivered for a long-term value for money for SimienEcoTours.

- ✓ Selecting to purchase products that can reduce environmental impact because of the way they are made, transported, stored, packed, used and disposed.
- ✓ Supporting local and regional businesses to contribute towards a stronger and more vibrant local economy.
- ✓ Model sustainable environmental and social purchasing to our community of consumers and vendors.

Policy Statement

SimienEcoTours as a local tour operator and senses the negative impact of sustainability the products and services it purchases need to match with the principles of Sustainability.

Implementation and Responsibilities

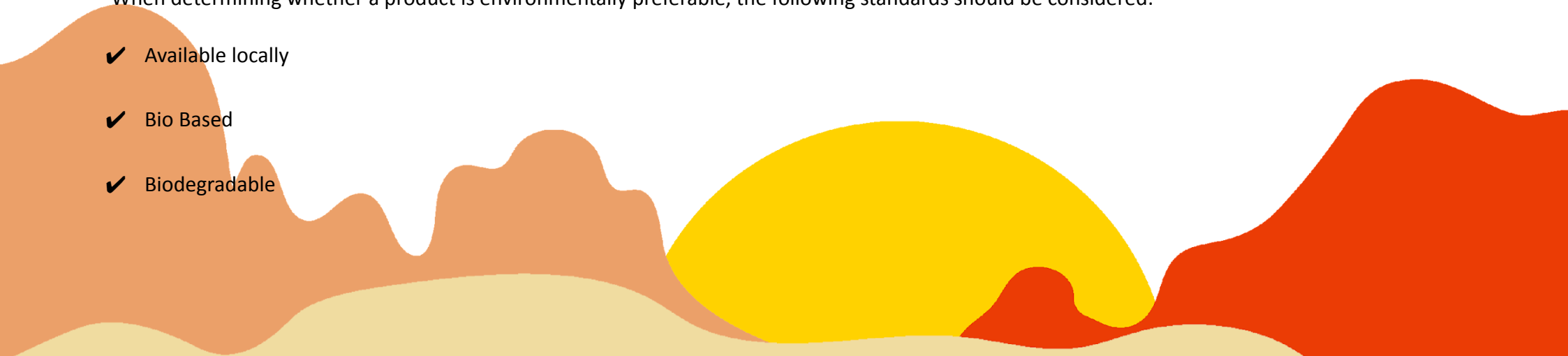
SimienEcoTours will provide sufficient staffing, funding and material resources necessary to ensure that its Sustainable Purchasing Program goals and priorities are met. SimienEcoTours will support employee engagement and training, professional services, product and service pilot tests, and the development and utilizations of standards, checklists, guidance on practices, educational and materials.

Responsibilities of purchasing services and standards

SimienEcoTours is committed to actions planned to conserve and protect the environment, and will continue to implement those actions whenever possible and economically feasible.

When determining whether a product is environmentally preferable, the following standards should be considered:

- ✓ Available locally
- ✓ Bio Based
- ✓ Biodegradable



- ✓ Chlorofluorocarbon (CFC) free
- ✓ Compostable
- ✓ Durable, reusable or refillable
- ✓ Energy and water efficient
- ✓ Heavy metal free (i.e. no lead, mercury, cadmium)
- ✓ Low toxicity
- ✓ Low volatile organic compound (VOC) content and emissions
- ✓ Made from renewable products
- ✓ Persistent, Bio accumulative Toxic (PBT) free
- ✓ Post-consumer content
- ✓ Recycled content/recyclable
- ✓ Reduced greenhouse gas emissions
- ✓ Reduced packaging
- ✓ Refurbished/refurbishable

- ✓ Highly energy efficient in production and use
- ✓ Possibly Manufactured by suppliers with good environmental and social sustainability track records
- ✓ Cause minimal or no environmental damage during normal use or maintenance
- ✓ Replacing disposables with reusable or recyclable options
- ✓ Taking into account life cycle costs and benefits
- ✓ Shipped with minimal packaging, preferably made of recycled products

Examples of Environmentally Preferable Products include:

- LEDs
- Made of recycled materials, maximising post-consumer content
- Durable, as opposed to single-use or disposable items
- Non-toxic or biodegradable
- 30 - 100% recycled paper
- Computers w/EPEAT Silver or better certification
- ENERGY STAR-rated appliances
- Office supplies marked with environmental sign on catalogue
- Non-toxic or minimally toxic, preferably biodegradable
- Compostable

- Waste-reduced products
- Water-saving products

When determining whether a supplier is socially sustainable, the following standards should be considered:

| | |
|---|---|
| Fair wages for employees | Acceptable working time |
| Adherence to child labor laws | Occupational safety and health policies |
| Equal opportunity and non-discrimination | Inspection of suppliers' facilities |
| Protection of indigenous population rights | Human rights compliance |
| General compliance with other International | Labour Standards |

Establishment of a Sustainable Purchasing Committee

SimienEcoTours will establish and maintain a Sustainable Purchasing Committee (SPC) that will be co-chaired by the SimienEcoTours' Sustainability coordinator and makes a chain towards the lower positions and delegates them.

Responsibilities of Sustainable purchasing committee (SPC)

- Sustainable purchasing committee should use the information in this policy as a guideline for environmentally and socially preferable products and services being purchased for the respective departments.
- Prior to purchasing a product or service, consider the following: 🌍
 - Is the product or service really needed? 🌍
 - Is the product size/magnitude necessary? 🌍
 - Are all the features of the product necessary?
 - Can any features be eliminated, is there a suitable alternative that is less harmful to the environment and safe to use? 🌍

- Is the product designed to be durable/long lasting? 🌍
- Are recycled materials used to make the product? 🌍
- Was the product produced locally?
- How far did it travel from where it was manufactured and where it is being used? 🌍
- Does the product contain any banned or restricted substances?
- Does the product contain any exotic/endangered materials?
- If wood is used in the product, what is the source and how is it harvested?
- Is the product manufactured from tropical rainforest wood? 🌍
- Is the product reusable, compostable or recyclable following use? 🌍
- Does the product require special disposal considerations? 🌍
- Is the product energy efficient? 🌍
- Is the product designed for easy maintenance and repair? 🌍
- Are replacement parts made from recycled materials and are they themselves reusable or recyclable? 🌍
- Are the products designed to reduce consumption and minimize waste? 🌍
- Is the product packaging minimal, made from recycled materials and recyclable or reusable?

Creating Contracts for Sustainable Products and Services

SimienEcoTours and its employees shall consult the Sustainable purchasing practises manual and utilise the SimienEcoTours' sustainable purchasing standards to develop bid specifications and contract proposals or make other purchasing decisions. In addition, SimienEcoTours employees shall complete the appropriate Sustainable purchasing checklist to verify that they considered important sustainability attributes when making their purchasing decision. For competitive procurements, the Procurement Department will ensure that the Sustainable purchasing

checklist has been completed before issuing a procurement tracking number. Upon request, exemptions may be granted by the sustainability coordinator when product or service availability, performance or cost (using a life-cycle cost assessment) hinder compliance with the standards.

Conducting Outreach and Training

SimienEcoTours shall provide sufficient resources to ensure that its employees making purchasing decisions receive training about SimienEcoTours' sustainable purchasing policies, procedures, priorities and resources.

SimienEcoTours sustainability Coordinator shall be responsible for:

- Developing training materials for its buyers to highlight SimienEcoTours sustainable purchasing policies, procedures, standards, tools, etc.;
- Training all employees, stakeholders and local agents on sustainable purchasing best practices that meet the intent of this policy;
- Developing buyer competency in communicating about this policy and opportunities for incorporating Sustainable Purchasing Standards and best practices into SPC bid solicitations and contracts;
- Including sustainable purchasing in employee job descriptions and performance evaluations;
- Ensuring that sustainable purchasing guidance is provided in all new employee manuals and at annual training events; and
- Communicating to contractors and the public about this policy and related procedures.

Policy Owner: SimienEcoTours

Date of Last Review: 11/12/2024

Date of Next Review: 11/12/2026

Signatory: Marco Degasper (General Manager)

