

Supplier contracting document

Subcontracted company:

CRÈDIT ANDORRÀ, SA (hereinafter, «**Creand Crèdit Andorrà**»), in compliance with its Sustainability Policy, has established a series of requirements for compliance in environmental matters by third parties in the use of its facilities.

General requirements

- Disseminate to all personnel involved in the processes subcontracted by Creand Crèdit Andorrà the requirements derived from this document. Under no circumstances shall any claim of non-awareness or lack of knowledge of these practices be considered admissible.
- Smoking is forbidden in Creand Crèdit Andorrà facilities.
- Once the work is finished, the storage area must be left clean and tidy.
- The supplier must provide all the information related to its services that Creand Crèdit Andorrà requests.

Environmental requirements

- The supplier must ensure and prove knowledge of and compliance with applicable legislation on environmental aspects.
- The supplier must ensure that the use of resources is rational and sustainable, preferably using non-toxic materials that have a low environmental impact.
- It must follow the waste separation system established by Creand Crèdit Andorrà's Environmental Management System (EMS).
- They must ensure that the waste generated during their activity has been managed in accordance with the legal regulations on waste management when they finish their work at Creand Crèdit Andorrà's facilities. In the case of any waste generated that has to be taken (or must be transported) to an authorised waste manager, they must provide proof of this to the person in charge of the department of the bank with whom they have entered into the service contract.
- It is forbidden to cause spillages in any recipient channels (sewage network, watercourses, etc.).
- Any environmental incident occurring during the course of the contracted tasks must be reported to the person in charge of the contract, who in turn will inform the person in charge of the EMS.
- The subcontracted company must provide the necessary environmental protection training to its workers to ensure that they carry out their tasks with respect to the environment.
- The supplier must raise any query related to environmental management with the person responsible for its contracting, who in case of doubt will inform the person responsible for the EMS.

Specific requirements for suppliers handling hazardous or potentially hazardous products or liquids

All actions that are the responsibility of the aforementioned company, both those that it carries out itself and those that it instructs another company to carry out, must comply with the following specific conditions:

- Eco-friendly biodegradable products shall be used whenever possible.
- Liquid products must be correctly identified and stored in an organised manner. The supplier must provide the necessary measures to prevent possible leaks, providing the necessary containment and waterproofing elements, as well as absorbent materials to collect possible leaks.
- All hazardous or potentially hazardous products used in Creand Crédit Andorrà facilities must be duly labelled, with the emergency measures to be taken in the event of an accident and, where appropriate, the storage conditions.
- All hazardous or potentially hazardous products must be stored in a special area, duly indicated and differentiated from the rest.
- Within the storage area, the technical characteristics of the products used must be visible.
- When storing the different products, it is necessary to take into account the possible reactions between them and their consequences. Therefore, incompatible materials or materials that may react with one another must be stored separately.
- All liquid products must be stored on waterproof surfaces or in safety buckets.
- In case of a change of product from the original container to another, the original container should be properly marked and clean or, where possible, should have contained the same product.

Specific requirements for suppliers who perform tasks that produce dust

- All equipment and devices that produce dust must bear the CE marking. In all cases, it is the supplier's obligation to respect the safety limits applicable to the site.

And _____ on behalf of the
company _____ agrees that
any employee of the company is aware of and complies with the rules established by
CRÈDIT ANDORRÀ, SA and declares to have received the environmental policy.

Date:

This document may be modified whenever Creand Crédit Andorrà considers it necessary. In this case, Creand Crédit Andorrà undertakes to provide the new document to the subcontracted company to notify it of the changes.

General ESG Survey

At Creand Crédit Andorrà we conduct our activity taking care of the environment. Through our Environmental Management System, certified in accordance with the ISO 14001 standard, we work all along the value chain, from the financial activity itself to our employees, customers, suppliers and society as a whole, to minimise our impact on the environment and promote awareness of sustainability.

In order to improve our environmental behaviour in relation to suppliers, we would be grateful if you could answer this survey on your commitment.

Environmental aspects and climate change

Does your organisation...

1. have a sustainability strategy?

Yes

No

2. have a formal commitment to the SDGs?

Yes

No

3. monitor/calculate its carbon footprint on a regular basis?

Yes

No

4. monitor energy consumption and implement energy efficiency measures (motion detectors, LEDs, energy efficient equipment, etc.)?

Yes

No

5. have a waste management system that complies with the current legal requirements?

Yes

No

6. meet the requirements of a mobility plan?

Yes

No

7. If no, does your organisation have a defined sustainable mobility plan?

Yes

No

Social aspects

Does your organisation...

8. have any programmes that promote workplace inclusion?

Yes

No

9. have work-life balance measures for its employees (teleworking, flexible working hours, etc.)?
Do you monitor/calculate your carbon footprint on a regular basis?

Yes

No

10. engage in any kind of social project or action that generates a positive impact on society (NGO donations, volunteering programmes, employability, accessibility, etc.)?

Yes

No

11. work on internal initiatives that promote equality?

Yes

No

Signature of the representative and seal of the company

Date: