

Environmental purchasing policy

We encourage environmentally preferable practices and products in on-site or virtual offices and the safe disposal of waste and other hazardous materials purchased for offices and stores.

Cleaning products, office supplies and paper should be environmentally preferable products, prioritizing:



→ **Non-toxic** cleaning products.



→ **Chlorine-free** or **unbleached** paper products.



→ Soy-based inks or other inks with **low levels of volatile organic compounds**.



→ **Recycled or environmentally preferable office supplies** (paper, pens, notebooks, etc.).

At the same time, we establish the following list of environmentally preferable suppliers:



→ **OFICENTRE** (range of recycled paper and recycled or environmentally preferable office supplies).



PROQUIBSA (cleaning products, WC supplies).



CATIM (reusable inks)

Waste disposal policy

Waste containing inks, toners, computer equipment, electronics, **must be collected in the specific containers** available in the offices and warehouse and **be transferred to a controlled destruction centre**.

An annual certificate waste delivery of from the destruction management centre **will be required**.

We have verified that our supply chain does not generate poisonous toxins nor dangerous waste

Each centre will establish a person tasked this management.

In virtual offices, the staff are directly responsible for waste management following the guidelines established in the environmental policy.