

# SUSTAINABLE PROCUREMENT POLICY OF GFA CONSULTING GROUP

GFA is committed to operate the offices at its headquarters in Hamburg in a sustainable manner. Sustainable procurement is understood as the adoption and integration of corporate responsibility principles into procurement processes and decisions. Accordingly, all goods and services needed for sustainable office operations shall be purchased with sustainability criteria in mind. The aim of the GFA Sustainable Procurement Policy is to optimize economic efficiency and sustainability performance of GFA's office operations, while meeting the requirements of the company and its stakeholders. The overarching principles for sustainable procurement of goods and services as outlined below shall guide all procurement decisions.

## GFA SUSTAINABLE PROCUREMENT PRINCIPLES

- **Think before you buy:** The most sustainable way to procure is not to buy at all. Keep the use of resources to a minimum by operating the business efficiently.
- **Buy more sustainable:** Taking current procurement practices as a starting point, address high risk / impact categories first and prioritize eco-efficiency (material savings, CO<sub>2</sub> efficiency, durability, recyclability).
- **Create shared value:** With economic efficiency of the procurement decision in mind, prioritize goods, works and services fully compliant with applicable social and ecological standards, offering fair benefits to suppliers and the community.
- **Provide fair opportunity:** Support local procurement, SME, social and minority businesses where appropriate in the context of full and fair competition.
- **Encourage innovation:** Procurement decisions shall encourage innovation for more sustainable goods, works and services based on desirable sustainability outcomes.

## VALIDITY AND SCOPE

The principles as set out in this policy apply to all procured goods and services necessary to maintain GFA's office operations. Procurements implemented on behalf of our clients as part of our core business are outside the scope of this Policy, as they are guided by the respective client's policies and procedures.

This Policy is binding for all procurements implemented for the operation of GFA's headquarters in Hamburg. Subsidiary companies and project offices may follow the policy on a voluntary basis or formulate their own policies and/or guidelines.

## ADDITIONALLY APPLICABLE DOCUMENTS

The present GFA Sustainable Procurement Policy implements the policy aims and commitments set out in the **GFA Environmental Policy**.

The additionally applicable **GFA Sustainable Procurement Guidelines** translate the policy aims and procurement principles into actionable guidance for those responsible for the procurement of respective goods and services. These Guidelines will be revised and/or expanded to additional categories on an annual basis to continuously optimize economic efficiency and sustainability performance of GFA's office operations.

