moeve

Sustainable Procurement

Sustainable Value Chain

2025

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Introduction

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Moeve relies on its suppliers to fulfill its strategy. Therefore, we involve them in our commitments and align our efforts to achieve shared goals for mutual benefit. We aim to identify best practices and integrate them into our operations, recognizing that improving the sustainability performance of our suppliers leads to better outcomes for Moeve.

This document includes a series of thematic sections designed to assess and promote responsible and sustainable practices in tendering processes. The guide is structured around ESG (Environmental, Social, and Governance) criteria, providing a detailed framework for evaluating companies' performance in terms of environmental sustainability, social responsibility, and good corporate governance.

➢ **Environmental Criteria (E):** This section addresses aspects such as carbon footprint, sustainability management, circular economy, water resource management, and the preservation of natural capital and biodiversity. The questions are designed to evaluate the measures companies implement to minimize their environmental impact and promote sustainable practices.

➢ **Social Criteria (S):** This section includes questions on diversity and equal opportunity, talent acquisition and development, employee well-being and satisfaction, occupational health and safety, community engagement and social contribution, human and labor rights, and sustainable supply chains. The objective is to assess how companies manage their relationships with employees, communities, and other stakeholders, ensuring fair and equitable practices.

➢ **Good Governance Criteria (G):** This section focuses on corporate governance practices, including the preparation of sustainability reports, corporate social responsibility, ethical conduct and regulatory compliance, transparency and fiscal responsibility, innovation and digitalization, and cybersecurity. The questions are intended to evaluate integrity and transparency in business management, as well as the company's commitment to innovation and data protection

We aim to identify suppliers based on accurate information about their policies and practices

related to carbon footprint, resource management, diversity and equal opportunity, business ethics, and other key areas. This also helps highlight areas for improvement and strengthen the sustainability strategies of participating companies.

Objective

The objective of this document is to promote best practices in the procurement and contracting of goods and services through responsible and sustainable management. We aim to integrate ESG aspects throughout the procurement process in order to avoid and mitigate potential adverse environmental, social, and economic impacts associated with the acquisition of goods and services, ensuring the generation of value and benefit not only for Moeve but also for society, the economy, and the environment.

To provide an evaluation tool that allows procurement teams to measure and compare the ESG performance of companies participating in tendering processes, Moeve has developed this guide to obtain detailed information on practices and policies related to environmental sustainability, social responsibility, and good corporate governance.

This approach enables informed and responsible decision-making, ensuring that contracts are awarded to companies that demonstrate a strong commitment to sustainability and social responsibility. The goal is to offer these companies a competitive advantage over other bidders based on their superior sustainability performance. It also helps companies identify areas for improvement and strengthen their strategies in these key areas, thereby promoting more sustainable and equitable development.

Scope

This document applies to all tenders within Moeve's corporate procurement scope. Throughout the tendering, auction, and awarding processes, ESG-related considerations will be incorporated to help us identify the most suitable partners for our journey toward energy transition and decarbonization. We expect that these best practices will enable Moeve and its suppliers to operate sustainably and maintain supply chains that are aligned with our objectives—transparent, responsible, and traceable.

01

Environmental Criteria

02 Environmental Criteria

For each of the environmental criteria listed below, we will request the relevant information in each of the sections during the tendering process, as applicable:

- Carbon Footprint

- Climate Strategy and Energy Transition

- Environmental Impact Management

- Circular Economy

- Water Resource Management

- Natural Capital and Biodiversity

The integration of environmental criteria into procurement fosters a culture of sustainability within the organization and among our suppliers.

We contribute to long-term environmental protection.

01 Environmental Criteria

Carbon Footprint / Climate Strategy and Energy Transition

1. Does your company have a Carbon Footprint Registry Certificate?
2. Do you hold carbon footprint certifications (ISO 14064 or others)? Please specify.
3. What percentage of your emissions have been certified by a third party?
4. Can you provide your carbon footprint data, and to what scope? If yes, please specify.
5. Do you hold a Product Carbon Footprint certificate?
6. Can you specify the emissions this service/supply will generate for Moeve? If yes, please specify.
7. Does your company set science-based emission reduction targets (SBTI - Science Based Targets SBTs)? If yes, please specify.

To decarbonize our activity and contribute to the achievement of the energy transition, we rely on our suppliers.

Environmental Impact Management

8. Do you have environmental certifications (ISO 14001 or others)?
9. Do you measure energy consumption and implement measures to improve energy efficiency in your facilities (motion detectors, LED lighting, more energy-efficient equipment, etc.)?
10. Do you have energy management system certification (ISO 50001 or others)?
11. Do you have energy-efficient product certifications (optimized consumption, efficient technologies, etc.)?

Circular Economy

12. Do you integrate circularity criteria into your production processes (valorization, reuse of materials, reuse of generated waste, ecodesign, reuse of products to be marketed, etc.)?
13. Do you take actions to reduce the use of materials in the production of your goods and services (metals, minerals, plastics, etc.)?
14. Do you have a Product Life Cycle Assessment (LCA) certificate?
15. Do you have Sustainable Product certifications (FSC, PEFC, Green Steel, etc.)?
16. Do you hold a UNE-EN 15343 or similar certificate for traceability and recycled plastic content?
17. Do you hold a certificate in accordance with ISO 14006 (Ecodesign)?
18. Do you hold a certificate in accordance with UNE 22480 or similar?

Water Resource Management

19. Do you measure water consumption in your production process/service provided (Water Footprint)?
20. Are actions analyzed to prioritize water consumption reduction?
21. Are your water supply facilities equipped with water-efficient devices?
22. Do you have certification (ISO 14046 Water Footprint Network) for your water footprint?
23. Does your company set goals for water withdrawal, consumption reduction, etc.?

Natural Capital and Biodiversity

24. Does your company have measures in place to prevent, avoid, and mitigate the environmental impacts of its activities?
25. Does the technical project/tender submitted for the work/service address the management of areas affected by the construction/work or services?
26. Does the project include ecological restoration proposals aimed at restoring key ecological processes?
27. Has the company planned an environmental emergency preparedness and response process?
28. If the company has received complaints/sanctions for environmental offenses, has it taken action to address and prevent recurrence? Please explain.

02

Social Criteria

02 Social Criteria

For each of the social criteria listed below, we will request the relevant information during the tendering process, as applicable:

- Diversity and equal opportunities.

- Talent acquisition and development.

- Employee well-being and satisfaction.

- Health and safety of people, facilities, processes, and products.

- Commitment and contribution to social development.

- Human and labor rights.

- Sustainable supply chain.

- Dialogue and transparency with stakeholders.

- Product quality and customer satisfaction.

Our Sustainability Plan is Moeve's roadmap to promote positive impact and sustainability through our actions linked to environmental, social, and good governance (ESG) criteria.
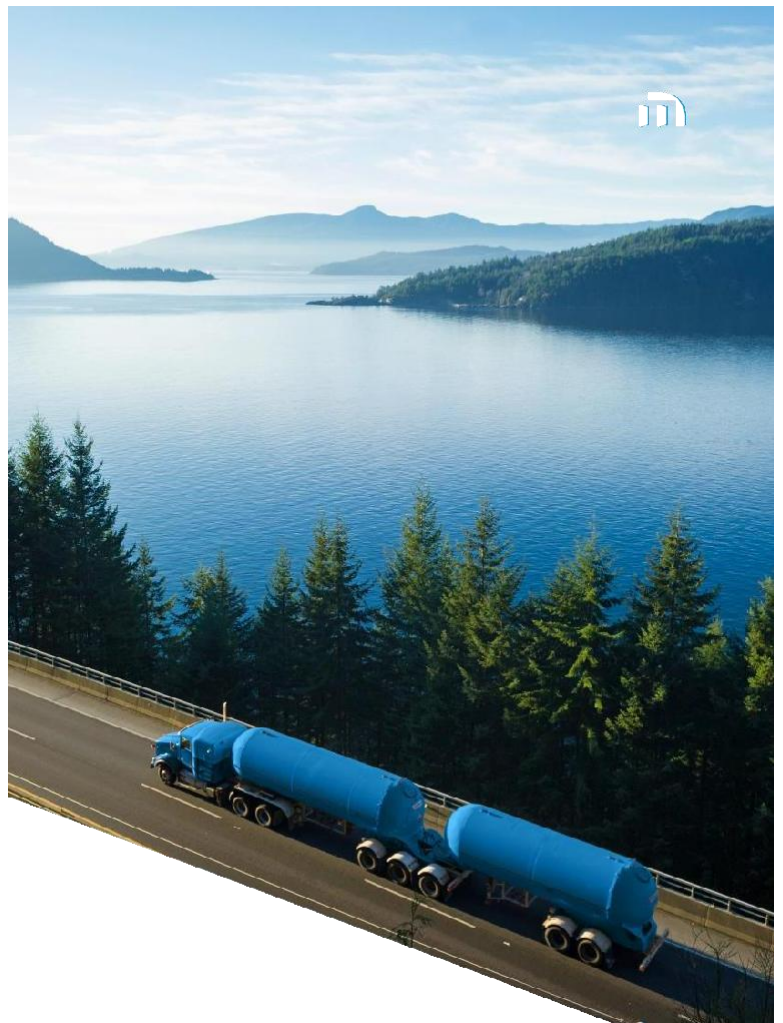
02 Social Criteria

Diversity and equal opportunities

1. Do you have specific policies in place to ensure equal opportunities?

2. Do you have an Equality Plan?

3. Do you conduct an analysis of the pay gap in order to ensure equal pay between men and women in your company when they perform the same job?

4. Is a balanced presence of men and women taken into account in the governing bodies of the company?

5. Do you have a Diversity and Inclusion Plan?

6. What measures do you take to ensure the inclusion of people with disabilities?

7. Does your organization have a program that encourages the hiring of people at risk of exclusion or companies owned by people at risk of exclusion?

8. How do you ensure equitable representation of underrepresented groups (e.g., women, people with disabilities, ethnic minorities)?

9. Does your organization have a purchasing program that promotes contracting with women owned businesses?

10. Do you collaborate with external organizations or special employment centers to improve your practices?

11. What programs or initiatives do you have to hire long-term unemployed individuals?

12. Do you offer specific training programs for young people and unemployed people?

13. Do you offer cultural or linguistic training programs?

14. Please indicate whether you plan to include people with disabilities or at risk of exclusion in the supply or service provision under this tender. If yes, indicate how many.

Employee well-being and satisfaction

1. Does the company conduct employee satisfaction or workplace climate surveys?
2. Do you promote transparency and communication in the company culture?
3. Does your organization have work-life balance measures for its employees?
4. Do you keep records of employee working hours?
5. Does the company have a protocol for preventing physical or verbal abuse and workplace harassment based on gender or other grounds?
6. Does the company have health and wellness programs for its employees?
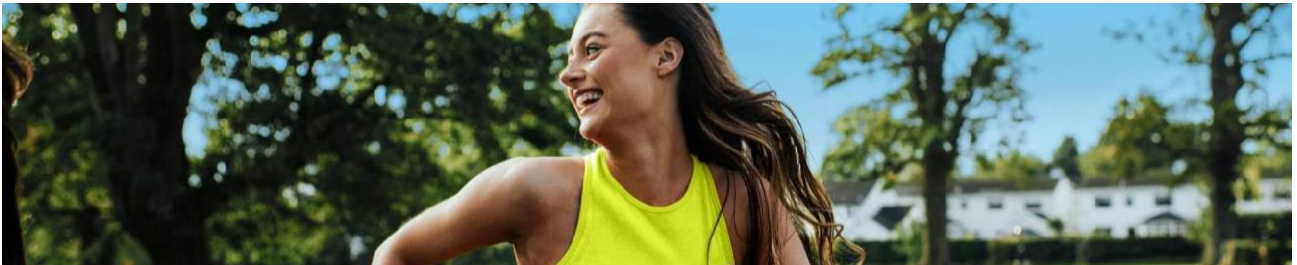
Talent acquisition and development

1. Do you have training and development programs for employees?
2. Does the organization have a training plan to ensure continuous employee upskilling?
3. Does the company have talent retention policies?
4. Do you implement initiatives to attract and retain talent, such as offering permanent contracts?
5. Does the company conduct employee performance evaluations?

Health and safety of people, facilities, and processes

1. Does the organization have a certified occupational health and safety management system (ISO 45001 or similar)?
2. Do you have an occupational safety policy?
3. Do you have a documented Occupational Risk Prevention Management System?
4. Do you carry out legal safety audits?

5. Do you take actions to promote and improve employee safety?
6. Is there an action plan in place for foreseeable events (emergencies, serious and imminent risks)?
7. Are periodic, documented safety inspections carried out?
8. Are reports compiled that gather statistical data on occupational accidents, incidents, and illnesses?
9. Is there a procedure for calculating frequency, severity, and incident rates?
10. Does the company keep records of investigations into accidents with leave, without leave, and near misses?
11. Does the company verify the effectiveness of the measures implemented following an accident with leave, without leave, or a near miss?
12. Has the company implemented any process or risk improvement methodologies (HAZOP, Lean, Six Sigma, Kaizen, Kanban, TQM, ToC, BPM, etc.)?
13. Do the supplied products have CE marking?
14. Do the supplied products meet the requirements of the REACH Regulation?

Product quality and customer satisfaction

1. Do you have ISO 9001 or a similar certification?
2. Do you have a documented quality system?
3. Does the company carry out complaints/claims management for its customers?
4. Does the company conduct a measurement and analysis of customer satisfaction?

Commitment and contribution to social development

1. Does it have the Fair Trade or similar seal that ensures that the products have been produced under fair trade conditions, benefiting producers and workers in developing countries?
2. What policies does the company have in place to prioritize the contracting of local suppliers and employees?
3. How does the company ensure that its local contracting practices benefit the community?
4. What percentage of the company's suppliers are local and how has this percentage progressed in recent years?
5. What programs or initiatives has the company implemented to support local small and medium-sized companies?
6. How does the company measure the economic impact of its local contracting practices on the community?
7. What criteria does the company use to select local suppliers and how does it ensure they conform to quality and sustainability standards?
8. What partnerships or collaborations does the company have with local organizations to promote employment and economic development?
9. How does the company communicate with its stakeholders about their efforts and achievements in local procurement?
10. What challenges has the company faced in implementing local contracting policies and how has it overcome them?
11. What are the company's future plans to continue promoting local contracting and supporting community development?

Human and labor rights

1. Does the organization have a public commitment at the highest level in relation to human rights and the local communities in which it operates?
2. Is the company a member of the United Nations Global Compact?
3. If the company has received complaints/sanctions for discriminatory practices and/or human rights-related matters, has the company taken steps to address them and prevent their recurrence?
4. Does the organization have policies for the prevention of child labor?
5. Are there documented procedures/policies to avoid forced labor or modern slavery within the company?
6. Does the company carry out due diligence processes to detect any human rights violations?
7. Has the company received any sanctions for non-compliance with labor conditions, the right to freedom of association, or fair remuneration?

Sustainable supply chain

1. Does the company incorporate sustainability into its procurement processes and supplier selection?
2. Are sustainability targets set and tracked for progress?
3. Does the company identify its critical/strategic suppliers based on established ESG qualification criteria?
4. Does the company perform supplier performance evaluations, including ESG requirements?
5. Does the company have a supplier code of conduct and include ESG clauses in supplier contracts covering the following topics: environmental protection, forced labor, child labor, working hours and overtime, payment of minimum wage, anti-discrimination and anti-corruption policies, freedom of association, and health and safety in the workplace, to which suppliers must adhere?
6. Does the company extend its ESG requirements to lower tiers of suppliers (Tier 2, Tier N)?
7. To what level of its supply chain can the company guarantee traceability?
8. Does the company have a system capable of guaranteeing the traceability of the origin of raw materials in its supply chain?

9. If the company has identified the use of conflict minerals in its supply chain (tin, tantalum, tungsten, and gold), has it taken the necessary measures to ensure their responsible sourcing?
10. Does the company carry out supplier audits based on ESG criteria?

Dialogue and transparency with stakeholders

1. Does the company have communication channels with its stakeholders?
2. Does the company conduct perception and satisfaction surveys among its stakeholders?
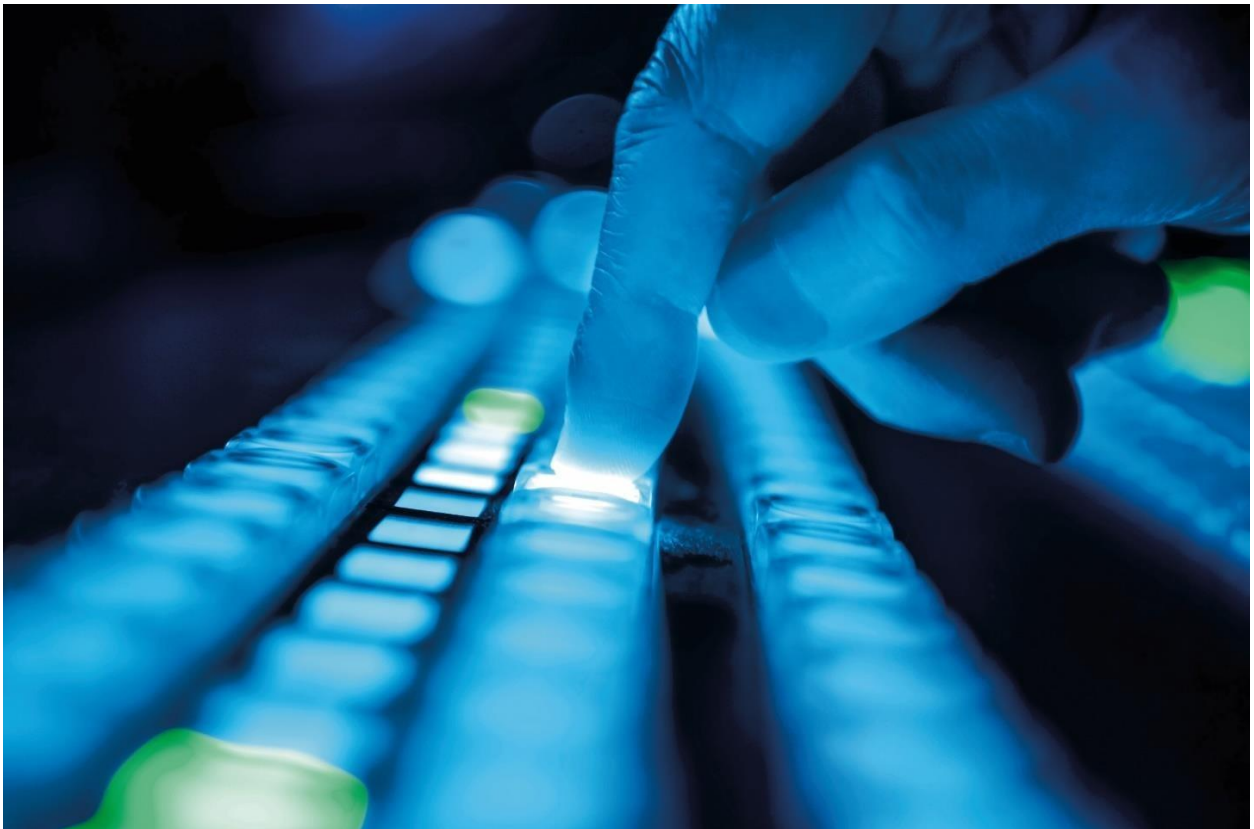
03 Good Governance Criteria

03 Good Governance Criteria

For each of the good governance criteria listed below, we will request the relevant information in each section during the tendering process, as applicable.

- Good governance.
- Ethical conduct and regulatory compliance.
- Tax transparency and liability.
- Innovation, technology, and digitalization.
- Cybersecurity, facility security, and information security.
- Sustainable financing.
- Business continuity.

03 Good Governance Criteria

Good governance

1. Does the company produce a sustainability report?

2. Do you have a corporate social responsibility policy? Is the company certified by an external body? ISO 26000 or similar?

3. Is the company measured by any sustainability rating? Please specify which ones and its result.

4. Does the company promote socially responsible initiatives (donations, volunteering, collaborations, etc.)?

5. Does the company have a policy/procedure regarding the corporate Brand and/or Reputation?

Ethical conduct and regulatory compliance

1. Does the company have an Ethical Code or Code of Conduct governing the conduct of all members of the organization, including administrators, managers, and other positions?

2. Do you provide training to your employees on the code of ethics?

3. Is there an ethical channel or whistleblower system where inappropriate behavior can be reported confidentially?

Transparency and tax responsibility

1. Have you received complaints/sanctions for practices that go against free competition?

2. Does the company have an anti-corruption and bribery policy?

3. Does the company have an Anti-bribery Management System certified under ISO 37001 or similar?

Innovation, technology, and digitalization

1. Are employees continuously trained on new digitalization tools?

2. Have new technologies such as artificial intelligence been incorporated into your organization?

3. Is there an Innovation Department in the company?

Ciberseguridad, seguridad de instalaciones e información

1. Do you have ISO 27001 or a similar certification?

2. Do you have standardized management practices and cybersecurity processes?

3. Does the company have a privacy policy?

4. Has the company formally appointed a data protection officer or similar figure responsible for promoting compliance with data protection regulations?

5. Does the company keep a record of the processing of personal data and has it established the corresponding security measures?

6. Does the company have a notification policy for security breaches or data violations?

7. Have you implemented technological protection measures for accessing information (anti-malware, antivirus, firewall, backups)?

8. Are there protocols for cybersecurity and for action to address incidents in this area?

Sustainable financing

1. Does the company link part of its funding to the achievement of sustainable goals (environmental, gender...)?

2. Have you contracted these types of products related to sustainable financing in the last 12 months?

3. Are financial benefits offered to suppliers with better ESG performance?

Business continuity

1. Do you have a Business Continuity Management System certified by a third party (ISO 22301 or similar)?

2. Do you have a Continuity Policy?

3. Do you have a business continuity plan?

4. Have you identified risks that may apply to your organization and can affect business continuity?

5. Do you periodically review risks and establish safeguards (controls)?

6. Have actions been planned to manage possible scenarios that could affect business continuity?

Thank you

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