



General guiding principles on sustainable procurement

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SCOPE

These general guiding principles on sustainable procurement are applicable to any procurement of products and services within Camurus. They provide deeper insights on how to procure in an environmentally friendly and socially sustainable way.

ROLES AND RESPONSIBILITIES

Role	Responsibility and Obligations
Director Sustainability	<ul style="list-style-type: none"> • Create, implement, and maintain these guiding principles. • Support procuring employees in setting sustainability requirements in the procurement process. • Support the finance department with sustainability expertise if needed. • Archive completed sustainable procurement assessment forms.
Sustainability Committee	<ul style="list-style-type: none"> • Support the implementation of these guiding principles. • Review and suggest updates to these guiding principles as needed.
Line Manager	<ul style="list-style-type: none"> • Respect and use these guiding principles. • Ensure that procuring employees are acting in accordance with these guiding principles. • For procurement of products and services based on a contract fill out the sustainable procurement assessment form.
Procuring employee/ engagement owner	<ul style="list-style-type: none"> • Respect and use these guiding principles. • For procurement of products and services based on a contract fill out the sustainable procurement assessment form.
Legal department	<ul style="list-style-type: none"> • Verify that the procuring employee/ contract owner has properly completed the Sustainable Procurement Assessment Form (required only for the procurement of products or services based on a contract).

POLICY

According to our Sustainability policy (1) Camurus is committed to driving a proactive and ambitious sustainability work throughout our organization and the entire value chain. In addition, Camurus is committed to enhancing positive impact and minimizing possible negative impact on people and the environment caused by our business.

Procurement of more sustainable products and services is key to being able to live up to these commitments since purchased products and services have a large impact on our possibility to positively affect the environment and society at large.

By including environmental and social considerations in our procurement decisions, along with our concerns with price, performance, and availability, we can reduce our environmental footprint and improve our business' social performance throughout the value chain.

Principles

All procurement of products and services shall be carried out based on the requirements in Camurus' code of conduct (2), Camurus' anti-corruption policy (3), and the following guiding principles:

- All employees shall take every reasonable effort to procure more environmentally friendly and/or more socially sustainable products or services given that the quality and function are equal or superior to regular products and given that the product or service is available at a reasonable price in a reasonable period of time
- Products and services must be produced with respect for human rights and labor rights
- Products shall to the greatest extent possible be made of renewable or recycled and non-toxic materials
- Products shall to the greatest extent possible be energy and water efficient
- Products shall to the greatest extent possible be free of hazardous chemicals
- All plastic shall be PVC-free
- Electricity and fuels (used in our own operations or in procured products and services) shall to the greatest extent possible be renewable
- Products or services with environmental or social labels such as *EU-Ecolabel*, *EU-Organic Label*, *EU Energy Label*, *Krav*, *Nordic Swan*, *Bra Miljöval*, *Blue Angel*, *Umweltzeichen*, *TCO*, *Energy-Star*, *FSC*, *MSC*, *ASC*, *Fairtrade*, *NF Environnement*, *Good Environmental Choice Australia (GECA) – Australia etc.* shall be prioritized. For more information about current environmental and social labels read in <https://www.ecolabelindex.com/>
- Electronic devices including computers and screens, shall to the greatest extent possible be environmentally and socially labelled
- Consultants working on Camurus' behalf shall to the greatest extent possible use environmentally friendly travel alternatives such as public transport, carpooling or electric cars. Consultants working in Camurus' offices should if possible be nearby in order to avoid long distance travel to the office
- Organic and /or locally grown food shall be prioritized
- Palm oil or products containing palm oil shall be avoided to the greatest extent possible
- Disposable products shall to the greatest extent possible be replaced with non-disposable ones

Note: it is not the intent of these guiding principles to require an employee or vendor to take any action that conflicts with laws or other legal regulations or procure products that do not perform adequately for their intended use.

If there are any questions regarding the use of these guiding principles, please contact the Director Sustainability.

Sustainable procurement assessment form

For all procurement of products and services that is based on a contract the procuring employee/engagement owner must fill out the sustainable procurement assessment form available in *Word: File/New/Sustainability* and send the form to the legal department.

The Legal department checks that the form is filled out correctly and approves the procurement before signing the contract. If needed the Legal department can request the support of the Director Sustainability.

The engagement owner sends the completed form to the Director Sustainability who archives the form at the Sustainability SharePoint platform.

POLICY COMPLIANCE

These guiding principles apply to all employees of Camurus who procure products and/or services. Line managers are responsible for ensuring that his/her/their employee(s) take(s) these principles and the requirements in Camurus' procurement policy into account when procuring.