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## SUSTAINABLE PROCUREMENT POLICY

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TART is a leading manufacturer and supplier of packaging materials, machinery and support services to the packaging industry with a broad base of specialists both domestically and internationally.

Socially responsible procurement is a procurement practice that takes into account one or more of the following social aspects:

employment opportunities, decent working conditions, respect for social and labour rights, social inclusion (including for persons with disabilities), equal opportunities, accessibility, inclusive conditions, consideration of sustainable development criteria including ethical trade issues and wider voluntary compliance with corporate social responsibility while complying with applicable legislation.

Social considerations can be combined with environmental considerations into an integrated approach to sustainable development in the procurement process.

TART complies with applicable legislative and ethical standards in its business operations. Sustainable procurement is not just a theory, but that it is above all a practical key to achieving a range of positive consequences:

- promoting socially responsible business behaviour
- competition is encouraged - contributes to strategic cooperation and dialogue between TART and (potential) suppliers
- protection against human rights abuses and promotion of respect for human rights
- improving the skills of people in the labour market
- support for socially disadvantaged persons and persons at risk of social exclusion

- creating appropriate working conditions
- promoting supported employment for people with disabilities, including support in the open labour market
- strengthening suppliers' knowledge of environmental protection
- optimising the carbon footprint (measures to reduce consumption - PHM water, electricity, office supplies)
- waste and recycling measures

TART strives to make sure that price is not the only criterion when evaluating suppliers. It also tries to take into account other aspects in line with the principles of sustainability.

### **TART is committed to:**

- To make suppliers aware of the Code of Conduct for Business Partners.
- Require its suppliers to comply with REACH, RoHS, conflict minerals and packaging legislation, or other requirements raised by customers and other stakeholders
- conduct regular supplier evaluations
- when evaluating suppliers, reward those who have implemented ISO 14001
- for wood and paper products, monitor holders of FSC certification, as this system also takes into account compliance with environmental, human rights and anti-corruption sustainability principles

### **Equality in tendering**

All TART Group employees who are involved in any way in the preparation or implementation of a tender must comply with TART's internal rules for tenders. In particular, they are obliged to avoid discrimination, to maintain transparency, to treat all candidates equally and to act in accordance with the best interests of TART.

Non-discrimination means that the requirements for suppliers and the conditions of participation in the tender must be proportionate to the subject matter and value of the contract, and may not conclude

access to the contract to certain tenderers for reasons unrelated to the subject-matter of the contract. In particular, it shall be prohibited to adapt the terms of the invitation to tender in any way to a particular supplier or to give preferential treatment to any supplier in any way and for any reason.

Transparency of the tendering procedure means, in particular, that all the acts connected with the implementation of the procedure must be carried out in a clear, transparent and comprehensible manner (execution of the tender, ensuring that all tenderers are informed, keeping a running record of the procedures, etc.). Written documentation must be kept of all major operations so that the correctness of the tendering procedure can be assessed retrospectively. Such documentation includes, in particular, communication with tenderers, assessment of individual tenderers, requirements for tenderers, evaluation criteria, etc.

All candidates in the selection procedure must be treated equally from the start of the selection procedure. All candidates must have access to the same information about the selection procedure, including relevant information contained in a reply to questions asked by another candidate. All tender documents must be made available to all tenderers to the same extent. All tenderers shall be informed if any additions or ambiguities are made to the tender requirements.

In the preparation and implementation of the selection procedure, the Authorised Officer shall be guided solely by the interests of TART. It shall not be permissible for an employee to assert any of his/her business or personal affairs, even if they are in no way contrary to the interests of TART. In particular, employees are prohibited from accepting, or even arranging for, any consideration from any tenderer.

## **Liability and reporting**

This Sustainable Procurement Policy is binding on all employees of the Company in accordance with the respective hierarchical level at which the employee operates and on subsidiaries.

For suggestions for improvement or to report violations of this policy, you may use Target's internal information system or contact your immediate supervisor or any member of management. Alternatively, use the email address [etika@tart.cz](mailto:etika@tart.cz) , which is monitored regularly and all requests are forwarded to TART's senior management.