



Sustainable Procurement Policy

Valid from 25 May 2022

Commitment to developing a business which products are supplied ethically and socially responsible

Introduction

The company UAB PUTOKŠNIS (brand DOLOOP) maintains the philosophy of sustainable development and implements it through consistent activities in areas such as supply chain, relations with employees and society, and environmental protection. Our strategy is to use sustainable practices. We think that they are an integral part of our business.

Maintaining a reputation for the highest legal, moral, and ethical standards in our dealings with our customers and other key stakeholders is critical for our ongoing success. We believe we can actively contribute to driving positive social, environmental, and economic improvements in our supply chain that create benefits for communities and society. We recognize the importance of having ethical and sustainable procurement practices that support our strategy, core values, and sustainability goals. We acknowledge that long-term sustainable development of our suppliers is critical to our joint success, and we value our relationship with suppliers who share the same approach and vision towards doing business.

To operate fairly, transparently, and responsibly, we have developed the Sustainable Procurement Policy that is an extension of our core values:

- We respect ourselves and the environment
- We act bravely
- Better each day

and main strategic directions:

- Efficiency
- Clients' success
- Sustainability
- People and education

Our Commitment

We commit to:

- set objectives and action plans in support of this Policy, and pursue continuous improvement of our practices,
- prioritize suppliers who have embedded sustainable and ethical practices within their organization and who drive such practices within their own supply chain,
- identify areas of higher risk and influence within our supply chain and engage with suppliers in those areas,
- comply with all applicable legislation,
- comply with requirements of the Ethical Trading Initiative (ETI, ETI BASE CODE) and International Labour Organization (ILO) Conventions (ILO Conventions), and the principles of the United Nations Universal Declaration of Human Rights (Universal Declaration of Human Rights),

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Policy Purpose & Scope

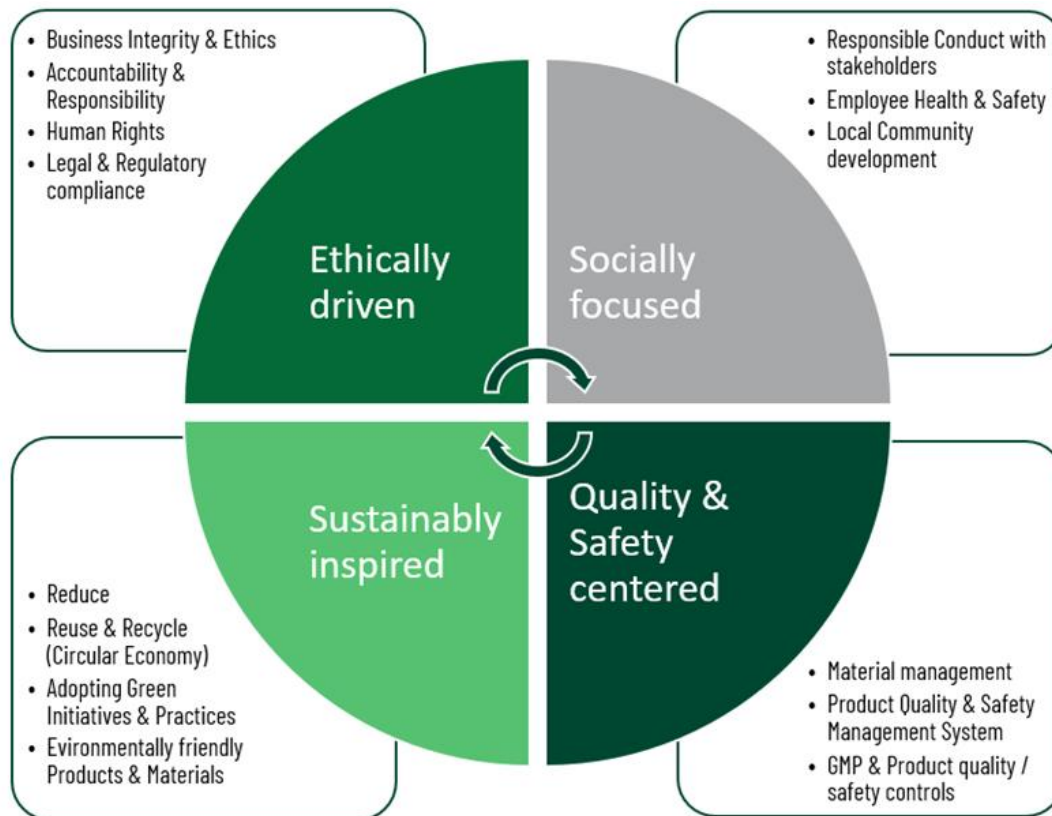
The purpose of this Policy is to ensure that DOLLOOP sources products in an ethical and socially responsible manner.

This Sustainable Procurement Policy is mandatory for employees inside our company who buy from and manage relationships with suppliers and subcontractors, such as budget holders, purchasing teams and projects managers. This Policy applies to all our suppliers and subcontractors. The details of its requirements are set out in a follow-up document to the **Suppliers Code of Conduct**.

Policy Overview & Expectations

This Policy outlines our core values and expectations with regards to ethics, business integrity, human rights, health and safety, environment, the local community and quality of product and operations. These values are integral to how DOLLOOP does business and we expect our employees and suppliers to respect and promote these values in their factories.

This Sustainable Procurement Policy can be summarized as:



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The core principles of our Sustainable Procurement Policy are communicated to our supply chain partners through our **Suppliers Code of Conduct** ([Supplier-Code-Doloop-2022.pdf](#)). We expect our suppliers to operate in accordance with the principles as outlined in this Code and adhere to all applicable laws and regulations.

Through supplier selection and evaluation, we will favor suppliers that actively:

- **Reduce their negative environmental impact through:**
 - Responsible consumption and conservation of resources, including the use of energy, water, and virgin raw materials,
 - Waste minimization, both within their operations and through reduction of packaging,
 - Reducing usage of hazardous and toxic materials and substances,
 - Using renewable energy,
 - Using recycled materials,
 - Monitoring and reduction of CO₂ emissions (footprint),
 - Efficient use of equipment, systemic thinking and continuous processes improvement.

- **Deliver benefits to society through:**
 - Complying with International [ETI BASE CODE](#), [ILO Conventions](#), [Universal Declaration of Human Rights](#) principles, with respect to human rights and conditions of employment,
 - Ensuring that slavery, child labor and human trafficking is not taking place in any of their supply chains and in any part of their business,
 - Respectful behavior with all employees, refraining from any offensive conduct or that entails any kind of discrimination on the grounds of race, ethnic, religion, political affiliation, trade union status, nationality, language, gender, marital status, social condition, age, disability, sexual orientation, or any other.

- **Drive economic growth through:**
 - Following all applicable local / national legislation requirements (rules, regulations and standards), contractual obligations to DOLOOP,
 - Ensuring a transparent procurement process, guaranteeing protection against corruption, bribery, anti-competitive behavior, falsification, illegal payments,
 - Ensuring continuous compliance with safety and quality requirements for the supplied products,
 - Implementing quality, environmental, health & safety objectives, policies, manuals, procedures, and a certified Management System by competent authority like ISO, SAI,
 - Prioritizing the recyclability of the products (including their packaging),
 - Providing the Living Wage (at a minimum) to employees and contractors.

- **Continuous improve ethical business culture trough:**
 - Cooperating with business partners based on fair business principles and officially confirming Compliance with the **DOLOOP Supplier Code of Conduct** ([Supplier-Code-Doloop-2022.pdf](#)),
 - Implementing social responsibility objectives, policies and procedures,
 - Implementing Social Responsibility Management System, which is verified / evaluated by competent international authorities like ISO, SAI, Sedex SMETA, EcoVadis, or CDP.

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Policy communication and review

This policy will be communicated throughout the company to all employees involved in the supply or purchase decisions and will be available for public review.

The Policy will be reviewed regularly to evaluate continued relevance, monitor compliance, and drive continual improvement. The Procurement Director is responsible for developing, maintaining and, where necessary, updating this Document.

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