Corporate Procurement Policy
Environmentally Friendly Products and Services

Corporate Procurement Policy

This policy is intended to provide guidelines for the acquisition of environmentally friendly or sustainable products and services. The policy and guidelines are intended to support Freeman’s overall statement of sustainability and environmentally friendly initiatives.

Statement of Policy

Freeman corporate procurement shall continually source and review the use of acceptable recycled products and products with recycled content, and acceptable environmentally friendly products and services where practicable.

Exceptions

Nothing in this policy shall be construed as requiring the procurement of environmentally friendly products or services or recycled products. More specifically, corporate procurement will examine cost, price, and acceptability of all products and services per the requirements of internal and external customers.

Process Guidelines

1. If there are specific show or event requirements from a customer for environmentally friendly products, Freeman procurement will support the requirements based on total cost, attainability, and the acceptability of the product to the customer.

2. In an RFX or bid process, Freeman procurement shall have a series of questions related to environmentally friendly initiatives or sustainability as appropriate for the commodity or related service being sourced. All RFX and bid processes shall include sustainability activity from potential suppliers.

3. Freeman procurement shall continually research and source opportunities for environmentally friendly products and communicate those to the company stakeholders for evaluation.

4. Manage data provided by suppliers related to products or services that are environmentally friendly or, as appropriate, recycled and recyclable data. Freeman procurement shall provide information as requested to the vice president of sustainability.

5. Environmental attributes for products and services that may be considered as practicable, but are not limited to:
   - Recycled content
   - Recyclability of product
   - Products with minimal packaging
   - Products that may be Energy Star-rated
   - Products that are renewable, sustainable, or green
   - Products that have environmental certifications
   - Vehicle emission ratings or certifications
   - Low or no volatile organic compounds (VOCs)
   - No toxic dyes
   - Reduced energy use (from manufacturing)
   - Reduced or improved air emissions (from manufacturing)

6. All products and services acquired must be acceptable to stakeholders from a price, cost, and usability factor for any change or transition from any current material or process.
Definitions

“Environmentally friendly products” are defined as products that may have a more positive impact in their use on certain environmental factors when compared with competing products. Any comparison may consider one or more of these factors, but are not limited to: raw material content, production, packaging component composition, design, distribution method, practical reuse of any material or component, recyclability of product, or alternative disposal methods. All determinations of products deemed as environmentally friendly shall rely solely on information, data, or claims provided by the supplier(s).

“Recycled products” are defined as products purchased with a specified content from a post-industrial or post-consumer waste stream that has been recovered for use or diverted from solid waste disposal. This may include products purchased that include same-product recovery that can be used to produce the same product or different products. All recycled product content information and data shall be provided solely by the supplier(s).

“Recyclable products” are defined as products purchased from suppliers whose components and end product are able to be recycled and diverted from waste streams with minimal effort and cost.

“Practicable” shall mean no loss in performance, quality, aesthetics, or function, or meets internal or external customer requirements and is available at the same or equivalent cost than a similar product already in use by the company.

“Total cost” shall mean the total cost of ownership for the product, including the initial price, overhead, efficiency, usage losses, comparable life, yield, lifecycle costs, disposal costs, and any other cost drivers identified by the company.

“Price” shall mean the initial acquisition expense.

“Delivered price” shall include freight costs.

“Acceptable” shall mean any product with environmentally friendly attributes that is acceptable and approved for use by internal or external customers.