



The objective of the LIBNOVA S.L. Purchasing Policy, hereinafter "LIBNOVA", is to establish rules that guarantee objectivity, transparency and excellence in the purchasing process.

Selection of Suppliers: LIBNOVA has established the following criteria for the selection of its suppliers:

- Exclusive** suppliers: These are those that are distinguished in the market by their exclusivity in providing certain services for which there is hardly any competition.
- Certification:** Suppliers who demonstrate that their organisation has a Quality Management System are automatically approved.
- Trial supplies or services:** A trial supply/s or service/s is/are requested from the supplier and an assessment is made by the Quality Manager after the trial period.
- Trust:** Suppliers who are recommended by the circle of trust of the General Management.
- Quality-Price:** Suppliers that offer the best relationship between quality of service and price.

The following ethical principles must be complied with in all contracting by LIBNOVA staff requesting the services of a third party:

- **Transparency:** Consider first and foremost the interest of LIBNOVA, in particular the commitment to quality assurance of the products and services to be provided, information security, corporate social responsibility, as well as the benefit to LIBNOVA employees and customers.
- **Independence:** Not to accept gifts or perks of any kind from persons or entities outside LIBNOVA, especially favourable treatment or gifts that are not common in the market and sector, and which are aimed at influencing professional relations of any kind in which it participates.
- **Impartiality:** To be impartial in the development of professional activity, especially in those situations that may involve a **conflict of interest**, which implies a possible personal benefit or a confrontation with one's own interests and those of LIBNOVA.
- **Compliance with internal rules and legality:** Always act in accordance with the corporate purchasing procedures and policy approved by the organisation, as well as the regulations in force. Any purchase or agreement with Suppliers must be expressly authorised by the body with purchasing powers or attributions designated by LIBNOVA's senior management. The practice of buying first and asking for authorisation later is not acceptable.

Approval of Suppliers: LIBNOVA requires its suppliers to accredit impeccable ethical and legal behaviour, particularly in compliance with the regulations that apply to the supplier in its activity, labour matters (PRL), capacity to deliver the products and services in the required conditions, comply with the agreed service quality agreements, maintain commercial morality and an adequate financial situation, with full compliance with its obligations to banks, suppliers, legal, tax and personnel.

Evaluation of Suppliers: LIBNOVA's Suppliers are evaluated on their performance according to the following evaluation criteria:

- ✓ Compliance with deadlines.
- ✓ Quality of Service / Product.
- ✓ Recorded Incidents.

Alternatively, an assessment will be made of

- ✓ Compliance with applicable legal requirements and regulations.
- ✓ Be up to date with their tax and Social Security obligations.
- ✓ Prioritise suppliers with the financial health to guarantee supply during the established period.
- ✓ Prioritise suppliers with ISO 9001, 14001 and 45001 certifications.
- ✓ Prioritise local suppliers to boost local trade, job creation, sustainable procurement and reduce the carbon footprint of sourcing.
- ✓ Prioritise the acquisition of modern machinery with efficient technologies and lower environmental impact in its production chain.

In addition, favourable and unfavourable aspects will be taken into account in each case as part of the selection criteria. Suppliers who obtain an insufficient or negative rating will be required to take action to regularise or terminate their respective contracts as appropriate.

4º.- Relations with Suppliers: Business relations with Suppliers must always be formal and agreements must be in writing. Suppliers must be responded to promptly and courteously. Suppliers must be paid in a

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timely manner in accordance with the conditions agreed in the respective contracts, without distinguishing between suppliers in order to speed up and prioritise the payment process, which must be known by the supplier. Lastly, the practice of listening systematically and professionally to suppliers must be established, with the aim of addressing their concerns, suggestions and complaints, in order to continually improve the relationship with them. For these purposes, formal channels of communication will be established.