

## PROCUREMENT POLICY

The aim of this Policy is to establish the procurement principles defined by FHECOR Ingenieros Consultores, in order to build up a balanced collaboration framework between the organisation and its external suppliers, encouraging stable commercial relations and positive synergies, given that a mutually beneficial relationship increases the capacity of both parties for value-added management.

FHECOR Ingenieros Consultores carries out its procurement policy according to the following general principles:

- Clients constitute FHECOR Ingenieros Consultores's centre of activity. Its entire work is aimed at understanding their needs and expectations, achieving the purpose of the service or project contracted in terms of quality, cost and time.
- External suppliers are essential for FHECOR Ingenieros Consultores. This is why they are treated like collaborators, seeking mutual benefit and establishing long-term relations, if possible. FHECOR Ingenieros Consultores aims to establish relations with the best suppliers in order to supply products and services in line with its Quality, Environmental and Occupational Health & Safety Policies.
- FHECOR Ingenieros Consultores bases its supplier relations on principles of integrity, professionalism and disclosure, following the guidelines of its code of conduct, available at <http://www.fhecor.es/rsc.php>
- FHECOR Ingenieros Consultores will only hire suppliers that fulfil applicable laws in all those countries where they operate, upholding human rights, health & safety and environmental protection; consequently, FHECOR Ingenieros Consultores will not hire any suppliers that are known to have incurred a legal breach in any matter.

These principles will materialise through a control procedure for processes, products and services that are externally supplied which, along with its associated documentation:

- Establishes effective procurement management, thereby ensuring that the products acquired and services hired meet the requirements specified in the order and/or list of terms, achieving the best economic, technical, environmental and energy efficiency conditions, as well as in relation to occupational health & safety.
- Determines the general conditions applicable to all orders issued by FHECOR Ingenieros Consultores in relation to administrative conditions, quality of the product or service, occupational health & safety and environmental criteria of the product or service to be acquired.
- Guarantees the confidentiality of all data provided by clients and external suppliers, and the protection of their assets if under the organisation's control.
- Defines a methodology for the validation of external suppliers, evaluating, amongst other conditions, the availability of a Quality, Environmental and Health & Safety Management System, in order to previously analyse its supply capacity.
- Establishes an assessment of all orders supplied by the person in charge in FHECOR Ingenieros Consultores who, in his professional opinion or based on specific control records, will appraise

them according to quality, time and price criteria, deciding on their approval. If the assessments do not meet the organisation's expectations, a non-conformity will be initiated and the external supplier advised; if two or more non-conformities are generated over a one-year period, or serious problems are caused in relations between FHECOR Ingenieros Consultores and its client, any such supplier runs the risk of having its validation revoked.