

Responsible Procurement Policy

The overall aim of the procurement is to ensure that VisitAalborg procure the most environmentally and socially sound goods and services from sustainable companies and manufactures.

The procurement policy will be periodically reviewed to make sure that it continues to meet VisitAalborgs corporate sustainability profile.

Process for responsible procurement

1. Understanding what the organization need
2. Identifying the preferred and qualified suppliers
3. Evaluating the offers in regards to procurement policies
4. Making an agreement with consent and coherence from both parties
5. Monitoring performance and evaluating the supplier on a regular basis in case of ongoing transactions

Criteria's vary when reviewing a supplier or a product, and can be product/service-determined. In general, we look at the behavior of the supplier in relation to the surrounding environment, and the potential consequences of non-recyclable material use, manufacture and production methods, logistics, operations and maintenance.

One of the principles rooted in our procurement is life cycle costing, which is a method to establish the total costs of the triple baseline (environmentally, socially and economically) of purchasing a product or service, from "cradle to grave". We do this by asking questions relating to each stage of its life cycle.

Considerations for product procurement

- Firstly, consider whether a purchase is even necessary
- What products are made of (materials, chemicals, compounds, etc.)
- Under what conditions they have been made
- What resources are used during manufacture, e.g. energy and water
- How far they have travelled
- Their packaging components
- How they should be used, including measures of durability and efficiency
- How they should be recycled and disposed

Considerations in regards to suppliers

- If the manufacturer or brand have any labels or certifications to back up sustainability claims
- If the manufacturer or brand have any sustainable/environmental/social policies in place
- If the supplier will collect used packaging for reuse/recycling
- If the supplier has a 'take-back' service for repairing or recycling purposes

Ways to check suppliers:

- Dialogues with the sustainability manager/other relevant person
- Audits
- Pre-qualification questionnaire
- Site visits
- Supplier presentations
- Industry databases

Procurement groups and guidelines

Goods and services from businesses that are certified *EMAS*, *ISO14001* or similar certified management systems are a good indicator of that the product is sustainable.

Goods and services must meet minimum requirements for labor, working conditions, working environment and social responsibility.

Suppliers or products are furthermore assessed in accordance with price, quality and service.

In-house catering and produce

- Look for catering from local suppliers, which reduces transportation time.
- Look for suppliers with *The Organic Cuisine Label (Det Økologiske Spisemærke)*, which shows the percentage of organic produce.
- Additionally, products with labels as *Fairtrade* and *Rainforest Alliance* should be preferred.

Office supplies and household products

- New bought lights must be LED.
- Copy paper, toilet paper and serviettes should be *FSC* and/or *Eco labeled/Nordic Swan Eco Labeled (Svanemærket)*. Products with the *EU Flower* and the label *PEFC* is also to be preferred.
- In addition, look for packaging that is made from recycled material. E.g., look for the label *RESY* as an indicator.

Electronics and appliances

- Firstly, before replacing old/defect electronic equipment, we ensure that it is beyond repair.
- Electronic equipment should always be disposed responsibly or delivered to businesses that can reuse components.

- New bought electronics and appliances must at least have energy label A or other energy labels with the same standard.

Services

- Our cleaning service must use 90% eco-labeled cleaning supplies.
- Wash cloths are primarily fiber cloths and are used recurrently. Single-use cloths with micro plastics are a no go.
- Cleaning staff are instructed and aware of environmentally friendly cleaning procedures as well as waste sorting practices.
- Printing suppliers for printed marketing material should be compliant with the environmental and social policies and criteria's that exist in the industry.
- The current a textile company, who delivers tea towels in VisitAalborg are Nordic Swan Eco Labeled (Svanemærket), CSR certified and has committed to making social and environmental progress - both by reducing water, energy and detergent consumption, implementing "eco-design" and reducing the environmental impact of transportation.

Transport

- Low-impact transportation options are encouraged, such as VisitAalborgs electric bicycles or public transport.
- When feasible, look for alternative transportation forms than aviation.

Convention - Meetings and events

- Inform hosts, clients and suppliers of our guidelines for sustainable meetings and events.
- The initiatives below must be considered for meetings and events, if applicable.
 - Host the conference/event/meeting at a sustainable/certified venue
 - Ensure that venues and hotels are accessible for people with reduced functional ability
 - Promote certified green and sustainable hotels to guests and speakers
 - Eliminate single-use products
 - Serve tap water, never bottled water
 - Serve food that is organic, seasonal and local when possible
 - Reduce meat consumption

- Communicate efforts to reduce food waste
- Donate surplus of food, decorations and plants/flowers (if not rented)
- Inform the host and participants of low-impact transportation options
- Communicate digitally to reduce paper consumption
- Present a voluntary carbon offset program