

Autonom Services S.A. Procurement Policy

1. Introduction

- 1.1. The procurement policy of AUTONOM SERVICES SA (hereinafter referred to as "AUTONOM") was prepared by taking into account the needs identified at the level of the organisational structures within the company. AUTONOM acts according to minimum principles and standards that are essential both within the company and in its relations with its partners, and ensures that they apply to the entire supply chain.

2. Purpose

- 2.1. The purpose of this policy is to present the way in which the procurement system works within AUTONOM.
- 2.2. Within AUTONOM, procurement is the central corporate function in terms of ensuring the optimal framework for the process carried out from order to payment and using key levers to increase sustainability.

3. Applicability

- 3.1. This Policy applies to AUTONOM and all of its subsidiaries, divisions and affiliated companies worldwide (collectively "AUTONOM Group").
- 3.2. This policy shall be observed and carried out by all AUTONOM employees, collaborators, directors and managers (collectively referred to in this policy as "Employees").
- 3.3. AUTONOM's principles and minimum standards are in line with legal compliance, observance of human rights, such as the prohibition of modern slavery and human trafficking, discrimination and employment of minors, observance of occupational safety and anti-corruption and anti-bribery regulations.

4. Objectives

Objectives of the Procurement policy

Overall objective

The overall objective is to provide products and services to achieve AUTONOM's operational and development objectives in a sustainable, efficient and effective manner.

Specific objectives

- I. Increasing the efficiency of procurement processes, i.e. ensuring the demand of quality products and services at the best purchase prices under sustainable conditions.
- II. Concluding at least 10 national partnerships with strategic suppliers in key procurement categories
- III. Developing an annual negotiation calendar for the cost reduction section.
- IV. Benchmarking on significant categories: repairs, utilities.
- V. Implementing the Pareto model – Preparing the list of approved suppliers by including A suppliers (top 80% of turnover).
- VI. Organizing regular trainings for employees on Procurement work procedures.

5. Supplier Selection

Using Porter's model, suppliers are selected based on direct and indirect purchases:

Type of purchases	Category	Subcategory
Direct	Auto	
	Equipment	
Indirect	Services	Car repairs
		IT
		Utilities
		Subletting
		Towing
		Laundry
		Advertisement
		Transport
		Training
		Parking
		Consulting
		Recruitment
		Courier
	Protocol	
	Investments with a value <2500 RON used for less than 1 year	Inventory items
Fuel		
Tax		
Insurance		
Consumables		
Commissions		
Tires, car parts and supplies		
Car accessories		
Office items		

Since 2021, we implemented the *Categorised Approved Supplier Programme*, whose main aim is to create a list of long-term preferred partners.

Objectives of the programme:

1. Better overview of company spending;
2. Securing the best prices and mitigating risks;
3. Decreasing the time, it takes to make a purchase decision.

6. Supplier Categories

Within the company, suppliers have been classified and grouped into the following categories:

- INSURANCE SUPPLIERS
- VEHICLE SUPPLIERS
- FUEL SUPPLIERS
- CONSUMABLE SUPPLIERS
- MISCELLANEOUS SUPPLIERS
- EQUIPMENT SUPPLIERS
- INVESTMENT AND INVENTORY SUPPLIERS
- IT SERVICE SUPPLIERS
- PARKING SUPPLIERS
- ADVERTISING SUPPLIERS
- REPAIR SUPPLIERS
- SERVICES SUPPLIERS FOR EMPLOYEES
- LAUNDRY SUPPLIERS
- SUBLETTING SUPPLIERS
- TAX SUPPLIERS
- TOWAGE SUPPLIERS
- TRAINING SUPPLIERS
- TRANSPORT SUPPLIERS
- UTILITIES, RENTALS SUPPLIERS

7. Supplier Performance Review

Indicators to be monitored and reported according to GRI Standards:

- **GRI 2-6** Activities, value chain and other business relationships:
 1. the sector(s) in which the organisation operates;
 2. value chain, including:
 - i. the activities, products, services and markets catered for by the organisation;
 - ii. the organisation's supply chain;
 - iii. entities downstream of the organisation and their activities.
 3. other relevant business relationships; significant changes in 2-6-a, 2-6-b and 2-6-c compared to the previous reporting period.

- **GRI 204-1** Proportion of spending on local suppliers
 1. The percentage of the procurement budget used for significant operating locations, spent on local suppliers of that operation (such as the percentage of products and services purchased locally);
 2. The organisation's geographical definition of "local";
 3. Definition used for "significant operating locations".

- **GRI 414-1** New suppliers that were screened using social criteria
 - Percentage of new suppliers that have been verified using social criteria.

- **GRI 414-2** Negative social impacts in the supply chain and actions taken
 - a. Number of suppliers assessed for social impact;
 - b. Number of suppliers identified as having significant actual and potential negative social impacts;
 - c. Significant actual and potential negative social impacts identified in the supply chain;
 - d. Percentage of suppliers identified as having significant actual and potential negative social impacts with whom improvements have been agreed as a result of the assessment;
 - e. Percentage of suppliers identified as having significant actual and potential negative social impacts with whom relationships have been terminated as a result of the assessment and why.

- **GRI 308-1** New suppliers that were screened using environmental criteria
 - Percentage of new suppliers that have been verified using environmental criteria.

- **GRI 308-2** Negative environmental impacts in the supply chain and actions taken
 - a. Number of suppliers assessed for environmental impact;
 - b. Number of suppliers identified as having significant actual and potential negative environmental impacts;
 - c. Significant actual and potential negative environmental impacts identified in the supply chain;
 - d. Percentage of suppliers identified as having significant actual and potential negative environmental impacts with whom improvements have been agreed as a result of the assessment;
 - e. Percentage of suppliers identified as having significant actual and potential negative environmental impacts with which relationships have been terminated as a result of the assessment and why.

8. Autonom Principles regarding Suppliers

Health and Safety

AUTONOM constantly strives to ensure a safe and healthy working environment for all its employees. Our suppliers must make every effort and ensure that they comply with all legal responsibilities arising from the laws of the countries in which they operate. Suppliers must ensure that all employees understand and apply health and safety policies. We encourage suppliers to take all reasonable steps to prevent accidents and injuries.

Labour and Human Rights

AUTONOM is guided by the fundamental principles set out in the Universal Declaration of Human Rights and the fundamental standards of the International Labour Organization. All work must be carried out voluntarily and not under threat of penalties or sanctions.

AUTONOM prohibits the use of forced or compulsory labour in all its forms and will take all necessary measures to terminate any collaboration with its suppliers if there is reasonable suspicion that any of them violates the fundamental principles set out in the Universal Declaration of Human Rights or the fundamental standards of the International Labour Organization.

Suppliers must not ask workers for deposits or financial guarantees and must not keep identity documents (passports, ID cards, etc.) or make wage deductions in the absence of a legal contractual agreement.

Holding workers in servitude is prohibited.

Suppliers must:

- refrain from the use of any form of servitude labour and must not allow or encourage workers to go into debt for recruitment costs, fines or by any other means;
- observe the right of workers to quit their jobs with reasonable notice;
- observe the right of workers to leave the workplace at the end of their working hours.

Suppliers must observe the national minimum age for employment and will have to refrain from employing a person under the legal age limit as stated under national law.

Suppliers will not allow children to work or will not exploit them in any way. If children are found to be working directly or indirectly for the supplier, the supplier will try to find a solution that is both humane and effective, prioritizing the best interests of the child.

Suppliers must not employ young workers under the age of 18 at night or in conditions that endanger their health, safety or moral integrity and/or that would impair their physical, mental, spiritual or social development.

Antitrust and Competition

Our business partners undertake to do business strictly in accordance with applicable antitrust and competition laws. This includes the requirement that the goods and services we are offered be free from anti-competitive practices, such as price fixing with competitors.

Anti-Corruption and Bribery

We ask our business partners to strictly refrain from any corruption and/or bribery practices. Furthermore, they must not allow any conflict of interest that could affect AUTONOM's business.

Data Protection

We require our business partners to ensure sufficient protection of the personal privacy rights of their employees and of their personal data, as well as compliance with legal provisions on data protection.