

# Sustainable Procurement

Strategy

casais.pt

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At Casais Group, we make a strong commitment to conduct our business ethically, legally and sustainably, expecting that the companies with which we are associated do the same. Our aim with this document is to contribute to the construction of a better and more sustainable world. In this way, we seek to select suppliers and subcontractors who share our principles of integrity, humanism, rigor, cooperation, honesty, transparency, and environmental and social responsibility.

Compliance with the law, regulations, statutory provisions, as well as behavior based on integrity, ethics, transparency, and honesty are commitments that should be assumed by everyone, and must characterize the actions of organizations in the communities in which they operate. Thus, all the corporate activities of Casais Group are always carried out within a transparent, professional, and rigorous framework and in full respect of antitrust rules. It is the duty of our partners to respect all the legal practices established by public and private entities with whom they have a relationship or are obliged to in the rendering of accounts and other responsibilities which result from the business activities they develop.





We understand that while our suppliers, subcontractors, and their representatives (the term "Representatives" includes directors, officers, partners, managers, members, employees, consultants, agents, and other representatives of a party, including, without limitation, attorneys, accountants, auditors, and consultants) are independent entities, their business practices and actions could affect our reputation. It should be noted that this document is not the supplier's code of conduct and does not replace it, but serves to ensure transparency in our relationship with the suppliers community regarding our procurement principles.

Casais Group assumes its responsibilities and in order to build a more sustainable future with a more balanced society and a better environment, we will preferably build partnership relations with suppliers and subcontractors who share our vision, notably in terms of Environmental, Social and Economic Responsibility.



## Vision, Mission and Values



#### **VISION**

To be a benchmark for knowledge and solidity in the Engineering and Construction area.



#### **MISSION**

To manage with expertise and innovation, prioritizing strategic partnerships and new markets based on a culture of excellence and sustainability.



#### **VALUES**

#### **Humanism**

We develop effective relationships through mutual respect, solidarity, and friendship among employees and with business partners and communities.

#### **Dedication**

We encourage commitment and effort to achieve goals.

#### Integrity

We conduct ourselves seriously, impartially and loyally when running our business to ensure relationships of trust, placing the good of "everyone" over that of the individual.

#### Cooperation

We contribute to an environment of collaboration and teamwork by creating synergies to achieve global objectives.

#### **Determination**

We encourage proactiveness and objectives - and results-oriented leadership to strengthen sustained decision-making.

#### Knowledge

We foster the sharing of knowledge and good practices and promote training, innovation and business diversity.

#### **Flexibility**

We support mobility and availability by creating conditions for adaptation when faced with change and challenges.

#### Rigor

We encourage discipline and responsibility while carrying out our tasks, to ensure that we meet our commitments.

The Values make up the DNA of Casais. With them we define the basis of our culture, visible in the attitudes and behaviors present in our people and our partners that we choose to collaborate with. They also guide our modus operandi, through principles, systems, and processes.



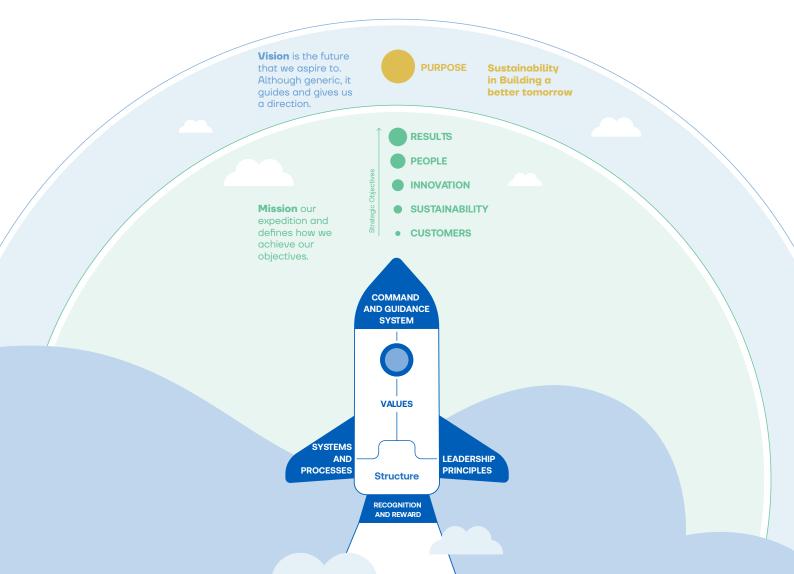
## Management System

We assure a high level of performance at Casais Group, according to international benchmarks. In particular, we ensure a high level of performance on the issues associated with client satisfaction, ensuring a communication policy with stakeholders and greater control over all our activities. Quality management means that continuous improvement is taken into account at all levels.

We believe that the changes in society and in companies are taking place within a framework of competitiveness and change, and must be underpinned by a systematic process of continuous improvement of the various strands of their activity. The maintenance of the Management System is a fundamental tool for continuous improvement, allowing flexibility in adapting to the reality of each market and/or respective company.

The management system incorporates the concepts of continuous improvement, following the Deming Cycle (Plan, Do, Check, Act). This is the common principle that makes the integration of reference standards possible.

The applicable quality, environmental and safety requirements will be sent when contracts are awarded.





At Casais Group we believe that we have a leading role in building societies and in the future of communities. Therefore, we have been reinforcing our commitment to the sustainability of our suppliers, clients, employees, and other communities, thus contributing to the pillars of a balanced society and aligned with the Sustainable Development Goals (SDGs).

In this sense, we have been developing our strategy to include not only environmental sustainability, but also social sustainability and, consequently, economic sustainability, based on management practices, principles, and values that define the Casais community. Making cities and communities inclusive, safe, resilient, and sustainable, while taking urgent measures to combat climate change and its impacts, is one of the key objectives forming our commitment.

We believe, as a result of this vision, that we can achieve this purpose by focusing on the following strategic axes:

#### Competent and reliable people









Conscientious and innovative solutions



- Material topics:
  Green buildings and technology
  Resource conservation and efficiency
  Adaptation and resilience









#### Ethical and collaborative business



To conduct business ethically with our partners for a

#### Material topics

- Ethics, compliance and governance
- Human rights
   Value chain management

## Relevant issues: Risk management

Engagement with customers and Stakeholders







#### Shared and valued territory



To transform the territory with awareness of the long-term impacts on heritage, communities, and ecosystem

#### **Material topics**

- Community relations
  Climate change mitigation
  Waste, water and effluent management

## Relevant issues: Biodiversity and land use











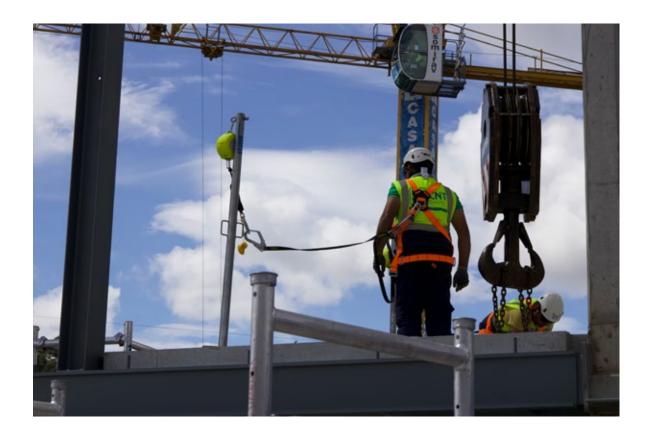
Casais Group is committed to upholding the highest legal and ethical standards at all times and in all places where we do business. Our Code of Business Ethics and Conduct provides the basic guidelines to help us make good decisions:

- → according to the Company Vision;
- → to do our work ethically, and
- $\rightarrow$  in accordance with the policies and laws of the countries where we conduct our business.





Information to which Casais Group employees may have access may be proprietary or confidential in nature. Casais Group places a high value on confidential and proprietary information. Similarly, Casais employees are required to respect and protect the confidentiality of our suppliers by not disclosing their proprietary or confidential business information. If confidential information is to be shared, it is the responsibility of both Casais and the supplier to ensure that the necessary confidentiality agreements are in place and to limit the disclosure of proprietary information only to those persons who have a legitimate commercial need to know about it.





Respect for Human Rights is an ethical imperative for any company, so we ensure that all employees, regardless of the circumstances, respect the rights set out in the UN Universal Declaration of Human Rights during the exercise of our business activity. Our suppliers are also expected to comply with the labor laws and regulations of each country, including those relating to wages, working hours, working conditions, and child labor. Suppliers are expected to adopt legal labor and employment practices and treat their employees fairly. Specifically:

#### Inclusion and Non-Discrimination

Promote inclusion and respect for diversity in the company, ensuring non-discrimination of any nature of employees and the actors to which they relate, all of whom should be treated equally.

Ensure that their employees can freely report any harassment or discrimination on the grounds of: gender, gender identity or expression, marital status, race, ethnicity or nationality, disability, religion, sexual orientation, age or social background.

#### Non-use of child labor

Ensure that they themselves and those with whom they have contractual relationships do not use child labor and comply with all applicable child labor laws. They must also comply with local laws relating to the minimum age for work and not engage in any use of child labor, directly or indirectly. They must also govern their policy in accordance with the International Labor Organization's Minimum Age Convention (C138) of 1973.

This condition is intended to ensure that, by the physical or mental efforts required or the specific conditions in which work is carried out, the labor is not likely to impair the minor's physical integrity, safety and health, school attendance, participation in guidance or training programs, ability to benefit from the instruction provided, or the physical, psychological, moral, intellectual, and cultural development of the minor.



## Non-use of forced labor, involuntary labor, and human trafficking

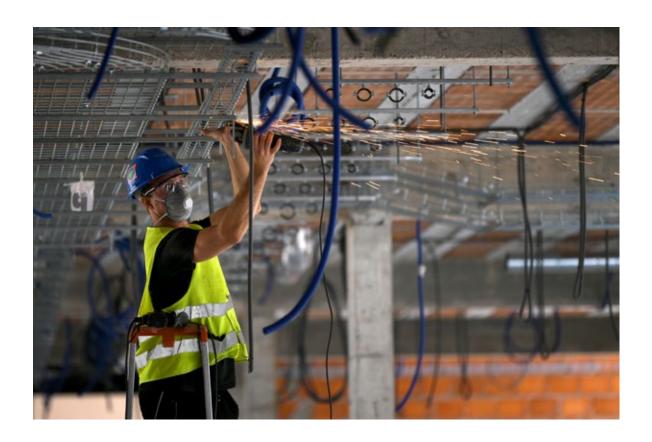
Do not support, promote or use compulsory labor, slavery, forced or involuntary labor or human trafficking of any kind. Do not engage in physical "discipline," abuse, threats or other forms of physical coercion or harassment.

## Compliance with immigration laws and the adequate documentation

Employ or use only workers who have the legal right to work in the jurisdiction in which they intend to hire such employees. They must review the appropriate and relevant documentation and ensure the legal status of prospective employees before hiring them.

## Legal compliance with wages and benefits

Comply with all applicable laws and regulations regarding wages and hours of work, including those related to minimum wages, overtime, piece rates, and ensure the benefits legally required.





## Compliance with the working day

Do not exceed the maximum number of hours of work prescribed by law and ensure that overtime is paid in accordance with local laws and regulations. Working hours must be limited in accordance with national or local legislation, including breaks. Overtime must be voluntary, and must not replace regular employment, and should be compensated fairly.

#### Guarantee freedom of association

Guarantee that employees have the right to join or form trade unions without facing discrimination or intimidation. Where freedom of association and collective bargaining is restricted by law, employees must have the right to develop parallel means of association.

## Promote a good working environment

Provide a safe and healthy working environment, comply with all applicable health and safety laws, and where appropriate establish plans to prevent occupational injuries and diseases, and emergency preparedness and occupational safety plans.

## Ensure the safety of facilities

Maintain adequate safety at their facilities at all times. In addition, they must comply with our safety procedures when they are on our premises. Casais Group expects the highest respect for the safety rules from its suppliers and subcontractors.

## Tax compliance

Suppliers must prove that they are in conformity with the laws and regulations in force in the markets where they operate, in particular with the fulfillment of tax commitments.

# **Health and Safety**

Health and Safety are a priority in the Casais culture, to ensure the safeguarding of one of our main assets: People. The suppliers who collaborate with Casais Group must also have the safeguarding of the safety and health of their people as one of their main priorities.

In the sector of activity in which we operate, employees are traditionally exposed to significant occupational risks, which can result in a worsening of occupational accident rates.

At Casais Group, we have strongly committed to the dissemination of a Safety Culture that is recognized by the markets and that leads to the reduction of associated occupational risks as well as safe and healthy workplaces.





For this reason, we have established a set of guiding principles for this Group Safety Culture:

- 1. Plan and carry out all work in such a way as to provide all site employees with appropriate Health and Safety conditions
- 2. Provide safe and healthy working conditions in order to prevent injuries and health problems.
- 3. Establish a commitment to employee consultation and participation.
- 4. Plan activities coherently, ensuring the intrinsic safety of the operations and their simultaneity in time and space.
- 5. Minimize workplace accident rates and the social and economic costs resulting from occupational accidents or diseases, always with a target of "ZERO ACCIDENTS".
- 6. Perform all work with the specified quality, in a properly organized and environmentally correct space

Our suppliers must work actively to prevent occupational accidents and work-related illnesses, and create a safe, happy, and healthy working environment. It should be the objective of all suppliers to minimize workplace accident rates, with the goal of Zero Accidents. Nevertheless, Casais Group should be informed of any potential risks related to the products or services provided.

Safety and health will represent a key criterion used in the supplier selection process. Suppliers seeking to work for Casais Group must be willing to ensure the safequarding of all, and adhere to the Zero Accidents culture.

Suppliers must comply with all applicable health and safety laws and regulations offering a safe and healthy working environment. Health and safety elements include:

## Risk identification and safety process

Suppliers must identify both occupational and external hazards and have risk-appropriate action programs to actively avoid or mitigate such risks.



### Worker protection

Suppliers must actively work on preventing occupational accidents and work-related illnesses and creating a safe, happy, and healthy working environment. It should be the objective of all suppliers to minimize workplace accident rates, with the goal of Zero Accidents.

## Emergency preparedness and response

Suppliers must identify and evaluate emergency plans at all facilities and company-provided addresses and minimize the impact of any emergency by implementing appropriate emergency plans and response procedures.

#### Information on hazards

Suppliers must provide safety information on hazardous materials (including raw materials), isolated intermediates, products, solvents, and waste for workers' knowledge and train and protect workers from potential risks.

## Comply with legislation

Suppliers must ensure that all work is carried out in accordance with health and safety legislation applicable to the market in which they are located. Suppliers must demonstrate that they comply with all relevant legislation for the duration of the contract, ensuring monitoring and control systems are in place to demonstrate this compliance.

#### Effective controls

Suppliers must have effective Health and Safety control systems in place, which should be appropriate to the nature and scale of their business and the services provided. They must ensure compliance with general health and safety, as well as standards and codes specific to their area of work, including compliance with relevant highway safety standards.



## **Employability**

Suppliers must provide opportunities for local residents and seek to hire trainees, people with little work experience, students, under-represented groups, and/or the long-term unemployed. In addition, suppliers, if possible, should provide opportunities for local organizations (including SMEs, charities, and Social Enterprises) and, where appropriate, capacity building and support for such organizations.

The Supplier, by adhering to this sustainable procurement plan, accepts the right of Casais Group to conduct audits at its facilities in order to ensure that occupational safety and health standards are applied in accordance with the legislation in force, and with industry best practices. It will also audit compliance with the internal rules defined within the Management System, even when the countries where the Group operates do not have regulations for this purpose.





Suppliers must operate in an environmentally responsible and efficient manner, as well as minimize adverse impacts on the environment. Suppliers are advised to preserve natural resources, avoid the use of hazardous materials where possible, and participate in activities that reuse and recycle. All suppliers must ensure that an environmental management system (Standard 14001) is maintained.

### **Environmental permits**

Suppliers must comply with all applicable environmental laws and regulations. All necessary permissions, licenses, and restrictions must be obtained and active, and their operating and reporting requirements must be followed.

### Greenhouse gas emissions

The goal of Casais Group is to reduce, control, and measure the global carbon footprint, which is why we expect our suppliers to support us in achieving this goal.

Suppliers must disclose information about the emission of greenhouse gases and commit to reducing the amount of their emissions. In addition, they should share any information with Casais Group that may impact on the sustainability reports produced by the Group.

Casais Group will request this information at the supplier's preliminary analysis phase, and this information can be used as a measure to influence the decisions made during the supplier selection process. Suppliers must focus on the integration of sustainable and innovative processes, contributing to the reduction of carbon dioxide emissions.

It should be noted that Casais Group has the following commitments associated with reducing CO2 emissions by 2030:

- → Reduce scope 1 and 2 emissions by 80% per built m2, with 2021 as base year;
- → Develop the corporate emissions inventory, including relevant scope 3 categories.

#### Materials

Recent studies show that the use of sustainably sourced wood building materials can reduce greenhouse gases. We therefore understand that our company has an obligation to prevent, reduce, and repair environmental damage arising from the performance of our business. Modular construction, based on wood and on hybrid concrete and wood technology has therefore been a fundamental part of Casais Group's strategy, with special focus on the transition to offsite construction.



We expect our suppliers to be aware of the importance of reducing greenhouse gas emissions, and promote materials with reduced environmental impact, so they should be able to provide statements about the environmental impacts of their products.

On all construction sites where Environmental Certification such as LEED and BREEAM is required, and where possible on all other construction sites, the legal and sustainable origin of the wood products supplied for temporary or permanent inclusion must be certified by the Forest Stewardship Council (FSC) or the Program for the Endorsement of Forest Certification Schemes (PEFC). Suppliers must provide Casais with their certificates, delivery notes, and invoices to confirm compliance with this requirement. FSC is the preferred scheme, particularly for tropical lumber and lumber sourced from high risk areas. Reused, reclaimed or recovered lumber will be considered compliant if properly documented.

Whenever possible, the Group will give preference to the use of locally-sourced lumber and wood products. For all other building products and materials, Casais Group gives preference to procuring from suppliers who demonstrate compliance with a responsible and sustainable sourcing scheme. When seeking an Environmental Certification such as BREEAM, LEED, CEQUAL, WELLs or LiderA, product specific certifications or information may be required, and suppliers must ensure that products meet the reported requirements.





## **Resources Efficiency**

Suppliers must have systems in place to optimize the efficient and sustainable use of all relevant resources, such as power, water, and materials. Suppliers must set clear environmental performance targets and look for ways to continuously improve their performance in collaboration with internal and external stakeholders. These tools assist in materials' selection, and we expect suppliers to be able to provide us with alternatives that have a lower environmental impact, where available. Suppliers must retain the details of the substances and materials associated with the products and services supplied.

The Group is committed to using materials of sustainable origin, with particular focus in the case of projects identified for Environmental certifications, such as BREEAM, LEED, and CEEQUAL, for which mandatory proof will be required.

### Use of recycled materials

Casais Group abides by the principle that waste reduction has to prioritize options such as prevention, preparation for reuse, recycling, and finally other types of recovery, instead of other methods of disposal with greater environmental impact.

Suppliers must therefore reuse materials where feasible and maximize the use of recycled materials in their products and packaging. Where applicable, they must provide evidence of recycled content incorporated into the products.

#### Reduce waste

Our focus is the prevention of Waste production by adopting good environmental management practices that promote the reduction of waste production.

Suppliers must support Casais Group in reducing waste deliveries to landfills and commit to zero waste projects. Wherever possible, all supplied products should be reusable, recyclable or recoverable, closing the cycle as much as possible.

Waste also depends on the product's lifetime and its hazardousness. Suppliers must accordingly consider measures to increase thedurability, repair, and reduction of the hazardous constituents of products placed on the market. Suppliers must present evidence of initiatives in this field.



## Packaging

The use of packaging must be minimized, and when used, it must preferably be of materials that can be reused. All other packaging materials must be recyclable or recoverable by methods commonly available on the market.

Suppliers must, at their expense, where required by Casais, remove any excess or non-conforming packaging of the supplied products and services for later reuse or recycling. Information regarding the amount of packaging used for products may be requested, where necessary.

## Transportation

We encourage suppliers to use means of transport that have lower consumption and pollution rates, including, where appropriate, the use of railway. Suppliers must also aim to optimize transportation efficiency and minimize transport distances through effective planning. We may require the delivery of evidence of initiatives taken to reduce the negative impacts of the type of transportation on our projects.





#### Water

Suppliers must support Casais Group in its commitment to reduce water use and conserve and recycle water resources. We will work with everyone to reduce water consumption in our projects, and wherever possible:

- → Avoid water intensive activities;
- → Measure the volume of water consumed;
- → Improve water efficiency;
- → Harvest rainwater

Suppliers must look at opportunities to reduce water consumption in order to increase the value of their product/service. In addition, suppliers must also provide information on the amount of water incorporated into their products and materials.

#### Animal welfare

Where there is a possibility that products may have been tested on animals, suppliers must consult with Casais before supplying them. Suppliers must also ensure high animal welfare standards, both for animals that are raised for meat and dairy, and for animals used for labor and transportation.



The Group has favored hiring local suppliers, making it possible to boost the economy of adjacent communities, while minimizing operational risk by reducing performance and service deadlines. This translates into positive impacts for business, society, and the environment.

It is in this sense that we aim to implement an internal system of positive discrimination for suppliers and service providers based on proximity to the construction site.

We recognize that the proximity we have with our suppliers and the levels of subcontracting, inherent to the business, are key aspects in ensuring transparent management throughout our supply chain. This management includes compliance with the different requirements in force in the suppliers' geographies of origin, alignment with the company's values, and collaboration with the suppliers themselves to ensure the quality of the contracted product or service.

The key to maintaining a strong and sustainable relationship is to ensure that it remains current and drives innovation to bring additional value. Casais Group has examples of using various agreements to encourage cost-effective solutions with our customers and partners. These have also benefited from collaboration by establishing a relationship of mutual trust through recognition that we are all working towards the same goals.

Working together and openly is crucial for relationships to mature and for the work to develop in the best way. The benefits gained by working openly with our customers, partners, and supply chain are utilized through knowledge sharing and promoting economies of scale.

## Transparency

Casais Group wants the procurement process to be as transparent as possible, within commercial and legal limitations. We endeavor to make sure suppliers understand all elements of the procurement process, including procedures, timelines, expectations, and selection criteria.

## Gifts, business courtesies, and corporate meals

Casais Group does not allow undue influence, or even the appearance of undue influence, in our decision-making with suppliers. Thus, suppliers, subcontractors, and their representatives may not offer money or other goods to any person if circumstances indicate that it is likely that all or part of the money or property is intended to influence the individual or entity in its official activities or to obtain a business advantage.



### Practice fair competition

Suppliers must compete for all business opportunities fairly, ethically, legally, and in compliance with all existing fair competition laws in each country where they conduct their business. They must not engage in illegal bidding, price fixing, price discrimination or other unfair business practices that violate antitrust laws.

### Fair treatment policy

Suppliers must deal fairly with customers, suppliers, competitors, independent auditors, employees, and any regulatory or governmental authorities, and not take unfair advantage of anyone through manipulation, concealment, abuse of insider information, misrepresentation of material facts or any other unfair dealing or practice.

## Reporting and mediation of conflicts of interest

Suppliers must avoid apparent or actual conflict of interest with respect to themselves and their representatives. They must not deal directly with any of our employees whose spouse, family member or relative holds a significant financial interest in the supplier or subcontractor.

## Rigor and clarity in marketing and sales

Suppliers must accurately represent their products and services and comply with applicable legal and regulatory requirements governing the marketing and sales of their products and services.

## Compliance with law

Suppliers must comply with all applicable laws, statutes, acts, decrees, rules, codes, standards, local, national and commercial guidelines and regulations of the jurisdictions where they operate, as well as the highest standards in their industry.

## Auditing and provision of documentation

Suppliers must be prepared to be audited by a Team from Casais Group or contracted by Casais, to evaluate the existing contractual relationship or precisely for the initial evaluation prior to contracting, namely as part of the supplier or subcontractor selection process.



Industrialization and digitalization are our tools to increase efficiency, and we believe they will be essential for the transition of construction, where we will increasingly see products and systems designed and produced in an integrated and innovative way. This will allow construction to be transformed into an assembly process of components that can be configured in different ways to achieve the contracted final result.

Industrialization is one of our tools for increasing efficiency, and we believe that together with digitization it will be essential for the transition of the construction sector. In this context, the trend will be to increase the number of products and systems designed and produced in an integrated way, allowing us to transform construction into an assembly process of components, which can be configured in different ways to achieve the contracted result. Along with industrialization, Building information modelling (BIM), integrated planning and people management also play a key role in increasing efficiency.

BIM is a collaborative process to ensure that the right information reaches the right people at the right time, seeking to remove inefficiencies in a paperless environment across the project to build the process.

Casais advises its suppliers to support the continuous industrialization of construction, with innovative product development processes (including standardization, prefabrication, and modularization) and on-site assembly techniques.





Casais will engage with customers in order to actively support collaborative work and, therefore, they must:

- → Foster a culture of industrialization, including innovation, continuous improvement and development, through employee training, development, and support;
- → Work with all stakeholders in an open, cooperative, and coordinated manner using the most appropriate contractual relationship and tools to support a collaborative approach
- → Set realistic goals for the use of modern construction methods and ensure they have the ability to report the required metrics;
- → Wherever possible, adopt manufacturing-led solutions and drive investment in construction methods and new technologies to deliver efficiencies through high-quality and safer solutions with reduced greenhouse gas emissions;

Suppliers will maintain and implement physical and information security procedures that meet or exceed industry standards. Except when such damage is caused directly by Casais, suppliers will be liable for any and all security breaches and for reasonable remediation costs. If a supplier discovers and is notified of an actual or possible breach of physical or information security, it will immediately notify Casais of such actual or possible breach, investigate it, and take all commercially reasonable steps to remedy the breach.

Suppliers must comply with our password maintenance, confidentiality and security requirements and procedures as a condition to provide us with products or services or receive access to our internal systems, networks, and facilities. The technology provided by us should only be used for authorized commercial purposes. Suppliers must not intentionally download, view or send materials of a discriminatory, threatening, sexual, pornographic, racist, sexist, defamatory or offensive nature.





Casais' vision is to be recognized as an industry leader in diversity and inclusion (D&I). Casais Group is committed to developing inclusive, sustainable, and innovation-driving supply chains. As such, we are committed to creating an inclusive work environment for all our employees, suppliers, customers, and partners by providing access to opportunities for all.

Promoting a workplace that is appropriate and comfortable for all employees is key to creating organizational value. This allows everyone to reach their potential and feel valued, eliminating relational barriers and promoting improved interactions between employees, customers, and the community itself.

In this context, and in accordance with our ethical principles across the organization, we do not tolerate any kind of harassment, discrimination, bullying, defamation, workplace violence or victimization on the grounds of ethnicity, gender, age, religion, family status, among others.

In addition, we provide opportunities for the next generation of construction workers, by promoting training, developing their skills and providing opportunities for local people, under-represented groups, and the long-term unemployed.

Because we believe that the inclusion and diversity of employees is a topic that needs close monitoring, we conduct an annual analysis of gender equality and the nationality of employees.

## Commitment to different groups

Casais is committed to helping its suppliers and is committed to increasing the diversity of the companies we work with, namely:

- → Small and medium-sized enterprises (SMEs)
- → Ethnic minority businesses
- → Suppliers from other under-represented or protected groups
- → Suppliers demonstrating diverse workforce composition
- → Micro businesses (i.e. with fewer than five employees)

## Right to work

Casais expects all suppliers to perform right-to-work checks on their employees in accordance with the laws of each market. This should not, however, give rise to discrimination against any individual on the basis of race, nationality, religion or any other protected characteristic described above.

