



## **CODE OF CONDUCT FOR SUPPLIERS**

The REVIGRES Code of Conduct for Suppliers lays down the attitudes and commitment to respect and improve performance in relation to:

### **1. Child Labour**

Suppliers shall not engage in any form of child labour in their organization. "Child" means any person below the age of 15 years (or 14 years depending on the local laws in force), less than the age of completion of compulsory schooling or the minimum permissible age for labour in the relevant country.

Suppliers must ensure that under age employees, who have not completed compulsory schooling, have time to study and that workers below the age of 18 do not perform dangerous work.

### **2. Forced and Compulsory Labour**

Suppliers shall not engage in forced or compulsory labour or work in degrading conditions.

### **3. Health, Safety and Environment**

Suppliers shall comply with all applicable health, safety and environmental requirements by planning activities and providing resources and means to ensure safe and healthy working conditions and respect for the environment.

### **4. Freedom of Association & Right to Collective Bargaining**

Suppliers shall uphold workers' right to the freedom of association and the right to collective bargaining.

### **5. Discrimination**

Suppliers shall ensure that hiring, salary, benefits, progress, dismissal and retirement are based on ability and not on beliefs or any other personal characteristics.

### **6. Disciplinary Measures**

Suppliers must treat all workers with dignity and respect. The Providing Company shall ensure a workplace free of hostile and inhumane treatment, harassment or sexual abuse, physical punishment or torture, physical coercion or verbal abuse, and any threat of such treatment.

### **7. Hours of Work**

Suppliers must comply with the laws applicable to working hours and public holidays in the communities where they carry out their activity. The normal working week shall be as defined by law, and overtime work cannot exceed 12 hours/week, except when in extraordinary circumstances of the business it has been voluntarily agreed upon and/or collectively bargained.



## 8. Wages

Suppliers must pay workers at least the minimum wage required by law and provide all legally determined benefits. Employees shall be compensated for overtime work calculated on the basis of the rate in force or, in countries where the law does not specify any rate, at least the rate equivalent to their normal hourly wage.

## 9. Management System

REVIGRES favours Suppliers whose management systems meet the requirements established in this Code of Conduct for Suppliers, which ensure compliance with applicable laws and foster continuous improvement.

The code of conduct sets the minimum requirements and we assume that our suppliers apply this standard or other higher standards and acknowledge that:

- These requirements shall also apply to their subcontractors;
- REVIGRES representatives may visit the facilities where suppliers manufacture for REVIGRES;
- Failure to comply with the code of conduct shall be regarded as grounds for just termination of the agreements entered into.

Therefore, we ask that you provide us with the relevant certificates and reports where required to confirm compliance with this code.

## TABLE OF REQUIREMENTS

The following requirements must be considered when choosing a new supplier, product or service. All evidence of compliance with the purchase requirements must be provided before the first purchase or provision of the service.

SUPPLIER/PRODUCT/SUBCONTRACTOR	ENVIRONMENTAL REQUIREMENTS AND/OR TECHNICAL DATA SHEETS	CHECKLIST
<b>Chemical suppliers</b>	Delivery of Safety Data Sheet and relevant updates. The data sheets must be in Portuguese and be according to the applicable laws.	Evidence of the Safe Data Sheet
	Labels in accordance with the legislation in force /see CLP regulation and national legislation.	
<b>Outdoor use of equipment by service providers</b>	EC marking shown on a plate on the equipment that indicates sound level and the manufacturer's certificate of conformity, for outdoor use equipment and listed on the certificate (Articles 11 and 12 of DL 221/2006).	Plate on the equipment with sound power level
	Evidence of use of authorised plant protection products for gardening, and evidence of proper disposal of waste produced.	Manufacturer's statement of conformity
		Evidence of authorisation for use Evidence of disposal
<b>Water Meters</b>	When purchasing water meters, check for EC marking and the supplementary metrology marking, consisting of the capital letter 'M' and the last two digits of the year of its affixing inside a box at the same height as the EC Marking are visible.	Evidence of the EC marking and the supplementary metrology marking
	Request from the supplier the specific technical documents for the instruments or set of instruments to make the information on the design, manufacture and functioning of the measuring instrument intelligible and for the assessment of its conformity.	
<b>Prospection, catchment and assembly of ground water extraction equipment</b>	Certification of the entities that carry out water prospection, catchment activities and assembly of ground water extraction equipment.	Evidence of the licence
	Licensed entities are listed on the website of the APA (Portuguese environmental agency)	
<b>Gas emission monitoring lab</b>	Evidence of accreditation of the laboratory for the methods used to measure the settings that must be monitored.	Evidence of accreditation of the laboratory and of the relevant methods.
	Requirement of the self-control report of gas emissions in accordance with the legislation (Annex II of Decree-Law No. 78/2004).	

	Ensure the implementation of European CEN standards, or if not available, national or international standards published by standardisation bodies.	
<b>Technical staff working on equipment containing fluorinated greenhouse gases (F-GHGs)</b>	Certificate attesting that the holder fulfils the requirements to carry out the following activities: check leaks of equipment containing fluorinated greenhouse gases in quantities of 5 tonnes of CO2 equivalent or more and not contained in foams, unless such equipment is hermetically sealed, is labelled as such and contains fluorinated greenhouse gases in quantities of less than 10 tonnes of CO2 equivalent; recovery; installation; repair, maintenance or servicing and decommissioning. (According to Article 3(2) of Regulation no. 2015/2067/EU of 17 of November).	Evidence of certification
<b>Companies carrying out maintenance on equipment containing fluorinated greenhouse gases (F-GHGs)</b>	Certification for companies outsourcing activities on stationary refrigeration, air conditioning and heat pump equipment to third parties: installation; repair, maintenance or servicing; decommissioning. Shall hold certificate as referred to in Article 6 of Regulation no. 2015/2067/EU of 17 November.	Certification of service carried out
	From 2020 onwards cold gases containing F-GHGs with a global warming potential higher than 2500 (equipment or refill) may not be purchased.	
	Ensure that equipment containing fluorinated greenhouse gases are labelled.	
<b>Specialists carrying out installation, servicing, maintenance, repair or decommissioning of electrical switchgear containing fluorinated greenhouse gases (SF6)</b>	Certification of specialist carrying out installation, servicing, maintenance, repair or decommissioning of electrical switchgear containing fluorinated greenhouse gases (SF6), or recovery of fluorinated greenhouse gases from stationary electrical switchgear mentioned in Regulation (EC) no. 2066/2015.	Evidence of certification
<b>Specialists servicing equipment containing gases with ozone-depleting potential</b>	Certification of specialist (group A, B or C specialist) carrying out checks for leakage (> 3Kg gas) and maintenance. For other types of work make use of qualified specialists as referred to in Annex I of Decree-law 35/2008 of 27 February, amended by DL 85/2014.	Evidence of certification
	Waste from equipment or systems containing controlled substances (ODS) must be handled by specialists who are certified to recover controlled substances as referred to in Decree-law no. 85/2014 of 27 May.	

<b>Waste management operators</b>	Certification of waste management operator issued by the Ministry of the Environment, containing European waste list code and final destination.	Evidence of licence containing European waste list code of the waste in question
	Require ADR for vehicles and drivers (if dangerous waste). Electronic tracking of waste (by eGAR).	
	In the case of construction and demolition waste disposal in landfill, copy of certificate of approval must be provided.	
<b>Carriage</b>	Certification of licensed transport service for hire (gross weight not exceeding 2500 Kg): Decree-law no. 257/2007 of 16 July (amended by Decree-law no. 137/2008 of 21 July and Amendment no. 42/2008 of 08 August).	Evidence of the licence
	Transport in compliance with ADR requirements (tanker truck and driver), if applicable (if dangerous goods and waste).	
	Electronic tracking by eGAR (waste).	
	Transport of oils by operator authorised by SOGILUB.	
<b>Wooden pallets</b>	Evidence of marking of all wood packaging material as referred to in Decree-law no. 123/2015 of 03 July. Markings include the following symbols:  a. 0000 b. YY  Where:  0000 - number of official registration of economic operator by official services;  YY - type of treatment	Marking
	Mark in ink or hot-branding must be equivalent to one of the models provided in paragraph 1 (ANNEX V) of Decree-law no. 123/2015 of 03 July, and must be legible, permanent and non-transferable, placed in a visible location, preferably on two opposite sides of the marked material. Markings in red and orange colours are not permitted.	
<b>Electric and electronic equipment</b>	Certification of producer registration (ANREEE registration no., PT0000XX), included in invoice and transport documents.	Evidence of marking
	Certification of equipment marking with the symbol:	
<b>All Suppliers (where applicable)</b>	Delivery of Technical Fact Sheet where requested.	Evidence of Technical Fact Sheet
<b>All subcontractors providing services in Revigrés facilities</b>	In charge of managing waste produced in the facilities, save where otherwise agreed.	
	Must be accompanied by: 1) certificate of fitness for the work; 2) the necessary personal protective equipment; and 3) checklist of work equipment according to Decree-law no. 50/2005.	



<b>Packaging</b>	Ensure that suppliers comply with heavy metal content in accordance with the legislation in force.	Evidence
<b>Energy Auditor</b>	Certification of official recognition of the energy technician.	Certification of technician's recognition.
	Reports issued in accordance with the legislation in force.	
<b>CELE verifier and auditor</b>	Request recognition as accredited verifier and auditor in accordance with the legislation in force.	Certification of CELE verifier and auditor.
<b>Noise classification</b>	Use external accredited labs.	Evidence of accreditation of the laboratory and of the methods used.
<b>Inspection of the natural gas network</b>	Use inspection entities recognised by the DGEG for periodical inspections.	Certification of recognition.
<b>Metrological confirmations</b>	Evidence of accreditation certificate.	Evidence of certificate.
	Evidence of certificates of metrological confirmation of equipment used in non-accredited tests, if not yet sent.	