

X-ELIO ENERGY S.L. MANAGEMENT SYSTEM REQUIREMENTS FOR SUPPLIERS

As X-ELIO ENERGY S.L. has an Integrated Management System, based on the ISO 9001, ISO 14001 and ISO 45001 standards, we hereby inform you of the requirements that apply to you, to ensure that you are aware of them and that you are able to effectively contribute to the X-ELIO ENERGY S.L. Management System.

With the aim of ensuring that the acquired product/service is suitable, that the system requirements are correctly met and that continuous improvement is guaranteed, the organisation would like to inform the supplier of the following requirements:

1. The supplier ensures that its personnel have knowledge and understanding and execute the work in accordance with technical, environmental protection and occupational health and safety criteria.
2. The supplier ensures that any resources and/or materials that it supplies for the execution of the work are adequate and in an optimal state of repair, in accordance with all applicable requirements according to current regulations.
Users of these resources and/or materials must comply with the corresponding safety regulations, after being informed and trained on the handling of the equipment in question.
3. The supplier guarantees and, where appropriate, will certify that the personnel who are to perform the work subject to the contract have undergone or received adequate training and information for this purpose, particularly any training or information necessary to guarantee safe and environmentally friendly behaviour and that the work is executed correctly.
4. The supplier undertakes to maintain order and cleanliness in the work areas at all times.
Once the work is complete, the supplier is under the obligation to leave the area clean and free of debris, and to remove and correctly manage any waste that is generated (rubble, containers, packaging, rubbish, scrap, etc.).
5. The supplier is aware of the applicable regulations and requirements. In order to perform the work, the supplier shall adopt any appropriate measures to ensure strict compliance with applicable legislation, including legislation on the environment and the availability of applicable accreditations and qualifications.
The supplier is under the obligation to meet all contractual requirements, those derived from the Management System put in place by the organisation, as well as any others that may be required of it.
6. The supplier shall draw up the risk assessment and preventive activity planning for the work to be performed for X-ELIO ENERGY S.L., along with any additional documents required by the occupational health and safety law or X-ELIO ENERGY S.L.
7. The supplier shall inform and provide training to its employees on the content of the risk assessment, the preventive measures and any safety information or instructions received from X-ELIO ENERGY S.L.

8. The supplier shall provide its employees with any necessary personal protective equipment for executing the contracted work, shall provide information about its mandatory use and shall carry out adequate controls and inspections of this equipment.
9. The supplier shall guarantee its employees' right to health monitoring, according to the specific risks of the job to be performed.
10. The supplier shall have a works execution manager, who shall be responsible for monitoring and compliance with the established guidelines.
11. The supplier undertakes to inform the organisation immediately of any incidents, including environmental and occupational health and safety incidents, which may occur during the execution of the work.
12. The supplier shall be liable for any incident that it may cause as a result of the work carried out, and shall repair any damage that occurs as a consequence of any failure to comply with current regulations applicable to it.
13. The supplier must actively participate in any performance assessment process (internal/external audits, inspections, check lists, indicator monitoring, etc.) and display and/or provide any evidence that may be required of it.

In the event that the organisation decides that the supplier should undergo a specific assessment process, the latter shall be notified sufficiently in advance and, in any case, current regulations on occupational health and safety, data protection, confidentiality, etc. shall be complied with.

INITIAL APPROVAL AND REASSESSMENT CRITERIA

In order to ensure the suitability of the purchased product/service, the suppliers of X-ELIO ENERGY S.L. will be assessed periodically.

An initial approval and periodic assessment system based on a range of criteria has been put in place for this purpose. Non-compliance could lead to the disqualification of the supplier, which would therefore be excluded from carrying out future work for the organisation until achieving initial approval again.

INITIAL APPROVAL

The initial approval process shall be based on criteria such as, but not limited to:

- Correct quality management
- Correct health and safety management
- Correct environmental management

PERIODIC REASSESSMENT

The periodic reassessment process shall be carried out on an annual basis, or when requested by any other department related to the particular supplier. The process shall be based on criteria such as, but not limited to:

- Quality of the product/service
- Sticking to the agreed price
- Compliance with lead times
- After-sales service
- Fulfilment of contractual requirements

GOOD ENVIRONMENTAL PRACTICES

The supplier undertakes to comply with the following environmental performance guidelines when performing activities or services on our behalf:

NON-HAZARDOUS WASTE
<p>ENSURE THAT NON-HAZARDOUS WASTE IS MANAGED CORRECTLY</p> <ul style="list-style-type: none"> • Place waste in the containers specifically designed for it, separating each type of waste as appropriate. • Do not mix this waste with hazardous waste (used oil, oil filters, contaminated rags or absorbent material, empty chemical containers, etc.). • Store and handle chemicals and/or hazardous waste properly. Dispose of incompatible chemicals separately and avoid mixing waste. • Submit, upon request, copies of waste transportation, management and disposal documents in accordance with current regulations, along with the authorisation permits of the transport and management companies that are used.
HAZARDOUS WASTE
<p>ENSURE THAT HAZARDOUS WASTE IS MANAGED CORRECTLY</p> <ul style="list-style-type: none"> • If you generate this type of waste, you must manage it in accordance with the applicable legislation. • Never dispose of in municipal or other hazardous waste containers. • Submit, upon request, copies of waste transportation, management and disposal documents in accordance with current regulations, along with the authorisation permits of the transport and management companies that are used.
DISCHARGE
<ul style="list-style-type: none"> • If your activity requires discharges, they must be legalised with the competent body. • Do not pour prohibited hazardous substances into the sewage network. In general, you must not: <ul style="list-style-type: none"> ○ Throw into the sewage system objects that could affect its operation (paper, plastics, etc.). ○ Discharge hazardous substances, such as maintenance oils, solvents, etc. ○ Accumulate solid waste or substances, regardless of their nature and deposit site, that pose or could pose a water pollution or environmental degradation hazard. • If any accidental spillage that could contaminate the environment occurs during the work, report it immediately to the competent organisation. • Prevent leaks, spills and contamination of soil, manholes and storm drains. • Rainwater catchment areas, as well as unprotected areas of ground, must be kept clear of stores of waste, chemical products, raw materials or fuels that could contaminate such flows, as well as deposits and piles of material. • Equipment maintenance or cleaning activities must be prohibited in any areas that are not suitable for this purpose, as they could cause contamination of rainwater, drain water or unprotected soil.
NOISE
<ul style="list-style-type: none"> • All machinery that is used must be in an adequate state of repair to prevent unnecessary noise, and appropriate records must be kept to guarantee compliance with the maintenance program. • All machinery must be approved (in Europe: CE marking, sound power level, etc.), or brought into conformity if required by current regulations. • Vehicles must have valid statutory technical inspection certificates.

LOADING / UNLOADING CHEMICALS

- Make sure that no spills occur when loading / unloading products.
- All chemical containers must be identified.
- Substances must be transferred over protected soil.
- Any spillages must be cleaned up with absorbent material and managed correctly.

AIR EMISSIONS

- Vehicles must have valid statutory technical inspection certificates.
- All equipment shall be properly maintained and, if necessary, must pass the statutory inspections.
- Prevent emissions of dust or other substances while transporting materials.

We also inform you that you may implement good environmental practices to help you minimise the impacts caused by your activity. Some recommendations to follow are shown below:

NON-HAZARDOUS WASTE

MINIMISE NON-HAZARDOUS WASTE PRODUCTION

- Give priority to purchasing products packaged in containers with the largest possible capacity.
- When purchasing packaged products, they should preferably have the stamp of their Integrated Management System.
- Implement recommended measures to minimise the consumption of materials that become waste after use.
- Give priority to the use of recycled and/or environmentally friendly containers.

WATER CONSUMPTION

- Turn off taps when not in use.
- Report dripping taps or leaking cisterns and other devices so that they can be repaired as soon as possible. Unrepaired leaks can waste up to 20 litres of water per day.
- Avoid unnecessary use of water, such as using the WC as a waste bin.

ELECTRICITY CONSUMPTION

- Encourage the use of energy-saving equipment (energy-saving bulbs).
- Make the most of natural light.
- Do not overuse hot and cold air-conditioning systems.
- Switch off workstation lights and equipment at the end of the working day.
- Turn off lights in bathrooms and rooms when not in use.
- Set computers and other IT equipment to energy-saving modes.

FUEL CONSUMPTION WHILE DRIVING

- Use vehicles as little as possible. Prioritise public transport over personal vehicles.
- Use the maximum permitted occupancy of vehicles.
- Plan journeys to use the shortest possible routes.
- Avoid aggressive driving. Anticipate traffic, keep speed as constant as possible and shift to high gears as quickly as the vehicle allows.
- Respect speed limits and traffic rules.
- Keep the air conditioning/climate control temperature at 21-22°C. Avoid driving with the windows down.