



Sustainable Procurement Policy



SUSTAINABLE PROCUREMENT POLICY

VIGILADO SUPERINTENDENCIA FINANCIERA DE COLOMBIA



AVAL LISTED NYSE

Code:		Version:	
-------	--	----------	--



Sustainable Procurement Policy



DOCUMENT INFORMATION

Process	Sustainable Procurement Policy
Department	Purchase
Code	[Internal Code]
Version	1
Approval date	6/25/2021
Publication date	6/25/2021
Scope of the Document	Holding
It belongs to the Policy/Procedure	Sustainable Procurement Policy
Reason for Change	Process Improvement

Code:	PO-Compras-1	Version:	1
-------	--------------	----------	---



Sustainable Procurement Policy



CHANGE CONTROL

DATE	VERSION	CHANGE		
		REASON	BEFORE	LATER
	1	Issuance of the document		

Code:	PO-Compras-1	Version:	1
-------	--------------	----------	---



Sustainable Procurement Policy



TABLE OF CONTENTS

1.	PROCEDURE.....	5
2.	OBJECTIVE.....	5
3.	SCOPE.....	5
4.	GLOSSARY.....	5
5.	GENERAL GUIDELINES.....	6
5.1.	ASSESSMENT OF PROPOSALS AND SELECTION OF SUPPLIERS.....	6
5.2.	APPENDIX.....	7

Code:	PO-Compras-1	Version:	1
-------	--------------	----------	---

1. PROCEDURE

Support - Procurement

2. OBJECTIVE

To make Sustainable Procurement of those goods and services frequently acquired by the Holding, incorporating sustainability criteria (economic, environmental and social), with the aim of achieving the acquisition and rational and efficient use of them, in accordance with the guidelines defined by the Corporate Sustainable Procurement Commission

3. SCOPE

This policy applies to procurement and contracting of those goods and services related to the Sustainable Procurement Policy (hereinafter PCS) - Annex No.1 made by the Holding.

In addition, this Policy applies to suppliers (legal entities) and strategic allies (suppliers of goods and services that are part of the supply chain), with whom commercial relationships are established, taking into account what is specified in paragraph 5.1 of this document.

4. GLOSSARY

- **Sustainable Procurement:** satisfaction of needs through the acquisition/contracting of goods and services with criteria that consider environmental aspects, through the efficient use of natural resources throughout their life cycle; economic aspects that conform to the principles of effectiveness, efficiency, timeliness and transparency; and social aspects that consider established standards in their production and/or supply processes.
- **Sustainability Criteria:** characteristics required in terms of sustainability for the purchase or contracting of goods and services.
- **Sustainable Technical Sheet:** specifications and characteristics associated with Sustainability Criteria that the goods and services, supplied by the contracted suppliers listed in the PCS - Annex No. 1, must meet.
- **Strategic Goods and Services Provider:** provider with a high impact on the operation and functioning of the Holding or its goods and services is part of its strategy.
- **PCS:** acronym for Sustainable Procurement Policy.

Code:	PO-Compras-1	Version:	1
-------	--------------	----------	---

5. GENERAL GUIDELINES

- There is a Corporate Sustainable Procurement Commission, made up of Sourcing and Sustainability leaders of the Guarantee Entities and whose main functions are: i) Establishing policies, guidelines and strategies related to the management of suppliers and Sustainable Purchasing and ii) Establishing and monitoring of work plans to implement these policies.



- To acquire goods and services that satisfy the needs, complying with economic, environmental and social aspects, that conform to the principles of effectiveness, efficiency, opportunity and transparency, with the purpose of generating positive impacts in our supply chain.

5.1. ASSESSMENT OF PROPOSALS AND SELECTION OF SUPPLIERS

- In a procurement process or contracting of products and services frequently acquired considered critical or strategic and / or that represent a significant expense for the Holding, aspects of corporate governance management, ethical commitment must be taken into account in the evaluation of the proponents, social and environmental, in addition to its quality as a provider of goods and services.
- For the procurement or contracting of related goods and services in the PCS - Annex No. 1, the criteria defined in the respective Sustainable Technical Sheet must be included in the request for quotation, which will be taken into account in the evaluation of the proposal.
- For the Sustainability Criteria included in the request for quotation, the respective certification or means of verification must be available that allows the Holding to confirm that the good and/or service contracted or acquired meets the Sustainability Criteria that the supplier stated possessing.

Code:	PO-Compras-1	Version:	1
-------	--------------	----------	---



Sustainable Procurement Policy



5.2. APPENDIX

PCS - Appendix No. 1 - Goods and Services

The goods and services that must include sustainability criteria during the procurement/contracting process are listed below:

1. Computer equipment
2. Cleaning services and supplies and Cafeteria
3. Printed forms, stationery and stationery
4. Supplies for lighting, tubes and bulbs
5. Furniture, structural and architectural construction elements in wood and other products and by-products in wood

Code:	PO-Compras-1	Version:	1
-------	--------------	----------	---