



# Glamox Procurement Policy

## 1. Introduction

The purpose of this policy is to establish a robust framework ensuring that all procurement activities within Glamox are conducted in a sustainable, ethical, transparent, and compliant manner, aligned with applicable laws, regulations, recognized standards, and the Glamox Responsible Business Partner Policy

## 2. Scope

This policy applies to all purchasing and logistics activities within Glamox AS and all companies in which Glamox AS directly or indirectly holds at least 50% of the shares. It also extends to suppliers, subcontractors, representatives, and other contracting parties. All parties are individually responsible for compliance.

Glamox aims to continuously enhance its competitive advantage through:

- Cost-optimized procurement
- Quality and logistics improvements
- Innovation in product and service development
- Long-term supplier relationships
- A resilient and sustainable supply chain

## 3. Policy Principles

### 3.1 Best Value for Money

Procurement decisions must ensure optimal value, balancing cost, quality, delivery, innovation, and risk. All purchases must align with business needs and be supported by due diligence.

### 3.2 Transparency and Accountability

Glamox upholds the highest ethical standards. Procurement must comply with:

- Anti-corruption laws
- Health, safety, and environmental regulations
- Sanctions and trade compliance
- Internal audit and reporting requirements

### 3.3 Sustainability and ESG Integration

Glamox partners with suppliers who:

- Comply with laws and regulations
- Respect human rights and labor standards
- Promote diversity, equity, and inclusion
- Minimize environmental impact

Glamox will prioritize suppliers with verified ESG credentials, including carbon footprint reduction, circular economy practices, and social impact initiatives.

### 3.4 Responsible Supply Chain Management

Suppliers must adhere to the Glamox Responsible Business Partner Policy and participate in the Supplier Sustainability Monitoring Platform. Non-compliance or failure to provide evidence may result in disqualification. Glamox may conduct third-party audits or request corrective action plans for high-risk suppliers.

## 4. Tendering principles

### 4.1 Supplier Qualification

New suppliers must undergo a qualification process, including:

- Registration in the sustainability platform
- Financial and legal screening
- ESG and compliance checks

### 4.2 Competitive Bidding

- Number of competitive quotes required based on internal Procurement procedure
- Exceptions must be documented and approved
- Strategic sourcing may include e-auctions or framework agreements

### 4.3 Ethical Conduct

All procurement personnel must:

- Avoid conflicts of interest
- Declare any potential conflicts
- Comply with the Glamox Code of Conduct
- All other internal policies and procedures

### 4.5 Evaluation Criteria

Contracts shall be awarded based on:

- Fair competition
- Cost effectiveness
- Transparency
- Ethical business conduct
- Sustainability performance
- Glamox may apply weighted scoring models for tenders, incorporating ESG, innovation, and risk factors.

## 5. Confidentiality

Glamox protects all confidential and proprietary information shared during procurement. Suppliers must treat Glamox data as confidential and use it only for its intended purpose.

All suppliers must sign a Non-Disclosure Agreement (NDA) prior to accessing sensitive information.

## 6. Policy Review and Revision

This is second revision of Policy. Policy updates will be communicated via internal channels and supplier portals. Training will be provided to relevant stakeholders.