



# PROMETHEA VOYAGES

## SUSTAINABLE PURCHASING POLICY

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Prométhéa Voyages is committed to local purchasing and **responsible procurement**. Our purchasing policy allows us to define selection criteria **in line with sustainable development and respect for the environment**. It has several objectives:

- ❖ **Assess real purchasing needs**
- ❖ **Enable the prioritization of responsible sourcing**
- ❖ **Inform employees about responsible purchasing**

Our sustainable purchasing policy sets out four components, depending on the needs of the business.

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### 1. General policy for purchasing equipment

To assess the functional relevance of a **product**, its health compliance but also its environmental and socio-economic impact, we have implemented a **product evaluation grid**.

To guide our choice of **suppliers** based on their sustainability policies, we have implemented an **evaluation grid for the services offered by suppliers**.

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### 2. Specific purchases

We have established a list of formal recommendations for common products: tea and coffee, office supplies, catering, gifts, cleaning products, light bulbs, paints. We favour products **that respect the environment and the social context**.

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### 3. Paper prints in the company and print orders

Paper management is a key issue. In order to **limit consumption and waste**, we have implemented guidelines regulating internal and external printings.

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### 4. Energy consumption of appliances and equipment

Prométhéa Voyages is committed to procuring electronic equipment that uses energy from renewable sources wherever possible **to minimise the impact of its activities on the environment**. Thus, we ensure:

- ❖ **recycling old equipment**
- ❖ **choosing sustainable energy classifications**
- ❖ **renewing and maintaining electronic equipment** (computer equipment, kitchen equipment, air conditioning and heating)