



# OUR ENVIRONMENTAL PROCUREMENT GUIDELINES

## 1.1 Purpose

These guidelines provide direction for procurement considerations of environmentally preferable products. Responsible departments should consider goods and services that minimize harmful effects on human health and the environment compared with competing products and services with comparable function and value.

## 1.2 Scope

This guideline applies to AbbVie Purchasing and Supplier Management functions globally, including delegated groups.

## 1.3 Responsibilities

Function	Responsibility
Purchasing Functions	Promote, request, and consider environmentally preferable product options during the procurement process.
Suppliers	Where possible, provide options that support environmentally preferable products that meet performance requirements when submitting proposals to AbbVie for commodities and services.

## 2.0 Definitions

Term	Definition
Environmentally Preferable Products (EPP)	<p>“Environmentally preferable products” are products that have a lesser or reduced negative effect on human health and the environment when compared with competing products that serve the same purpose. This comparison may consider raw material acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, or disposal of the product or service.”</p> <p>Executive Order 13101, Greening the Government Through Waste Prevention, Recycling, and Federal Acquisition, September 16, 1998.</p>

Request, promote, and consider EPP options during the procurement process when applicable or at Purchasing Professionals’ discretion. Consider environmental impacts and opportunities including business need, marketing strategy and disposal.

### 3.1 Factors

Factors to consider when determining EPP include, but are not limited to:

- Maximization of recycled products used in product lifecycle
- Environmental cost of entire product life cycle
- Reuse of existing products or materials in product life cycle
- Recyclability of product
- Cleanest mode of transportation used for distribution
- Biodegradability
- Feedstock analysis; what is used to manufacture the product and is the product bio-based or recycled
- Minimization of packaging; use of reusable/recycled packaging materials
- Reduction of energy/water consumption
- Use of renewable energy
- Manufactured from renewable materials
- Reduction of GHG emissions
- Toxicity reduction or elimination
- Elimination of uncertified hardwoods in product life cycle
- Durability and maintenance requirements
- Ultimate disposal of the product; minimize landfill disposal

### 3.2 Resources

Purchasing personnel can utilize external resources when determining applicable EPP. Purchasing can contact current or potential suppliers to identify existing environmental programs managed by the supplier(s). Purchasing can refer to criteria and guidelines established by established authorities, e.g., Energy Star, EPA Eco Purchasing Guidelines.

The following resources may also assist in the identification of EPP.

[www.ecologo.org](http://www.ecologo.org)

- 120 Categories
- 7,000 certified products

[www.energystar.gov](http://www.energystar.gov)

- 50 Categories
- Thousands of certified products

[www.greenseal.org](http://www.greenseal.org)

- 30 Categories
- 1,000 certified products

### 3.3 Request for Proposal and Contract Language

The following is suggested language that can be included in requests for proposals or purchase agreements, when applicable:

Supplier should provide/include options for Environmentally Preferable Products (EPP) that meet performance requirements when submitting proposals to AbbVie for commodities and services. (EPP refers to securing products that have a lesser or reduced negative effect on human health and the environment when compared with competing products that serve the same purpose. These products minimize the consumption of resources, energy and water; prevent the creation of solid waste, air pollution or water pollution; minimize the use of materials or processes which compromise the environment.)

#### RFP Requirements:

##### Sustainability – Environmental and Social Responsibility

- Supplier should provide its sustainability policy or mission statement.
- Supplier should provide five company led sustainability initiatives and their outcomes.
- Supplier should list all sustainability awards, certificates, and any environmental violations (along with resulting fines) for the past three years.
- Supplier should provide proposed sustainability initiatives that would help AbbVie increase its sustainability goals, increase operational efficiencies and reduce costs.

#### Supplier Agreements:

1. Service Provider / Supplier represents that it will support AbbVie’s Sustainability initiatives through the utilization or identification of products and/or services which have a substantially lower impact on the environment or support corporate social responsibility while maintaining quality, functionality and cost competitiveness (“Sustainability Activities”).
2. Service Provider shall, on a quarterly basis, identify and report to AbbVie as part of the Account Business Reviews all Diverse and Sustainability activities in which Service Provider participates, specifically identifying such activities and purchases relating to Services obtained under this Agreement (“Quarterly Sustainability Report”).

#### Suggestions for Quarterly Sustainability Report

1. Describe your sustainability efforts with goals and targets that focus on:

- Reduction of hazardous materials in products and services, including packaging;
- Providing a safe and healthful workplace for employees;
- Reducing waste sent to the environment;
- Incorporating an environmental, health & safety management system into your operations.

2. Describe your efforts in the following areas:

- Promoting a diverse and inclusive workplace
- Driving a sustainable supply chain
- Education or other volunteer efforts in your communities