

# Procurement Policy



Grupo Energía Bogotá



## PURPOSE AND SCOPE

To establish guidelines by which the procurement of goods and services will be governed at all Grupo Energía de Bogotá companies, in compliance with the principles established in the Procurement Manual and in the framework of the corporate sustainability model. The purpose is to promote best practices in terms of competitiveness, quality, industrial safety, occupational health, environmental and social compliance throughout our supply chain, as well as due diligence in the protection of human rights by providers and contractors that are critical for the business. The aim is to promote efficient and sustainable procurement processes as a function of costs, risk, impacts and market opportunities.

## SCOPE

1. Achieve effective procurement processes from the planning stage based on the Supply Positioning Matrix, as a function of costs, risk, impacts and market opportunities.
  2. To design and implement a purchasing and procurement classification system by categories with appropriate technical specifications.
  3. To use market intelligence to identify the structure, characteristics and market trends of goods and/or services.
  4. To promote partnerships with strategic providers, always seeking the best deals for the Group's companies.
  5. To evaluate providers' performance to ensure fulfillment of their agreed obligations.
  6. To ensure the acquisition of high-quality and relevant goods and services at fair costs that contribute to achieving the company's strategic objectives.
  7. To apply controls in order to ensure that our providers comply with the requirements of our Sustainability Policy and Corporate Governance Policy.
  8. To generate standards, tools and procedures to implement the strategic sourcing model, as well as to specialize purchasing tasks within the Group's companies.
  9. To ensure transparency in contracting and sourcing of goods and/or services, in accordance with current policies and rules.
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10. To guarantee assurance in quality management, occupational health and safety, environmental management and energy efficiency, in accordance with internationally accepted supply chain standards.

## RESPONSIBLE PARTIES

Senior management, employees, providers and contractors of Grupo Energía de Bogotá Companies are responsible for adopting this Policy.