



GENERAL PURCHASING POLICY OF APPLUS+

The **general purchasing policy of Applus+** targets to cover all operational needs and requirements of the corporate centers of the Group. This is approached through the construction of a solid base of suppliers and collaborators that facilitates the acquisition of goods and services in the best possible conditions to all Group companies, with the purpose of maximizing the Group's profit.

All Applus+ Group suppliers will have to go through an objective process of homologation prior to being accepted, that it will include amongst others, assurance of the company's fiscal, labor and Human rights' duties, revision of anti-corruption practices and of Data Protection and current PPE legislation for each country.

The Applus+ Procurement managing team, as for internal procedures, establishes the following guidelines and/or principles that guide the relation with its suppliers.

1. All companies, big or small, will have the opportunity to compete for goods and services acquired by Applus +, within their supply capabilities. Any purchasing process will have to respect the ethical code of the Applus+ Group.
2. The information provided by the suppliers in tender processes: names of the companies, prices and other conditions of the offers, will be treated as confidential information and therefore, will not be allowed to be submitted to third parties.
3. No employee who takes part neither in the selection or approval of products or of the sources of supply, nor the responsible person for supervision of these, will have to have any economic interest or any another interest in the company selected for the supply of products/services.
4. The Applus+ Group will not incur in the practice of reciprocity for any of the realized purchases. All of the Group's businesses are a result of the company's own activity, and therefore, all credit for these is to be given to Applus+.
5. The purchasing department will have to evaluate and recommend those sources that can be used for the interests of the company, as well as to meet the requested requirements.
6. It is Applus'+ obligation to assure that in a process of a tender there is a fair and equitable consideration of all qualified and known sources. For it, Applus+ will assure that every supplier involved in any tendering process will receive complete information regarding the product or service to supply, and that the provided information is identical for all suppliers, so that no suppliers have initial any advantages, leading to a fair competitive process..
7. It is responsibility of every member of the Managing and Procurement Departments of the Applus+ Group, to assure that the company does not realize any commitment of purchasing with the knowledge that it could end in a conflict of interests. The personnel of Applus+ will have to avoid these situations that they believe can lead to a conflict of interests.
8. It is the practice of the Applus+ Group and responsibility of Purchasing Departments to follow a process of standardization of certain products used within the Applus+ Group. The objective of this program is to obtain a product of great quality, with a lower price and a more efficient process of supply, establishing programs of continuous improvement.



Processes of Purchasing and tender

As a general policy, purchasing processes of Applus+ will begin with the sending of a request of offer to the homologated suppliers who meet the requirements of the request. The supplier will receive electronic notification of his incorporation to the process of tender, and will then proceed to submit his offer.

Once all offers are received, the Procurement department will be able to designate the successful bidder or will be able to launch rounds of negotiation to those suppliers who have offered the most favorable conditions, until arriving at the final designation.

Therefore, to take part in any process of acquisition it is indispensable to be to be homologated and to be part of the Applus+ supplier's catalogue. Applus+ will objectively assess the offers of its suppliers considering the following characteristics:

- Price
- Quality
- Delivery time
- Communication and collaboration
- Level of service (SLA)
- Geographical national and international coverage
- Financial Responsibility
- Technical and productive capacity
- Synergies within the Group

Once Applus+ has determined the optimal supplier for a specific need, a purchase order will be sent in an electronic format, and will be associated to a specific order number.

- The number of order will have to be reported in the invoice in order to carry out the payment.
- The invoiced quantity and price will not be able to exceed the requested price and quantity of the order.
- In the event of an order with an incorrect price or quantity, the supplier will have to request a new correct order before delivering the product / service.