



# Sustainability Criteria for Procurement

## Our procurement function and our suppliers

In its day-to-day work and in its dealings with AXA stakeholders, procurement at AXA is committed to upholding the principles of fairness, sustainability, neutrality, confidentiality, transparency, and traceability.

We require our suppliers to adhere to high ethical, social, and environmental standards. These include, at a minimum:

- No forced or child labor
- Healthy and safe working conditions
- No discrimination on the grounds of gender, skin color, nationality, ethnicity, disability, political conviction, trade-union membership, religion, or sexual orientation
- Environmental protection measures

To this end, suppliers sign the [Supplier Code of Conduct](#). In addition, the largest suppliers and their supply chains undergo a sustainability compliance audit by an independent third party (e.g. EcoVadis).

## Product selection

AXA-internal buyers are asked to ensure that the products they order meet the following criteria (buyers are responsible for selecting products):

- Environmentally friendly materials
- Environmentally friendly production
- Certification to recognized environmental and social labels or standards
- Use of recycled materials
- Products can be recycled or disposed of in an environmentally friendly manner
- Minimal packaging material – if packaging, then recyclable
- Electrical equipment must be energy-efficient
- Wherever possible, AXA gives preference to products from Switzerland or the surrounding EU countries.

In collaboration with AXA Procurement and Corporate Responsibility, AXA has defined **Sustainability Criteria for Procurement**. The following list shows buyers which sustainability standards are of particular relevance for the individual items. They can be mentioned to suppliers when requesting a quote.

If these criteria are not met, there may be a risk in terms of health, environmental damage, and/or reputational damage.

**If any of the sustainability criteria for an item cannot be met, the procedure is as follows:**

1. The buyer looks for an alternative item.
2. If no alternative can be found, the buyer contacts AXA Procurement (email: [procurement.ch@axa.ch](mailto:procurement.ch@axa.ch)).
3. If AXA Procurement fails to find a clear solution, the buyer, AXA Procurement, and Corporate Responsibility liaise to agree the further course of action.

# Office and workspace

Materials	Sustainability criteria
<b>Stationery, office supplies, small items</b>	<ul style="list-style-type: none"> <li>• Water-based solvents and dyes</li> <li>• Free from phenol, formaldehyde, and heavy metals</li> <li>• Free from potential carcinogens and mutagens</li> <li>• Free from PVC</li> <li>• Ballpoint pens are refillable and Swiss-produced</li> <li>• Pencils are untreated or without a lacquer coating (with a wax coating only)</li> <li>• Use of wooden/cardboard products rather than plastic products</li> </ul>
<b>Small items of electrical equipment (e.g. tablet, flashlight)</b>	<ul style="list-style-type: none"> <li>• Energy-efficient equipment (where applicable: at least energy rating A)</li> <li>• Where applicable: certified to a label (e.g. Blue Angel or TCO)</li> <li>• Where possible: battery-free or solar-powered equipment/alternative energy sources</li> </ul>
<b>Domestic appliances (e.g. refrigerator, microwave)</b>	<ul style="list-style-type: none"> <li>• Energy-efficient appliances (where applicable: at least energy rating A)</li> <li>• Certified to a label (e.g. Energy Star, Blue Angel, topten, TCO, EU Ecolabel, or EPEAT)</li> <li>• The product is highly durable and repairable</li> </ul>
<b>Paper</b>	<ul style="list-style-type: none"> <li>• Recycled paper certified to a label (e.g. Blue Angel, FSC Recycled)</li> <li>• Paper from sustainable sources certified to a label (e.g. FSC 100%, FSC Mix, EU Ecolabel, PEFC)</li> <li>• No chlorine-bleached paper (labeled TCF) or optical brighteners</li> <li>• Give preference to a low grammage</li> </ul>

# Mobility

Materials	Sustainability criteria
<b>Fleet vehicles, passenger cars, delivery trucks, minibuses, special-purpose vehicles</b>	<ul style="list-style-type: none"> <li>• Maximum of 95 g CO<sub>2</sub>/km</li> <li>• Give preference to alternative drive systems (e.g. electric, biogas, hybrid)</li> <li>• The latest emissions standard (currently Euro 6) applies to diesel- and petrol-driven vehicles</li> </ul>
<b>Business travel</b>	<ul style="list-style-type: none"> <li>• In accordance with HR policy on business travel</li> <li>• Give preference to tele- or video conferencing</li> <li>• Prioritize train travel over air travel and no journeys by air within Switzerland</li> <li>• Flights are carbon offset</li> </ul>

# Room furnishings and buildings

Materials	Sustainability criteria
<b>Wood</b>	<ul style="list-style-type: none"> <li>• Certified to a label (e.g. FSC, PEFC, EU Ecolabel, Nordic Ecolabel, Cradle to Cradle, or Q-Label)</li> <li>• No wood from tropical forests</li> </ul>
<b>Paints</b>	<ul style="list-style-type: none"> <li>• Give preference to natural paints or paints certified to a label (e.g. Blue Angel or natureplus)</li> <li>• Less than 2% solvents</li> <li>• Water-soluble interior paints</li> <li>• No nanoparticles (&lt; 100 nm) (e.g. of titanium dioxide)</li> <li>• Free from cadmium pigments, isothiazolinone, formaldehyde, or formaldehyde-releasing products</li> </ul>
<b>Items containing metal</b>	<ul style="list-style-type: none"> <li>• If metal content is greater than 10%: contents (alloy and percentages) and coatings are declared</li> <li>• Old products are taken back (e.g. recycling center)</li> <li>• Recycling information for customers</li> </ul>

Materials	Sustainability criteria
<b>Construction materials and construction work (incl. surrounding area)</b>	<ul style="list-style-type: none"> <li>In accordance with <a href="#">eco-bau</a> recommendations</li> </ul>
<b>Cleaning agents</b>	<ul style="list-style-type: none"> <li>Cleaning should generally be made eco-friendly by using water and microfiber cloths</li> <li>Biodegradable cleaning agents and disinfectants for WCs/bathrooms</li> <li>Free from non-certified palm oil (e.g. bearing the RSPO label)</li> </ul>
<b>Maintenance of the surrounding area</b>	<ul style="list-style-type: none"> <li>In accordance with the criteria set by <a href="#">Stiftung Natur &amp; Wirtschaft</a> for company premises</li> </ul>
<b>Adhesives</b>	<ul style="list-style-type: none"> <li>Solvent-free</li> <li>Free from formaldehyde or formaldehyde-releasing products</li> <li>Odorless</li> <li>Adhesive from renewable resources (e.g. cellulose, starch, gum arabic)</li> </ul>
<b>Lighting</b>	<ul style="list-style-type: none"> <li>LED lights</li> </ul>

## Promotional items and events

Materials	Minimum standard
<b>Textiles</b>	<ul style="list-style-type: none"> <li>Certified to a label (e.g. FairTrade, IVN BEST, GOTS, STeP, MADE IN GREEN, Fair Wear Foundation, Better Work)</li> <li>Natural fibers from sustainable sources (e.g. 100% organic cotton, recycled cotton, organic hemp, organic cords, recycled wool, or Tencel®)</li> <li>Synthetic fibers from sustainable sources (e.g. recycled PET/polyester/nylon or marine debris)</li> <li>Free from hazardous chemicals (e.g. bearing the Oeko-Tex® Standard 100 label)</li> </ul>
<b>Leather goods, fur</b>	<ul style="list-style-type: none"> <li>Leather goods (where possible: IVN-certified) only in consultation with AXA Procurement</li> <li>No real or fake fur</li> </ul>
<b>Plastic items (e.g. umbrellas)</b>	<ul style="list-style-type: none"> <li>Preferably from recycled plastic (PE or PP) or PET</li> <li>Free from phthalates/softeners (e.g. BPA), polyvinyl chloride (PVC), formaldehyde, or formaldehyde-releasing products and other chlorinated substances</li> </ul>
<b>Foods</b>	<ul style="list-style-type: none"> <li>Local producers</li> <li>Regional and seasonal products</li> <li>Organically produced foods certified to a label (e.g. Bio Bud or IP Suisse)</li> <li>For chocolate/coffee/tea: certified to a label (e.g. Max Havelaar or FairTrade)</li> </ul>
<b>Catering, staff food</b>	<ul style="list-style-type: none"> <li>Regional and seasonal products</li> <li>Organically produced products</li> <li>For exotic products: certified to a label (e.g. Max Havelaar or FairTrade)</li> <li>Where possible, animal products are produced in accordance with Swiss and EU animal welfare standards and certified to a label (e.g. Bio-Suisse or MSC)</li> <li>No unethical products (e.g. foie gras or over-fished species – see, for example, the WWF seafood guides)</li> <li>Maximum of 0.50% air-freighted goods</li> <li>Vegetarian options</li> <li>Avoid disposable containers and tableware</li> <li>Avoid food waste</li> </ul>
<b>Flowers, plants</b>	<ul style="list-style-type: none"> <li>Where possible: Swiss flowers certified to an organic label (e.g. Bio Bud)</li> <li>If imported from overseas: certified to a label (e.g. Max Havelaar)</li> </ul>
<b>Packaging</b>	<ul style="list-style-type: none"> <li>Made from sustainable materials (e.g. bio-based plastics or recycled paper/cardboard)</li> <li>Reusable</li> <li>Recyclable</li> </ul>

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