

CONTRACT REVIEWS FOR CIRCULAR OUTCOMES

E1. SAMPLE CONTRACT: CIRCULAR PROTECTIVE PACKAGING

<u>SAMPLE TENDER</u>	<u>PROPOSED CIRCULAR OUTCOME CRITERIA</u>
<p>BACKGROUND</p> <p>At the Company, we believe that good business and doing good go hand-in-hand. We understand that we have a responsibility to address pressing social issues with the products and services we offer. For the last two decades we have leveraged our focus on social capitalism to strategically grow from our roots as a regional company to a world-leading powerhouse. We are proof that a for-profit organization can make a positive impact on society.</p> <p>Across our organization, our leaders and team members embed environmental consideration into every facet of our operation. Through strategic investment in innovative technology and sustainable practices, we are furthering our goals to procure 100 per cent of our electricity from renewable or low-emission resources by 2025 and improve energy efficiency by 50% by 2030 compared to 2019 levels. We are on a mission to become a net carbon neutral company by 2030 or sooner.</p> <p>We aim to be a leader in the circular economy by creating efficient systems that minimize waste generation, prioritize reuse internally and externally and maximize our diversion from landfill.</p> <p>In 2023, highlights included</p> <ul style="list-style-type: none"> -Diverting 57 per cent of waste from offices and facilities. We are on target to divert 65% of office and facility waste from landfill by 2025 -Achieving 2030 targets early to divert 98 per cent of waste from additional waste streams from landfill -Refurbishing 8,541 spares under the spares program <p>Collecting 398,328 devices for reuse and recycling, a 50 per cent increase in the number of devices collected over 2022</p>	<p>CIRCULAR AMBITIONS</p> <p>Workshop Responses:</p> <ul style="list-style-type: none"> • Plastic waste reduction <ul style="list-style-type: none"> ◦ Avoid production of single use products • Increase recyclability of product (if purchasing) • Avoid single use packaging with reuse (if meet criteria) • Reduce carbon emissions • Standardization of the system <p>Other key ambitions:</p> <ul style="list-style-type: none"> • Cost mitigation • Ensure product safety • Real time delivery <p>CIRCULAR OUTCOMES:</p> <p>Workshop Responses:</p> <ul style="list-style-type: none"> • 100% elimination of single use plastics • 100% reuse containers • 100% cost avoidance on single use items • 100% avoidance of production of single use products • Educating vendors on reuse options • Eliminate all GHG emissions from Single use products <p>CIRCULAR BUSINESS MODEL(S):</p> <p>Which model aligns with your ambition and outcomes?</p> <ul style="list-style-type: none"> • Innovative Financial Models • Protective packaging (dunnage) as a service • If PaaS not viable, then Circular Supplies <ul style="list-style-type: none"> ◦ produced by renewable sources (e.g. fiber-based)

	<ul style="list-style-type: none"> ○ 100% recyclable in all conditions ○ Optimize recycled content in product ○ Reduce emissions from product procurement and use – both the products embodied carbon and transport of product to facility
<p>SCOPE</p> <p>The company operates a Device Refurbishment Centre (DRC) which intakes, cleans, repairs, and refurbishes cellular devices to be resold as a Certified Preowned Device.</p> <p>In order to go through the refurbishment process, devices are transported around the facility to different locations for restoration. While in transit, the material is currently wrapped in single-use LDPE plastic bubble bags that protect the material from potential falls. This material can be used five to six times before end-of-life.</p> <p>We currently do not have a program set-up to ensure this material is recycled. We’d like to re-think this process to maximize sustainability.</p> <p>Service</p> <p>The Contractor shall provide a product or service that will protect cellular devices as they are transported through our DRC. Currently, we purchase single-use bubble bags that we re-utilize five to six times. Devices are placed in the bags and transported through the facility in reusable boxes.</p> <p>We are receptive to:</p> <ul style="list-style-type: none"> ● Products or services that replace the bubble bag exclusively, or replace both the bubble bag and container. ● Purchasing outright the product for our use OR purchasing a monthly service that will allow for device protection ● New material solutions that allow for increased recyclability at end-of-life and reduced harm to the natural environment if litter occurs (i.e. fiber or cellulose) ● Transition towards reusable packaging that has a longer reusability lifespan than our existing solution ● Purchases that include end-of-life management diversion solutions for the material to ensure proper disposition <p>The Contractor shall provide the following services:</p>	<p>CIRCULAR OUTCOMES – PRE-TENDER FOR MARKET ENGAGEMENT</p> <p>Workshop Responses:</p> <p>Vendor Engagement Considerations</p> <ul style="list-style-type: none"> ● Openly invite vendors to “educational conference” to share ambitions and outcomes <p>Other facilitator guidance/suggestions from CIC</p> <p>Company is open to a range of innovative options to enable device protection:</p> <p>BUY LESS:</p> <ul style="list-style-type: none"> ● Identify device protection as a service <p>BUY BETTER:</p> <ul style="list-style-type: none"> ● Identify options for reuseable packaging ● Identify opportunities for biobased, renewable material solutions ● Identify end of life management for product packaging, whether company buys product or service ● Identify how your organization, preferably in delivery of this service, or more broadly: <ul style="list-style-type: none"> ○ Supports Indigenous peoples, Aboriginal peoples and/or enterprises ○ Supports other multicultural or diversity related attributes/enterprises ○ Supports local economy ○ Supports other special employment, community or social enterprises ○ Supports development of diverse talent, such as internships <p>USE BETTER/LONGER:</p> <ul style="list-style-type: none"> ● Identify options for packaging durability ● Identify maintenance and repair requirements for any physical items provided,

<ul style="list-style-type: none"> • Provide the product or service that will allow devices to be protected as they are transported through the DRC • Compliance with all federal, provincial and municipal regulations • Reporting to the company on all ESG results of the project <p>The Contract may include the following services (Desirable Requirements)</p> <p>-End-of-life management for any physical items provided</p> <p>-Maintenance and repair for any physical items provided</p> <p>-Others???</p> <p>Quantities</p> <p>Quantities shown are estimates only. The company does not guarantee any quantities.</p> <p>Current quantities: 15,000 – 20,000 bubble bags purchased per month (i.e. 75,000 to 120,000 phones requiring protection per month)</p>	<ul style="list-style-type: none"> • Identify total cost of ownership
<p>Additional Specifications</p> <p>-Approximately 4 inch by 8 inch carrying container (current depth is 3/16 inch)</p> <p>-Device protection with 10 foot drop (in the case that the device is secured in a reusable box, the ten foot drop isn't required, so long as the box provides this protection)</p> <p>-A priority will be placed on low carbon products and/or services (i.e. products manufactured locally, with recycled materials and efficient transportation methods)</p>	<p>EVALUATION CRITERIA and KPIs</p> <p>Other facilitator guidance/suggestions from CIC</p> <p>Ask vendors: what verification can they provide to support claims</p> <p>ALL:</p> <ul style="list-style-type: none"> • Adequate device protection (10ft drop); Cost <p>BUY LESS</p> <ul style="list-style-type: none"> • Packaging Avoided • GHGs avoided <p>BUY BETTER</p> <ul style="list-style-type: none"> • End of Life plan: Reuse or Recyclability • GHGs avoided/reduced • Community Benefits/Social Value plan <p>USE LONGER</p> <ul style="list-style-type: none"> • Packaging Lifespan • Repairability • Total Cost of Ownership <p>KPIs</p> <ul style="list-style-type: none"> • GHG emissions avoided/reduced • Tonnes plastic eliminated/waste diverted • # reuse cycles

