



# Sustainable Supply Chain Guide

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# 1 | OBJECTIVE AND STRUCTURE

The mission of the Rio 2016 Organising Committee for the Olympic and Paralympic Games is to deliver excellent Games with memorable celebrations that promote the global image of Brazil, based on social and urban sustainable transformation through sport, thus contributing to the growth of the Olympic and Paralympic Movement.

Rio 2016 Committee works with sustainability criteria throughout the Games management cycle, from design and planning to implementation, review and post-event activities, especially through the adoption of the Sustainable Supply Chain Programme.

This document outlines how the sustainability criteria will be integrated to the procurement, sponsorship and licensing processes of the Rio 2016 Committee. The guide is intended to any person or organization interested in the goods and services procurement processes of the Rio 2016 Games, namely:

- Rio 2016 employees
- Partners participating in Rio 2016 Supply Chain management or operation
- Suppliers
- Licensees
- Sponsors
- Organizations involved in the suppliers' development

The general requirements of this guide apply to all purchase, exchange, barter, donation, sponsorship and licensing categories of Rio 2016 Committee. The requests are organized based on the planet, people and prosperity pillars ratified by ECO-92, which can be summarized as follows:

**Planet:** the impact on the environment caused by procured products and services has been minimized and properly managed throughout the life cycle.

**People:** procured products and services are produced and marketed through ethical and responsible practices that promote social gains for the entire population.

**Prosperity:** procurement activities foster continuous economic development by improving the quality of the supply market and local and national labor.

For the categories classified as 'critical' (details in Annex 2), the Rio 2016 Committee may define additional mandatory requirements. Whenever required, specific guides to help companies meet the requirements will be available on the Rio 2016 Supplier portal (<http://portaldesuprimentos.rio2016.com>)

Rio 2016 Committee is committed to the constant improvement of this guide, which will undergo periodic reviews. It is important to always check the latest version, available at <http://portaldesuprimentos.rio2016.com>. Comments and suggestions from any interested party can be sent to the following email: [sustentabilidade.suprimentos@rio2016.com](mailto:sustentabilidade.suprimentos@rio2016.com).

## 1.1 CONTEXT

The International Olympic Committee (IOC) defines sustainability as an integral dimension of Olympism. Especially since the United Nations Conference on Environment and Development - ECO-92, held in Rio de Janeiro - the Olympic Movement has been following the discussions on environmental matters.

The major milestone of this IOC commitment was the Olympic Charter update in 1994 to include a section on environment and sustainable development. Another important moment was the Agenda 21 of the Olympic Movement publication in 1999. Agenda 21 is a document that establishes commitments and environmental, economic and social milestones to be achieved by the institutions.

The sustainability actions gained more importance since the Sydney 2000 Olympic and Paralympic Games, when the sustainability assumptions and practices were considered in the Olympic Park architecture designs for the first time.

Nevertheless, it is important to stress that in relation to the supply chain management, the main references are Vancouver 2010 and London 2012, as they implemented the first sustainability programs focusing on supply chain for the Summer and Winter Olympic and Paralympic Games respectively.

To strengthen this movement and in accordance with its mission to promote sustainable transformation through sport, Rio 2016 Committee created its own Sustainable Supply Chain Programme.

## 1.2 SUSTAINABILITY IN RIO 2016 SUPPLY CHAIN

For Rio 2016 Committee, the adoption of the Sustainable Supply Chain Programme means considering the environmental, social, ethical and economic life cycle aspects of products and services that will be subject to acquisition, sponsorship and licensing, and their integration to business practices.

Sustainability is therefore one of the criteria formally considered in all decision-making processes, along with other benchmarking aspects such as total cost, quality, deadline and risks. Thus, Rio 2016 intends to adopt practices that enable it to find goods or services that are qualified to deliver outstanding value.

In a broader sense, implement a sustainable supply chain also means converting the hiring and acquisition of services into a method that encourages the use of sustainable technologies, products, processes and services, contributing to supplier market development and further strengthening the legacy of Rio 2016 Games.

## 1.3 STAGES OF THE SUSTAINABLE SUPPLY CHAIN PROGRAMME

The Programme consists of the following stages:

**Establishment of requirements:** definition and disclosure of the evaluation criteria and minimum requirements to be considered in the analyses.

**Development and qualification of suppliers and licensees:** anticipated and intense communication about the needs until 2016, along with the specific requirements and guides for suppliers' assistance. At this stage, the programme includes workshops and training for suppliers, sponsors and licensees, focusing on sectors considered critical.

**Hiring:** inclusion of sustainability requirements and evaluation criteria along the goods and services procurement process, especially in the total cost acquisition and life cycle analyses. This evaluation also includes audits on the information submitted to Rio 2016 Committee.

**Supplier and licensee contract management and compliance monitoring:** inclusion of sustainability aspects in the supplier management mechanisms such as supplier record management, audit review, reporting and corrective actions. These activities will be continuously applied after implementation of each contract.

**Dissolution and products final disposal management:** planning and control of the final destination of all products, packaging and waste, through comprehensive logistics planning.

## 2 | DEFINITION OF REQUIREMENTS

Sustainability requirements will be considered in all goods and services procurement processes with suppliers, sponsors and licensees.

The Rio 2016 Committee will inform in advance whenever any requirement not presented as mandatory in this guide is considered as such in a specific process.

The Rio 2016 Committee encourages all potential suppliers, sponsors and licensees to immediately start implementing the requirements described herein in their production processes and business practices. Accordingly, this will enable the development of internal processes that can improve partners' efficiency, competitiveness and capacity to add value to Rio 2016 chain and the overall market.

The Rio 2016 Committee will assess the compliance of suppliers, sponsors and licensees with the sustainability requirements, in order to classify them as follows:

- **Selection of new suppliers, sponsors or licensees:** the sustainability criteria will be one of the dimensions of the decision-making process, thereby supporting the calculation of costs, impacts and total benefits in each hiring process.
- **Performance and evolution monitoring:** suppliers, sponsors and licensees must commit to a Development Plan that contains clear sustainability evolution goals.

### 2.1 GENERAL REQUIREMENTS

#### Management Systems

The Rio 2016 Committee believes that the adoption, by suppliers, sponsors and licensees, of sustainability-related Management Systems and certificates from accredited bodies facilitates the maintenance of the best business practices in the companies' routine.

Accordingly, Rio 2016 encourages suppliers, licensees and sponsors to submit the following certifications:

- ISO 9001 for Quality Management
- ISO 14001 for Environmental Management
- NBR 16001 or SA 8000 and / or proof of adoption of ISO 26000 guidelines for Social Responsibility Management
- OHSAS 18001 for Health and Safety Management

The Rio 2016 Committee considers these certifications a competitive edge, and will consider them in the evaluation process.

## 2.2 PLANET

### Our vision

Suppliers, sponsors and licensees must ensure that contracted products and services are produced and marketed to minimize the impact on the environment.

### Greenhouse gas emissions

The Rio 2016 Committee aims to minimize carbon dioxide emissions and other Greenhouse Gases (GHG) emissions from its operations. Therefore, considering that the compensation costs will be, whenever possible, incorporated into the goods and services total acquisition cost analyses - the efficient management of emissions from suppliers in the production and distribution stages is an important competitive edge from a technical and commercial viewpoint.

The GHG measurement criteria and the hiring procedures for which measurement will be mandatory will be published in the bidding processes.

### Hazardous substances and materials

Suppliers must avoid using or producing products that require in their manufacturing, distribution or disposal, materials or substances that are harmful to humans or to the environment.

The provider must follow the assumptions of the **Hazardous Substances and Materials Guide** developed by Rio 2016 Committee and available at <http://portaldesuprimentos.rio2016.com>

### Packaging

The Rio 2016 Committee intends to treat and recycle the waste generated during preparation and operation of the Games. For such, the optimization of packaging use is essential.

The use of primary, secondary and tertiary packaging must comply with the guidelines of the National Solid Waste Policy (PNRS), which establishes the following hierarchy of actions in the management of materials and packaging: avoid, reduce, reuse, recycle, and finally perform proper solid waste treatment and final disposal.

The packaging manufacture must comply with the Sustainable Design (EcoDesign) guidelines, thereby minimizing the use of materials and their environmental impact on the distribution and disposal stages. It is desirable that all packaging is produced according to ISO 14062 certification (Integration of Environmental Aspects in the Product Design and Development).

Whenever possible, packages must be manufactured with recyclable and recycled materials.

It is mandatory to adopt the Environmental Labeling Type II (self-declarations) according to ISO 14021, providing information on the best packaging handling modes in the post-consumer stage. The adoption of Environmental Labeling Type I (green stamps) is desirable.

Any exception to these rules must be initially justified by the supplier or licensee and approved by the Rio 2016 Committee.

According to PNRS, suppliers must perform integrated waste management through reverse logistics. Therefore, whenever requested by the Rio 2016 Committee, suppliers, sponsors and licensees must collect all packaging for treatment and recycling, and must bear the costs thereof.

The supplier must follow the assumptions of the **Packaging Guide** prepared by Rio 2016 Committee available at <http://portaldesuprimentos.rio2016.com>.

## Wood and paper

All wood and other forest products (such as paper) used in the construction, planning and operation of the Games must be composed by 100% recycled fiber or have the Forest Stewardship Council (FSC) certificate or the Brazilian Forest Certification Programme (CERFLOR / PEFC) or a similar international programme endorsed by the PEFC scheme for its chain of custody. Importantly, if the material has recycled and non-recycled component, the non-recycled part must be certified. The supplier must submit the Chain of Custody certification of all its supply chain.

Whenever requested, wood suppliers must submit to Rio 2016 Committee evidence of the legality of supplied wood, such as the Operating Authorization (Autex), invoices and all documents of Forest Origin (DOF).

Whenever possible, paper products must be only made of recycled fiber, with the highest percentage of post-consumer scrap, in compliance with the minimum levels defined in ABNT NBR 15755: 2009.

For added traceability of wood products certified by the FSC, the Rio 2016 Committee will apply the FSC Online Claims Platform (OCP) to connect suppliers with customers.

The OCP works as a database where suppliers and customers have access to all information of the chain of custody certification for a given FSC product. This tool allows for monitoring of all suppliers and certified products acquired by Rio 2016 Committee.

For better understanding about the acquisition of FSC or Cerflor / PEFC Sustainable Management and Chain of Custody certification, check the **Wood Products Guide** prepared by Rio 2016 Committee available at <http://portaldesuprimentos.rio2016.com/>

## Energy efficiency

Suppliers, sponsors and licensees must seek to maximize energy efficiency of their supply chains, thus minimizing the environmental impact of production and optimizing energy costs.



Similarly, the Rio 2016 Committee will prioritize the acquisition of products with high energy efficiency or products that allow for direct or indirect reduction in energy consumption.

For products that are part of the Brazilian Labeling Program (PBE), Rio 2016 Committee will seek items with an “A” rating in the National Energy Conservation Label (Ence - Inmetro / Procel).

## Water resources and wastewater treatment

The Rio 2016 Committee believes that water resources require a rational use through the adoption of sustainable management plans by product suppliers and service providers, sponsors and licensees.

Suppliers, sponsors and licensees must maximize the efficient use of water in their production and operations processes of the institutional daily routine.

Thus, the industrial or non-industrial wastewater generated in the production processes must be properly directed and, where possible, treated for reuse.

## 2.3 PEOPLE

### Our vision

Suppliers, sponsors and licensees must adopt ethical and responsible labor practices within globally accepted norms in order to contribute to positive social transformation.

### Work practices

Suppliers, sponsors and licensees must ensure that the working conditions of employees and subcontractors in the product and service manufacturing and supply facilities are compliant with the minimum requirements of the Base Code of Business Ethics Initiative (IEC) / Ethical Trading Initiative (ETI), available at IEC website:

<http://www.ethicaltrade.org/eti-base-code>

- Employment will be freely chosen
- Freedom of association and the right to collective negotiation will be respected
- Working conditions will be safe and hygienic
- Child labor will not be allowed
- Reasonable salaries will be paid
- Working hours will not be excessive
- No discrimination
- Formal work will be provided
- Inhuman and degrading treatment will not be allowed

The Rio 2016 Committee does not hire companies that are in the Slave Labor Blacklist published by the Ministry of Labor and available for review at:

[http://portal.mte.gov.br/trab\\_escravo/portaria-do-mte-cria-cadastro-de-empresas-e-pessoas-autuadas-por-exploracao-do-trabalho-escravo.htm](http://portal.mte.gov.br/trab_escravo/portaria-do-mte-cria-cadastro-de-empresas-e-pessoas-autuadas-por-exploracao-do-trabalho-escravo.htm)

Whenever requested by the Rio 2016 Committee or by representatives or auditors, the suppliers, sponsors and licensees must provide all information about their work conditions and facilities, and in a broad and transparent manner, guarantee access to them.

### Non-discrimination and promotion of diversity

The Rio 2016 Committee wrote the **Diversity Manifest**, which is available on its official website. The text expresses the Games' commitment to diversity, and describes the values to be shared among suppliers, sponsors and licensees.

The Rio 2016 Committee encourages the adoption of practices that improve participation in its supply chain of micro, small and medium companies in all industries and social groups as a way to offer business opportunities to the largest number of market players.

### Children and adolescents protection practices

The supplier, licensee or sponsor of the Rio 2016 Games must ensure that their processes and supply chain include structured policies against child labor and all forms of exploitation, as well as compliance with the children and adolescents protection legislation in force.

The Rio 2016 encourages its suppliers, licensees and sponsors to follow the best practices recommended by the World Childhood Foundation Committee ([www.childhood.org.br](http://www.childhood.org.br)), an international institution established in 1999 that influences the private sector in the prevention and protection of children and adolescents from sexual exploitation.

## 2.4 PROSPERITY

### Our vision

The Rio 2016 sponsorship, procurement and licensing processes must contribute towards boosting economic growth and raising the quality standards of suppliers and local and national labor.

### Development of the local and national supplier market

In line with the proposed economic legacy brought by the Olympic and Paralympic Games, Rio 2016 is committed to the procurement of goods and services that maximize the positive impacts on business development in the city and in the state of Rio de Janeiro, as well as throughout Brazil.

Rio 2016 contributes to the development and training of the supplier market through early and massive communication on the demands, conducting workshops and training

and publication of guides and manuals. Our suppliers, sponsors and licensees are also partners in these initiatives, and must extend them to their own supply chains.

In addition to the actions that will be promoted by the Rio 2016 Committee, we recommend that suppliers and licensees seek training materials and programmes on sustainability and eco-efficiency in the market.

### Anti-Corruption practices

Rio 2016 plans to guarantee that its hiring processes are free from any corruption practice. Accordingly, Rio 2016 subjects all its officers and employees to a Code of Ethics, which includes an Anti-Corruption regulation and a channel for complaints and consultations. All ethical policies are subject to annual review, and report to the Conduct and Ethics Committee.

Suppliers and licensees shall report all known and perceived conflicts or conflicts of potential interest, which may involve executive boards, private businesses and existing customers.

The Rio 2016 Committee does not hire companies whose registration is included in the National Register of the Inapt and Suspended Companies (Ceis) of the Brazilian General Controllershship.

Similarly, the Rio 2016 Committee encourages suppliers, sponsors and licensees to sign the Business Pact for Integrity and Anti-Corruption, available for consultation at <http://www3.ethos.org.br/conteudo/projetos/em-andamento/pacto-empresarial-pela-integridade-e-contra-a-corrupcao/#.VA3nR013vVI>

### Cost reduction and competitiveness growth

Rio 2016 considers that the implementation of a sustainability Programme by suppliers may significantly minimize costs in their supply chains due to processes optimization, which results in reduction or reuse of materials and supplies. Similarly, products and services resulting from these processes aggregate value to customers, providing a competitive edge to the supplier.

The requirements of this guide aim to help suppliers, sponsors and licensees in the adoption of improvements in their processes, ensuring the supply of more competitive goods and services.

### Development of local labor

Suppliers, sponsors and licensees are Rio 2016 partners in the creation of job opportunities and training programmes. As partners, it is advisable to align their recruitment and training processes to Rio 2016 requirements, in order to implement the practices required by the Games Organising Committee.

## Creation of opportunities for micro, small and medium enterprises

The Rio 2016 committee aims to foster the development of micro, small and medium enterprises (SMEs), communicating their requirements and demands in large scale and acting in partnership with several organizations, particularly with Sebrae, which Rio 2016 signed a technical cooperation agreement.

Suppliers, sponsors and licensees must participate in this effort, creating opportunities for the SMEs in their own supply chains.

In addition, the micro, small and medium enterprises must actively participate in this process, seeking materials and training resources.

## 3 | SUPPLIERS DEVELOPMENT

In order to develop the products and services supplier market, the Rio 2016 Committee selected some topics and categories for which it will provide explanatory guides and hold workshops when required, namely:

- **Packaging:** presents the main types of packaging available in the market, certifications, criteria and Rio 2016 Committee requirements, as well as the existing good practices.
- **Hazardous substances and materials:** presents products and materials whose use in the Rio 2016 Games is prohibited or restricted, as well as their substitute items and corrective or mitigating actions.
- **Wood products:** presents the existing wood extraction definitions and types, the meaning of certification, available products and a systematic guide on how to obtain it.

**Labor:** presents temporary hiring modes and specific data on more critical labor categories.

- **Textiles sustainability:** includes good practices that can be adopted within factories and in the production processes for materials recycling, applying Cleaner Production (CP) concepts, and provides details on the “Qual” quality and sustainability certification.
- **Sustainable Tents:** presents an overview of conventional tents and alternative and sustainable structural and sealing materials, in addition to proposals for their dissolution.
- **Sustainability for sports floors:** presents the floor types of Rio 2016 Games venues (natural grass, synthetic grass, sand and rubber) and use and dissolution alternatives.
- **Sustainability for plastic items:** shows the conventional use of plastic items in the Rio 2016 Games, sustainable alternatives and the most appropriate dissolution practices.
- **Sustainable management of electronic products:** presents the main electronic equipment of the Rio 2016 Games and practices that should be adopted in raw material extraction and production process (including labor, energy consumption and processing aspects), and the most suitable dissolution for such devices.
- **Solid waste management:** presents the main concepts and laws related to the subject and a systematic guide for the supplier to develop a Solid Waste Management Programme in its venues.

- **Sustainable materials and printing services:** presents the main raw materials and best practices that should be adopted in all production processes (pre-printing and post-printing).
- **Good handling and horse transport practices:** presents precautions that the logistics operator must take in the transportation and handling of horses for competitions.
- **Design and dumps specification:** presents the technical specifications for the Games solid waste containers pursuant to the Rio 2016 Solid Waste Management Policy.
- **Sustainable signaling:** presents the main materials used through signaling and Look of the Games, analyzing the life cycle, sustainable alternatives and removal types for each.
- **Sustainability for food services:** presents the main types of food service of the Rio 2016 Games, as well as certifications, organic food, maximized packaging use, transportation and best practices to be applied by catering companies.
- **Sustainability for generators:** presents the main types of generators and the most sustainable fuels.
- **Personal protective equipment:** presents safety equipment to be used by employees exposed to harmful or hazardous substances.
- **Registration in the Sedex Global database:** helps the supplier to understand the principles of Sedex and to register in the database.

Soon after its publication, all guides are available for free access and consultation at Rio 2016 Supplier portal: <http://portaldesuprimentos.rio2016.com>

## 4 | HIRING

### Inclusion of requirements in the hiring procedures

Mandatory requirements will be included in the specifications of products and services to be hired, in order to ensure that only solutions that meet the minimum requirements will be considered in the negotiations.

It is worth stressing that in addition to the requirements established in this guide, the Rio 2016 Committee may also establish requirements for specific processes, which will be disclosed in the concerned hiring documentation.

### Evaluation criteria and Total Cost of Ownership

The Rio 2016 will hire based on the Total Cost of Ownership (TCO, its acronym in English) and will analyze, depending on their requirements and assumptions, the transportation, use and consumption, management, maintenance, demobilization and final destination pricing breakdown. These analyses take into consideration sustainability aspects, on a cross basis, such as energy and water consumption, greenhouse gas emissions and solid waste generation.

In this context, the Rio 2016 Committee helped the Brazilian Business Council for Sustainable Development (CEBDS) and associated companies in the development of the **Sustainable Procurement Manual** (available at <http://portaldesuprimentos.rio2016.com>), which presents a tool that applies sustainability aspects to help select suppliers.

This tool highlights the performance of the supplier in the sustainability area from a value aggregation viewpoint: resulting reputation, noncompliance risk reduction and operational efficiency.

All suppliers in the categories to which the tool is applied must fill out a questionnaire containing sustainability requirements aligned to the assumptions of the Rio 2016 Sustainability and Procurement areas.

### Declaration of Sustainable Conduct

The Rio 2016 Committee developed a **Declaration of Sustainable Conduct**, which is attached to the RFP (Request for Proposal) and available at the Supplier portal. Upon completing, signing and returning this declaration to the Rio 2016 Committee, the supplier declares to be aware of the sustainability requirements of the Rio 2016 Games, and agrees to follow them.

## 4.1 AUDITS

### Final evaluation

In order to ensure ethical hiring in compliance with sustainability standards, the Rio 2016 Committee established a partnership with Sedex Global, a digital database for suppliers and buyers where relevant information is shared to monitor the companies' risk.

Where risk is identified, the Rio 2016 Committee will conduct audits according to the SMETA 4 pillars methodology (Sedex Members Ethical Trade Audit). The audit must be conducted prior to the signing of the contract and, in the case of any non-compliance, the company must submit a corrective action plan.

All suppliers that must register in the Sedex Global and / or SMETA audit will be previously informed and will be assisted by the Rio 2016 Committee throughout the process.

### Sedex Global

Sedex is a nonprofit organization dedicated to the development of responsible and ethical business practices in global supply chains. The online platform allows members to store, share and provide information on four key areas:

- Labor standards
- Health and safety
- Environment
- Business Ethics

For buyers, Sedex offers a collection and analysis information system on ethical and responsible business practices in its supply chain.

For suppliers, Sedex offers an efficient, safe and cost-effective way to share information with various clients.

Suppliers may be requested to register in the tool and respond to the Self-Assessment Questionnaire, providing information about the company. After this step, the potential supplier, sponsor or licensee may be asked to conduct the SMETA 4 pillars audit.

### SMETA 4 pillars Audit

The Ethical Trade Audit of Sedex Members (Sedex Members Ethical Trade Audit - SMETA) was created by the Associate Auditors Group - Sedex (AAG), and covers the four pillars described in Sedex (labor standards, health and safety, environment and trade ethics).

There are three audit types:

**Announced:** when the audit date is agreed between the manufacturer and the auditing firm.



**Semi-announced:** when the parties jointly define a specific period in which the audit may occur.

**Unannounced:** when the audit occurs without notice.

In the process, the auditor gathers evidence on the four pillars, using as measurement tools as the ETI code<sup>1</sup> and local regulations. The audit with SMETA methodology also provides guidance on non-compliance and corrective actions.

Note that subcontracting and changes in the factories and product and service warehouses can only occur if foreseen the contract executed between the supplier or licensee and Rio 2016, or clearly authorized by the Rio 2016 Committee in another agreement. In these cases, all applications, forecasts and obligations of this guide are extended to contractors and factories responsible for the production of goods and services.

To minimize costs for suppliers, sponsors and licensees, Rio 2016 will always consider accepting an audit report already conducted in compliance with the SMETA methodology; however, this is an exclusive decision of Rio 2016.

The audit firms requested by the Rio 2016 Committee to conduct SMETA audits are listed in Annex 3 of this guide.

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The ETI is an internationally recognized code of labor practice based on the conventions of the International Labor Organization (ILO).<sup>1</sup>

## 5 | CONTRACT MANAGEMENT

### Production Monitoring

Rio 2016 continuously monitors the accuracy of information in its suppliers' registration, as well as compliance with the requirements related to delivered products and services.

Upon request, suppliers, sponsors and licensees must provide Rio 2016 with information required to consider the environmental, social, ethical and economic aspects related to locations, processes and labor practices, management or operation, or materials and inputs used in the production and distribution of goods or services.

In specific cases, which will be defined by the Rio 2016 Committee, suppliers, licensees and sponsors may be asked to monitor production in order to assess its quality and compliance with sustainability pillars. The selection of these categories will occur randomly, and may be announced or unannounced at the discretion of Rio 2016.

Companies already approved by the Rio 2016 Committee to carry out this evaluation are listed in Annex 4 of this guide. If the supplier, licensee or sponsor intends to hire the monitoring service with another company, it must notify Rio 2016 and wait for the answer before executing the service - at the supplier's expense.

Rio 2016 Committee may also request post-hiring SMETA audits or conduct inspections in the facilities of suppliers or licensees, directly or through their representatives and auditors, without notice and at any time of the operation.

In case of any noncompliance, the Rio 2016 Committee will monitor the corrective action plan development and implementation until the noncompliance item is cleared.

### Letter of Commitment

During the supply term of goods or services to Rio 2016, suppliers and licensees must keep a Letter of Commitment with Suppliers and Licensees with the Rio 2016 posted in all facilities involved in the deliveries which may be easily read by all workers, which contains summaries of this guide and the Basic Code of Business Ethics Initiative (IEC), as well as the contacts of Rio 2016 for claims or complaints.

At least two copies of the Letter of Commitment must be displayed: one in the official language of the country and the other in English. If considered necessary, Rio 2016 Committee may request that this communication must be provided in other languages.

## 6 | FINAL DESTINATION MANAGEMENT

Rio 2016 is committed to make the appropriate choices from an economic, environmental and social viewpoint at the time of purchase or lease of products and services. This means acquiring materials with traceability, to ensure that the products come from factories that comply with workers' rights and implement good environmental and social practices. At the other end of the chain, after the conclusion of Rio 2016 Games, this means providing adequate disposal to all material used by Rio 2016 as well as to all waste generated.

These materials may present several destination options such as return, donation, sale, recycling or landfill. Rio 2016 is committed to integrate all logistics plans to the best possible final destination of products, packaging and waste, thus minimizing damages and risks. The control of these items' allocation is an essential part of the Solid Waste Management Programme developed by Rio 2016.

# 7 | APPENDIX

## ANNEX 1. SUMMARY OF REQUIREMENTS

The following requirements are general, applied to all categories. The specific requirements for each category considered critical will be timely announced by the Rio 2016 Committee through the supplier portal and the Annexes to the RFPs.

Rio 2016 understands that there are mandatory and eliminatory requirements for suppliers and recommended requirements, which must be also considered.

RIO 2016 MANDATORY REQUIREMENTS	
<b>GENERAL</b>	
Subscribe and follow the Declaration of Sustainable Conduct developed by the Rio 2016 Committee.	
<b>PLANET</b>	
Follow the guidelines of the Rio 2016 Hazardous Substances and Materials Guide, avoiding substances whose production, distribution and / or final disposal use of harmful materials.	
Use primary, secondary and tertiary packaging in compliance with the guidelines of the National Solid Waste Policy (PNRS) establishing the following actions hierarchy management of materials and packaging: avoid, reduce, reuse, recycle and finally perform the treatment of solid waste and proper waste disposal.	
Follow the Sustainable Design Guidelines (EcoDesign), minimizing the use of materials and their environmental impacts during distribution and disposal.	
Mandatory adoption of Environmental Labeling Type II (self-declarations) according to ISO 14,021, so the best way to deal with the packaging after use is clearly indicated.	
When requested by the Rio 2016 Committee, suppliers, sponsors and licensees must collect the treatment and recycling containers, bearing the costs involved.	
The paper and wood used in Rio 2016 buildings must come from legal and responsible sources. The Forest Management and Chain of Custody must be certified by the Forest Stewardship Council (FSC) or the Brazilian Forest Certification Programme (CERFLOR / PEFC).	
Upon request, wood suppliers must submit to the Rio 2016 all the necessary information to prove the legality of wood provided, including, for example, an Operating Authorization (Autex), invoices and all Forest Origin Documents (DOF).	
For products that are part of the Brazilian Labeling Program (PBE), Rio 2016 will seek products with the 'A' rating in the National Energy Conservation Label Committee (Ence - Inmetro / Procel).	
Rational water use in the production process and daily operations. Wastewater generated in the production processes, industrial or non-industrial, must be properly designed and, where possible, receive treatment aimed at reuse.	

## RIO 2016 MANDATORY REQUIREMENTS

### PEOPLE

The work conditions of employees and subcontractors must follow the Basic Code of Business Ethics Initiative (IEC), which contains the following provisions:

- The employment will be freely chosen by the worker (no compulsory or forced labor will be allowed)
- Freedom of association and the right to collective bargaining are respected
- Work conditions are safe and hygienic
- Child labor is not used
- Proper wages are paid
- Work hours are not excessive
- There is no discrimination
- Regular work must be provided
- Inhuman and harsh treatment will not be allowed

Adopt child and adolescents protection practices.

### PROSPERITY

Adopt practices in the supply chain aimed at the participation of micro, small and medium-sized companies from various sectors. All providers must work together to provide opportunities to these companies in their supply chains.

### AUDITS

If requested by the Rio 2016 Committee, suppliers or licensees must conduct audits under the SMETA methodology along with one of the approved companies.

If requested by the Rio 2016 Committee, the supplier must provide environmental, social, ethical and economic data.

If requested by the Rio 2016, the company will monitor and disclose their performance at intervals to be jointly determined.

The company is aware that, for some categories, the Rio 2016 Committee may request specific environmental performance indicators.

The company ensures that sustainability communication be provided to all employees and subcontractors.

RIO 2016 RECOMMENDED REQUIREMENTS	
<b>GENERAL</b>	
Present ISO 9001, ISO 14001, OHSAS 18001, NBR 16001 or SA 8000 certification.	
<b>PLANET</b>	
Present a greenhouse gas (GHG) inventory of processes, products and logistics operation, according to the ISO 14.064:2007 methodology and the GHG Protocol Brazilian Programme.	
Whenever possible, the paper product must be composed exclusively of recycled fibers with the highest percentage of post-consumer scrap and fulfilling the minimum levels defined in ABNT NBR 15755: 2009.	
Whenever possible, packaging must be made with recyclable and recycled materials.	
It is desirable that all packaging be produced according to ISO 14,062 certification (Integration of Environmental Aspects in Design and Product Development).	
The adoption of Environmental Labelling type I is desirable (green stamps).	
<b>PROSPERITY</b>	
Develop, train and provide training programmes to local labor.	
Suppliers, sponsors and licensees are Rio 2016 partners in creating employment opportunities and training programmes.	
Be a signatory to the Business Pact for Integrity and Anti-Corruption.	

## ANNEX 2. CRITICAL PROJECTS IN SUSTAINABILITY AND VISIBILITY

The Rio 2016 Committee identified the most critical projects in relation to sustainability and visibility, which therefore need to follow specific procedures and requirements.

It should be noted that Rio 2016 reserves the right to request information about sustainability even if the project is not listed below.



Management	Project Description	Period
Sports and Ceremonies	SCO - SAIL Ev. Tst 2014 - Fuel / Sailing Tst Ev. 2014 - Fuel	1 QUARTER / 2014
Sports and Ceremonies	SCO - SAIL Ev. Tst 2014 - Overlay / Sailing Tst Ev. 2014 - overlay	1 QUARTER / 2014
Plan MAT	Tables for ITL / Tables for ITL	1 QUARTER / 2014
Plan MAT	RFI - Towels and bed linen / RFI - Towels and linen	1 QUARTER / 2014
Corporate	Planning services, project management and Look of the Games and signaling / Planning, project and management of Look of the Games and signage program	1 QUARTER / 2014
Corporate	PRE gifts / Gifts PRE	1 QUARTER / 2015
Technology	Audio and video cabling facilities / Venues cabling for audio and video	1 QUARTER / 2015
Facilities	Floor temporary cover (decks & trackways) / Temporary ground covering (decks & trackways)	1 QUARTER / 2015
Operations	Waste collection / Waste services	1 QUARTER / 2015
Corporate	Training logistics for Games-time	1 QUARTER / 2015

Management	Project Description	Period
Operations	Package 4 - Power Services / Package 4 - Catering	1st QUARTER / 2015
Sports and Ceremonies	Pontoon (floating deck) / Floating deck	1st QUARTER / 2015
Corporate	Look of the Games production and installation	1st QUARTER / 2015
Facilities	Emergency signaling / Statutory signage	1st QUARTER / 2015
Operations	Corporate bus rental	2nd QUARTER / 2014
Technology	Computers and tablets	2nd QUARTER / 2014
Facilities	Temporary power	2nd QUARTER / 2014
Sports and Ceremonies	Artistic gymnastics and rhythmic and trampoline equipment	2nd QUARTER / 2014
Plan MAT	FF & E - 1st wave (chairs, beds, tables, bedside table, cabinets, lockers)	2nd QUARTER I / 2014
Sports and Ceremonies	Woodwork (platform or practicable) for sports competitions	2nd QUARTER / 2014

Management	Project Description	Period
Sports and Ceremonies	Equestrian CCE hurdles	2nd QUARTER / 2014
Sports and Ceremonies	Equestrian jumping hurdles	2nd QUARTER / 2014
Facilities	Optimization of the new headquarters - HQ optimization	2nd QUARTER / 2014
Operations	Package 1 - Catering	2nd QUARTER / 2014
Sports and Ceremonies	Sand flooring	2nd QUARTER / 2014
Sports and Ceremonies	Grass flooring	2nd QUARTER / 2014
Sports and Ceremonies	Sports flooring	2nd QUARTER / 2014
Sports and Ceremonies	Podium (platform or practicable) for sports competitions	2nd QUARTER / 2014
Technology	Reprographics (Games team)	2nd QUARTER / 2014
Operations	Cleaning and waste services - wave 1	2nd QUARTER / 2014

Management	Project Description	Period
Facilities	SP: Temporary arena	2nd QUARTER / 2014
Operations	Motorbike rental	2nd QUARTER / 2015
Corporate	Certificate and participation diploma - memorial	2nd QUARTER / 2015
Facilities	Exhibition equipment	2nd QUARTER / 2015
Corporate	Athlete participation medals and diplomas	2nd QUARTER / 2015
Facilities	Construction and carpentry work	2nd QUARTER / 2015
Operations	Painting and signage	2nd QUARTER / 2015
Venues	SP: Temporary pools	2nd QUARTER / 2015
Venues	SP: Pontoons (floating), decks and ramps	2nd QUARTER / 2015
Venues	SP: Acoustic treatment	2nd QUARTER / 2015

Management	Project Description	Period
Corporate	Gifts for the Village mayor	2nd quarter / 2016
Corporate	Flowers	2nd quarter/ 2016
Corporate	Ticketing system and call center	3rd quarter/ 2013
Operations	Bus Rental Operations	3rd quarter/ 2014
Venues	Stands and seats	3rd quarter/ 2014
Corporate	Rio 2016 Flags	3rd quarter/ 2014
Venues	Barriers and fences	3rd quarter/ 2014
Sports and Ceremonies	Motorized cart Rio 2016 (golf cart)	3rd quarter/ 2014
Operations	Rio 2016 Fuel	3rd quarter/ 2014
Corporate	Consulting on licensed products design and development	3rd quarter/ 2014

Management	Project Description	Period
Operations	Drivers and assistants driving	3rd quarter/ 2014
Venues	Lagoon deck	3rd quarter/ 2014
Venues	Portable Buildings	3rd quarter/ 2014
Venues	Management and implementation of overlay	3rd quarter/ 2014
Operations	Horse logistic operator	3rd quarter/ 2014
Technology	IT Outsourcing (including Rio 2016 Service Desk)	3rd quarter/ 2014
Operations	Package 2 - Catering	3rd quarter/ 2014
Technology	Radio Trunk	3rd quarter/ 2014
Corporate	Printing material and services 2014, 2015 & 2016	3rd quarter/ 2014
Operations	Reception and fire brigade	3rd quarter/ 2014
Operations	Housekeeping services	3rd quarter/ 2014
Operations	Security services for Games-time events	3rd quarter/ 2014
Operations	Security services for the Games	3rd quarter/ 2014

Management	Project Description	Period
Corporate	Janitor, office cleaning and maintenance services	3rd quarter/ 2014
Operations	Laundry services - 1	3rd quarter/ 2014
Operations	Laundry services - 2	3rd quarter/ 2014
Technology	Logistics systems	3rd quarter/ 2014
Venues	Tents / Tents & Canopies	3rd quarter/ 2014
Venues	Ups	3rd quarter/ 2014
Sports and Ceremonies	Horse rental for Games + test events	4th quarter/ 2014
Plan MAT	Heaters / Water heaters	4th quarter/ 2014
Plan MAT	Air conditioning	4th quarter/ 2014
Corporate	Personalized Gifts / Custom gift - ISP	4th quarter/ 2014

Management	Project Description	Period
Corporate	Consulting on licensed products design and development	4th quarter/ 2014
Sports and Ceremonies	Sports partitions	4th quarter/ 2014
Operations	PPE and safety equipment	4th quarter/ 2014
Sports and Ceremonies	Weight lifting equipment and platform	4th quarter/ 2014
Sports and Ceremonies	Fitness equipment / Recreation equipment	4th quarter/ 2014
Operations	Equipment for restaurants IBC / MPC and Media Villages / Restaurant equipment for IBC / MPC	4th quarter/ 2014
Plan MAT	FF & E - Wave 2 (lounge, barriers, sofas, armchairs, curtains, linen)	4th quarter/ 2014
Plan MAT	FF & E - Wave 3 (fixtures, box, bathroom curtains, household items, lamps, garbage bins, umbrellas, keys )	4th quarter/ 2014



Management	Project Description	Period
Corporate	Printers for tickets	4th quarter/ 2014
Sports and Ceremonies	Kimonos, dobok and other clothing for combat sports	4th quarter/ 2014
Plan MAT	Microwaves and fridges	4th quarter/ 2014
Venues	Accommodation works	4th quarter/ 2014
Operations	Package 3 - Catering	4th quarter/ 2014
Corporate	Sculptures production	4th quarter/ 2014
Sports and Ceremonies	SCO - SAIL Ev.	4th quarter/ 2014
Sports and Ceremonies	Signaling - miscellaneous materials / supplies Signaling	4th quarter/ 2014
Operations	Signage for transport services	4th quarter/ 2014
Corporate	Functional signs / signage and wayfinding	4th quarter/ 2014
Venues	Water and waste temporary system	4th quarter/ 2014
Venues	Commentators positions and tribunes	4th quarter/ 2014
Corporate	Gifts / Gift Bag	4th quarter/ 2015

Management	Project Description	Period
Corporate	Graphics Support	4th quarter/ 2015
Corporate	Reporters and photographers Uniforms	4th quarter/ 2015

### ANNEX 3. LIST OF AUDIT FIRMS APPROVED BY RIO 2016

The Rio 2016 provides a list of audit firms authorized to work with suppliers, licensees and sponsors. If the supplier chooses to conduct the audit with another company, it must propose it to the Rio 2016 and wait for the answer before starting the service - at the supplier's expense.

The result of the audit must be submitted to the Rio 2016 for analysis of nonconformities.

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## ANNEX 4. LIST OF MONITORING COMPANIES APPROVED BY RIO 2016

Rio 2016 Committee provides a list of companies for production monitoring which are authorized to perform the service with suppliers, licensees and sponsors. If the supplier chooses to perform the monitoring with another company, it must propose it to the Rio 2016 and wait for the answer before starting the service - at the supplier's expense.

COMPANY	CONTACT
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