

2018 Special Olympics USA Games Responsible Sourcing Guidelines

Context

The 2018 USA Games in Seattle will set a new standard for environmental and social sustainability in the Special Olympics, applying the best practices of eco-friendly sporting events worldwide, and modeling the ideals of inclusion and respect the Special Olympics movement represents.

As such, the 2018 Special Olympics USA Games is committed to embedding sustainability into our purchasing decisions and ensuring meaningful consideration of social and environmental criteria when selecting suppliers, products, and services. Our purchasing decisions will mitigate risks to our brand, drive innovation, improve workplace and environmental outcomes, and support our commitment to be accountable to the communities that we serve. We ask and expect that our suppliers contribute to improved outcomes for people and planet.

How We Will Practice Responsible Sourcing for the Special Olympics USA Games

When evaluating partners, suppliers and their subcontractors: the 2018 Special Olympics USA Games will include sustainability as a weighted component of the evaluation criteria, to address sustainability risks and capitalize on opportunities.

When receiving goods and services from in-kind sponsors: we will work with our partners to improve the environmental and social impacts of their products and services, and elevate their corporate sustainability conduct.

When making sourcing decisions we will:

- a. **Weigh sustainability:** include sustainability specifications relevant to the product or service in question in Requests for Proposals (RFPs), tenders, and single-sourcing contracts, and seek to minimize harmful sustainability impacts while balancing performance, price, and quality;
- b. **Encourage innovation:** recognize and reward partners and suppliers that demonstrate sustainability leadership in their organizational operations, and collaboratively engage other suppliers to improve performance on such initiatives;
- c. **Collaborate and engage:** engage with our partners and suppliers so that they and their subcontractors demonstrate strong workplace health and safety performance. Suppliers shall meet, at a minimum, the standards outlined in our Code of Conduct for Suppliers and Partners (Appendix A), and we commit to working with them toward meeting and exceeding these standards;

- d. **Purchase the product or service that provides the best total value to the 2018 Special Olympics USA Games:** ensure that the 2018 Special Olympics USA Games is receiving the best value from our purchases based on a total cost of ownership approach, including consideration for environmental, social, economic, and governance costs and benefits (where reasonably quantifiable) throughout the full product lifecycle, from planning and acquisition, to use, maintenance, and ultimately disposal;
- e. **Make measurable improvements:** track and evaluate our progress in responsible sourcing, and report periodically on the strides we have made.

What We Ask of Our Suppliers and Sponsor Partners

In the procurement of goods and services our consideration of sustainability gives priority focus to issues pertaining to the sustainability impact areas from our Sustainability Strategy:

1. Waste and Recycling
2. Food and Beverage
3. Accessibility and Inclusion
4. Transportation
5. Sourcing
6. Education and Legacy

Nested under our 6 sustainability impact areas listed above, we have several priority areas that are relevant to the goods and services that our suppliers are providing. We commit to engaging with suppliers to ask that they consider the requests in column 2 of the table below, and endeavor to fulfill them where possible and where they are relevant to the suppliers' business and the products or services they are providing to the 2018 Special Olympics USA Games. Later, we may ask suppliers to tell us about how they do or could fulfil the requests below. We may also ask suppliers to provide some reporting on consumption of resources, fuel use, or other metrics.

Environmental or Social Priority	Requested of Suppliers
1. Waste: Minimizing waste to landfill	<ul style="list-style-type: none"> • Reduce or eliminate packaging where possible; take back packaging; ensure packaging is recycled or reused responsibly. • Provide products that are made of recyclable and/or renewable and/or compostable materials. • Provide products that are easily recycled in conventional recycling streams (e.g. components are easily taken apart, etc.). • Provide products that are durable and/or reusable.
2. GHG Emissions: Being carbon-neutral	<ul style="list-style-type: none"> • Reduce emissions from any deliveries or transportation (through optimizing delivery schedules, not idling vehicles, and using electric, hybrid, or alternative-fuel vehicles where possible).



Environmental or Social Priority	Requested of Suppliers
3. Energy: Being energy efficient	<ul style="list-style-type: none"> Provide energy efficient options for products or equipment we purchase from your company.
4. Food and Beverage: Providing local, sustainable and healthy food; donating excess food	<ul style="list-style-type: none"> Provide products / services that include local, sustainable, Fairtrade certified, and healthy food options where possible. Partner with an organization to donate excess, untouched and unspoiled food (this partnership can be arranged through Special Olympics USA Games if your company does not have a prior partnership).
5. Accessibility and Inclusion: Being inclusive of all people, regardless of intellectual or physical ability	<ul style="list-style-type: none"> Where possible, provide opportunities (e.g., employment, training, apprenticeship) to people with intellectual and / or physical disabilities.
6. Education and Legacy: Inspiring and educating stakeholders on sustainability	<ul style="list-style-type: none"> Provide Special Olympics USA Games with information and stories about your environmental and social sustainability work and success stories in relation to the product or service your company is providing to the 2018 Special Olympics USA Games. Where environmental or social features of your product or service exist, endeavor to promote that as part of your branding in the products and/or services you are providing to the 2018 Special Olympics USA Games.

Who Practices Responsible Sourcing?

Ownership of Responsible Sourcing stretches across departments at the 2018 Special Olympics USA Games. We recognize the following key departmental roles:

- **Implement the Responsible Sourcing Guidelines:** Everyone
- **Coach and Support:** Director of Volunteers and Sustainability
- **Provide Social and Environmental Subject Matter Expertise:** Director of Volunteers and Sustainability
- **Share Your Experience in Applying Responsible Sourcing Criteria:** Everyone

Our Responsible Sourcing Principles

As the organizing committee for the 2018 Special Olympics USA Games, we continuously improve how we do business. We recognize that sustainability is already considered in some of our purchasing decisions, but as we implement our new guidelines we expect our team members to formally incorporate sustainability criteria on a regular and consistent basis. In addition, we invite

employees to go above and beyond by thinking sustainably and seizing opportunities for innovation. To do this, we plan to:

- **Get Started Now:** going forward, we expect all employees to apply the tools or guidelines that are appropriate to the product or service and method of procurement at hand;
- **Get Better All the Time:** strive for continuous improvement in our practices;
- **Recognize the Journey:** keep in mind that this is a journey, and that we will refine the initiatives as we go;
- **Be Flexible:** use different approaches as appropriate for different procurements, and understand that we can and should expand, adjust, and refine our Responsible Sourcing program over time.

Related Policies and Plans: Responsible Sourcing Supports Our Organizational Objectives

- a. The Strategic Plan
- b. The Finance Policy
- c. The Sustainability Strategy

Appendix A: 2018 Special Olympics USA Games Code of Conduct for Suppliers and Partners

Our Supplier Code of Conduct is one element of our commitment to safe and healthy workplaces for the people who make products or provide services for Special Olympics USA Games. This Code identifies the minimum standards we expect of our suppliers, including in-kind sponsors; 2018 Special Olympics USA Games' goal is for suppliers to exceed this minimum by demonstrating sustainability leadership and innovation.

The 2018 Special Olympics USA Games Supplier Code of Conduct sets out the minimum standards for our suppliers and their subcontractors to promote safe and healthy workplaces, basic fair labor practices and environmental responsibility. These minimum workplace performance standards are based on the core labor conventions of the International Labor Organization (ILO). We expect all our suppliers to declare their compliance with the standards in this Code and ensure the standards are being upheld by any of their subcontractors.

New suppliers will sign the Code when they enter into a business relationship with Special Olympics USA Games; we will work with existing suppliers to obtain their sign-off, starting with the largest dollar-value contracts and/or most high-risk suppliers. We expect our suppliers to inform us of any challenges they have in meeting the standards within this Code and we will work with and support suppliers who are committed to continuously improving their workplace practices.

Forced Labor

The Supplier shall employ workers who choose to be employed by the Supplier's company. No forced labor, whether in the form of prison labor, indentured labor, bonded labor or otherwise shall be used. All work shall be voluntary, and workers shall be free to leave upon reasonable notice.

Child Labor

No person shall be employed at an age younger than 15 (or 14 where the law of the country of manufacture allows) or younger than the age for completing compulsory education in the country of manufacture where such age is higher than 15. Where hazardous working conditions exist, workers must be at least 18 years of age. The use of legitimate workplace apprenticeship programs, which comply with all laws and regulations, is permitted.

Non-Discrimination

No person shall be subject to any discrimination in employment, including hiring, salary, benefits, advancement, discipline, termination or retirement, on the basis of gender, race, religion, age, disability, sexual orientation, nationality, political opinion, or social or ethnic origin.

Health and Safety

Employers shall provide a safe and healthy working environment to prevent accidents and injury to health arising out of, linked with, or occurring in the course of work or as a result of the operation of employer facilities. Employees must be made aware of health and safety guidelines in terms of equipment, training, and work practices.

Employee Treatment

The Supplier's employees and subcontractors shall be treated with respect and dignity. No employee shall be subject to any physical, sexual, psychological or verbal harassment or abuse.

Freedom of Association and Collective Bargaining

The Supplier shall work directly with employees to find solutions to any outstanding legal and employment issues while at all times respecting worker rights to obtain representation and/or bargain collectively.

Wages, Benefits & Overtime

Employers recognize that wages are essential to meeting employees' basic needs. Employers shall pay employees at least the minimum wage required by local law or the prevailing industry wage, whichever is higher, and shall provide legally mandated benefits. In addition to their compensation for regular hours of work, employees shall be compensated for overtime hours at such premium rate as is legally required in the country of manufacture or, in those countries where such laws do not exist, at a rate at least equal to their regular hourly compensation rate.

Hours of Work

Workweeks are not to exceed the maximum set by local law. Further, a workweek should not be more than 60 hours per week, including overtime, except in emergency or unusual situations.

Environmental Responsibility

Suppliers shall take responsibility to reduce the environmental impact of their products and services as well as their overall operations or 'in-house' practices (e.g. energy conservation in their buildings). Suppliers must not be in violation of any national or provincial environmental regulations.

Anti-Corruption Business Practices

The Supplier will not, directly or indirectly, pay, give, offer or promise anything of value to any local or foreign government official (or to any person for the benefit of a government official) for the purpose of corruptly causing the government official to improperly act or use his or her influence in obtaining or retaining any business or securing any improper advantage for 2018 Special Olympics USA Games or the Supplier.



Product Safety

Suppliers shall comply with all applicable laws and regulations regarding safety of products.

Subcontractors and Their Sources

We require all businesses that support our business as subcontractors, manufacturers or sources of goods to comply with all of the same policies stated in the Special Olympics USA 2018 Supplier Code of Conduct. All subcontractors and their suppliers are required to comply with all applicable and national laws. Direct suppliers to the Games are expected to monitor their subcontractors, manufacturers or sources of goods for meeting or exceeding the Special Olympics USA 2018 Supplier Code of Conduct and supply chains are expected to be transparent and traceable.

Declaration of the Supplier:

We hereby declare the following:

1. We have received a copy of the “2018 Special Olympics USA Games Code of Conduct for Suppliers and Partners” (hereinafter referred to as the “Code of Conduct”) and hereby commit ourselves, in addition to our commitments set out in the supply agreements with 2018 Special Olympics USA Games, to comply with its principles and requirements.
2. We agree that this declaration is subject to the substantive law in the USA without reference to any of its conflict of law rules.

Representative Name (Printed)

Representative (Title)

Representative Signature

Date

This document must be signed by an authorized representative of the company and returned to Special Olympics USA within 20 working days of receipt.