

Green Purchasing Guidelines

Updated March 2025

Purpose

At The Vita Coco Company, Inc. (“Vita Coco” or “Company”), we believe that protecting our natural resources is integral to promoting sustainable ecosystems and resilient communities. We are committed to minimizing our environmental impact through responsible purchasing decisions in areas where we have control*, and for areas beyond our control, we strive to work closely with our suppliers. These Green Purchasing Guidelines provide parameters for selecting products and services that align with our sustainability goals across various categories, functions, and departments within the Company. As part of our purchasing decision process, Vita Coco encourages all employees to use this document as a guide for considering environmentally friendly choices. However, green purchases should be made within reason, balancing feasibility and cost-effectiveness.

*Control is defined as:

- Availability of alternatives: Are there sustainable options available on the market that are readily available to Vita Coco?
- Budget influence: Is the alternative sustainable product within Vita Coco’s budget?
- User behavior: Is the employee inspired, empowered, and encouraged to choose the sustainable alternative?

Environmental Objectives

We believe in minimizing our business footprint while promoting positive environmental outcomes in the areas we operate by:

- Improving our energy efficiency and reducing our carbon footprint;
- Promoting water conservation;
- Reducing our waste and increasing our use of recycled/recyclable materials;
- Avoiding the use of hazardous materials and toxic chemicals;
- Supporting resilient ecosystems, especially sustainable forestry and agricultural systems; and
- Considering the full life cycle of products and their impact.

General Vendor Assessment

As part of our vendor selection and bid processes, Vita Coco will assess:



- Suppliers with robust environmental policies/practices;
- Local and diverse vendors to support our communities and reduce transportation emissions;
- Suppliers with fair labor standards and a commitment to just practices in alignment with our Human Rights policy and our Supplier Code of Conduct;
- Suppliers with circular end-of-life solutions (e.g., take back programs and other end-of-life solutions) – when applicable; and
- Suppliers that consider the footprint of their internal logistics and shipping.

General Product Guidelines

The following product guidelines apply to the sections listed below.

As a part of our product selection process, Vita Coco will strongly consider:

- Products that include packaging materials made from reusable, renewable, compostable and/or biodegradable materials that incorporate responsibly sourced (bio-based, recycled or certified sustainable) content while balancing functionality and cost;
- Products that do not contribute to deforestation or the conflict mineral trade;
- Products that use minimal and recyclable packaging materials;
- Products with recognized environmental certifications;
- Goods low in volatile organic compounds (VOCs) and free of other harmful chemicals; and
- Products sourced from local regions.

Upholding the Guidelines

The guidelines will be upheld and encouraged through ongoing employee education and training on the topics and principles within this document. Vita Coco strives to incorporate this guidance into the procurement process of all office and employee related goods, and this document will be available for all employees to refer to as needed. Vita Coco is committed to continuous improvement and will continually evaluate and revise these Guidelines as necessary.

This policy covers the following sections:

1. Built environments
2. Landscaping
3. Office Furniture
4. Electronics
5. Office Supplies

6. Cleaning Products
7. Food or Food Services
8. Fleets
9. Meetings, Events, and Travel

Sections:

1. Built Environments

Our goal for built environments is to create sustainable, resource-efficient, and healthy office spaces by prioritizing green certifications, using durable and eco-friendly materials, and optimizing energy and water use.

The following considerations and guidelines apply to the Company's leased/owned office spaces.

1.1 Sustainable construction

1.1.1 Green building certifications:

1.1.1.1 Consider office buildings/spaces that are LEED (Leadership in Energy or Environmental Design) certified, WELL certified, or have similar certifications

1.1.2 Construction waste management:

1.1.2.1 Encourage working with contractors that have plans for minimizing and appropriately managing/disposing of construction waste

1.2 Sustainable materials and products

1.2.1 Material selection:

1.2.1.1 Encourage spaces to be constructed with materials that are renewable, recycled, or sustainably sourced (e.g. certified wood, low-VOC paints)

1.2.2 Material longevity:

1.2.2.1 Encourage the use of materials designed for longevity to reduce the need for replacements

1.2.2.2 Encourage materials that won't show significant signs of wear with age (e.g., encourage minimal to no carpeting and choose colors that minimize signs of use)

1.3 Energy efficiency

1.3.1 Equipment efficiency:

1.3.1.1 Encourage the purchase of ENERGY STAR-rated appliances and equipment

1.3.2 Lighting efficiency:

1.3.2.1 Encourage the incorporation of designs and products that enhance natural light and reduce reliance on artificial lighting

1.3.3 Water efficiency:

1.3.3.1 Encourage water-saving fixtures such as low-flow faucets and toilets

1.3.3.2 Encourage the consideration of water-monitoring features, such as water meters to increase awareness of and promote reduced water usage

1.4 Indoor environmental quality

1.4.1 Air quality:

1.4.1.1 Encourage building management and companies contracted to build and update office spaces to use of low-emission products and materials to improve indoor air quality (e.g. low-VOC paints and adhesives)

2. Landscaping

To reduce water and energy use and promote soil and human health, we encourage planting native, drought-resistant plants, and the utilization of organic, resource-efficient, and chemical-free practices.

2.1 Sustainable property management

2.1.1 Landscaping practices:

2.1.1.1 Encourage landlords and property owners to implement sustainable landscaping practices that prioritize native and drought-resistant plants

2.1.2 Water-saving opportunities:

2.1.2.1 Encourage installing rainwater capture systems to conserve water

2.1.3 Vegetation and soil health:

2.1.3.1 Encourage landlords to utilize mulching and drip irrigation systems to conserve and promote soil health

2.1.3.2 Encourage organic and chemical-free, environmentally friendly methods for lawn care and landscaping

3. Office Furniture

To promote employee health and reduce waste, we encourage the purchase of ergonomic, durable furniture that is made with sustainable materials and certified by a green standard.

3.1 Standards

3.1.1 Green furniture certifications:

3.1.1.1 Encourage brands and products that meet recognized environmental standards (e.g., Greenguard, FSC, SCS certified, LEED, etc.)

3.2 Preferred Materials

3.2.1 Material make-up:



- 3.2.1.1 Advocate for furniture made from sustainable, renewable, or recycled materials (e.g., certified wood, recycled metals, and plastics)
- 3.2.2.2 Promote the selection of materials free from harmful chemicals, such as formaldehyde or heavy metals
- 3.2.3 Durability:
 - 3.2.3.1 Encourage durable furniture that minimizes the need for replacements to reduce waste
- 3.3 Design of furniture
 - 3.3.1 Furniture structure:
 - 3.3.1.1 Promote the purchase of ergonomic furniture to enhance employee well-being and productivity
- 3.4 End-of-life
 - 3.4.1 End of life options:
 - 3.4.1.1 Encourage the consideration of furnitures' end-of-life options, including recyclability and refurbishment to reduce waste
 - 3.4.1.2 Promote repurposing and/or refurbishing old furniture
 - 3.4.1.3 Encourage the donation of old furniture that is still in working condition, but no longer needed in office spaces

4. Electronics

To reduce e-waste and our environmental footprint, we encourage the purchase of energy-efficient electronics that incorporate recycled materials, offer storage upgrade options, and support take-back and recycling programs.

- 4.1 Green certifications and ratings
 - 4.1.1 Green certifications:
 - 4.1.1.1 Advocate for electronics with recognized environmental certifications, such as EPEAT, RoHS, or TCO certified
 - 4.1.2 Energy efficiency:
 - 4.1.2.1 Encourage the purchase of energy-efficient devices and equipment (e.g. ENERGY STAR-rated printers and computers)
- 4.2 Material components
 - 4.2.1 Recycled content:
 - 4.2.1.1 Encourage electronics that contain recycled materials
- 4.3 Longevity of electronics
 - 4.3.1 Durability of devices:
 - 4.3.1.1 Encourage devices known for their longevity and reliability to minimize the frequency of device replacement (e.g., encourage devices with long mean times between failures (“MTBF”) and long warranties and support)

4.3.2 Device storage:

4.3.2.1 Encourage purchasing products that allow upgrades in RAM, storage, etc., instead of complete replacement

4.3.2.1.1 Encourage the purchase of a high ram storage amount when a storage upgrade is not offered

4.4 End-of-life

4.4.1 Take-back programs:

4.6.1.1 Encourage purchasing from suppliers/manufacturers with take-back programs

4.4.2 Recycling services:

4.4.2.1 Encourage finding alternative ways to repurpose or recycle electronics through local retailers or pick-up services when devices are not associated with take-back programs

4.4.3 E-waste recycling:

4.4.3.1 Encourage properly recycling e-waste in compliance with local regulations

5. Office Supplies

Our goal is to minimize the waste created by single-use office supplies through purchasing refillable and reusable products made with environmentally friendly or green-certified materials.

5.1 Material make-up and design of supplies

5.1.1 Green certifications:

5.1.1.1 Encourage products with recognized environmental certifications (e.g., FSC, Green Seal, ENERGY STAR)

5.1.2 Reusable and refillable products:

5.1.2.1 Encourage the purchase of reusable or refillable office products (e.g., refillable pens, toner cartridges, soap)

5.2 Material efficiency

5.2.1 Digital solutions:

5.2.1.1 Encourage the use of digital solutions to replace practices that require single-use office supplies (e.g. digital notes instead of paper)

5.2.2 Analog solutions:

5.2.2.1 Encourage double-sided printing to reduce paper consumption

5.3 End-of-life

5.3.1 Recycling office supplies:

5.3.1.1 Encourage participation in recycling programs for paper, toner cartridges, and other recyclable materials

6. Cleaning Products

To reduce our waste and increase resource efficiency, we encourage cleaning supplies that are non-toxic, biodegradable, concentrated, and refillable - buying in bulk, favoring reusable tools over disposables, and preferring products with environmental certifications.

6.1 Product ingredients and packaging materials

6.1.1 Environmental certifications for product ingredients:

6.1.1.1 Encourage products with recognized environmental certifications (e.g. Green Seal, EcoLogo, Safer Choice)

6.1.2 Packaging type:

6.1.1.1 Encourage supplies packaged in biodegradable, renewable, and non-toxic resources

6.2 Product type

6.2.1 Concentrated and refillable products:

6.2.1.1 Encourage concentrated and refillable cleaning products to reduce packaging waste

6.2.2 Reusable products:

6.2.2.1 Encourage purchasing reusable cleaning tools (e.g., microfiber cloths, mop heads, brushes) instead of disposable alternatives

6.2.3 Buying in bulk:

6.2.3.1 Encourage bulk purchasing to reduce packaging waste and transportation impact

7. Food or Food Services

We encourage employees to reduce their footprint by supporting vendors and caterers who prioritize sourcing seasonal, local, and organic produce, and deliver their food in minimal single-use packaging via eco-friendly delivery methods.

7.1 Vendor preferences

7.1.1 Ingredient and product sourcing:

7.1.1.1 Encourage selecting restaurants and catering services that source local, organic, and seasonal produce to reduce our carbon footprint and waste

7.1.1.2 Encourage employees to account for dietary preferences and offer plant-based catering options

7.2 Food and packaging waste

7.2.1 Packaging preferences:

7.2.1.1 Encourage ordering caterers and restaurants that minimize single-use plastics and refrain from excessive packaging

7.2.1.2 Encourage bulk food purchases to reduce packaging waste when applicable (e.g., office snacks)

7.2.2 Dining ware preferences:

- 7.2.2.1 Encourage the use of reusable utensils, plates, and cups for on-site dining
- 7.2.2.2 Encourage the use of sustainable single-use utensils when a reusable option is unavailable (e.g., recyclable and compostable single-use utensils)
- 7.2.3 Reducing food waste:
 - 7.2.3.1 Encourage minimizing food waste through thoughtful menu planning for office snacks and catering
 - 7.2.3.2 Encourage employees to provide feedback on in-office snack/meal options to reduce waste
 - 7.2.3.3 Encourage employees to utilize reusable tupperware provided by the Company to save leftover food for later consumption

8. Fleets

Our goal is to maintain a low environmental footprint by operating fleets with high fuel economy ratings and low greenhouse gas emissions, and selecting vehicles based on space needed and other requirements of specific demand.

The following preferences strictly apply to the Company's owned/leased vehicles within our direct influence.

8.1 Vehicle type

8.1.1 Fuel type and alternatives:

- 8.1.1.1 Promote the use of vehicles with high fuel economy ratings and low greenhouse gas emissions (e.g. select vehicles with diesel engines, rather than gasoline)
- 8.1.1.2 Encourage the use of plug-in hybrid and fully electric vehicles (EVs) when available
- 8.1.1.3 Encourage the exploration of vehicles that operate on alternative fuels such as biodiesel, compressed natural gas (CNG), or hydrogen

8.1.2 Vehicle size:

- 8.1.2.1 Promote the use of vehicles appropriate for the operational demands, including correct sizing for transportation needs

9. Meetings, Events, and Travel

Our goal is to reduce the Company's carbon footprint and waste through digital meetings and documentation, partnering with sustainable vendors and venues, and minimizing transportation emissions. To further our environmental efforts, we encourage employees to seek accommodations with sustainable practices.

9.1 Meeting location and documentation

- 9.1.1 Meeting location:
 - 9.1.1.1 Encourage virtual meetings and conferences to reduce carbon emissions
- 9.1.2 Documentation of meeting discussion:
 - 9.1.2.1 Encourage digital communication and documentation, including electronic agendas, presentations, and handouts, to reduce paper usage
- 9.2 Event vendors and venues
 - 9.2.1 Location:
 - 9.2.1.1 Encourage the selection of central locations to reduce transportation emissions
 - 9.2.2 Certifications:
 - 10.2.2.1 Encourage the selection of vendors and venues that hold green certifications and/or adhere to sustainable practices (e.g., Green Meetings certification)
- 9.3 Work travel
 - 9.3.1 Daily commute:
 - 9.3.1.1 Encourage employees to commute by foot, bike, or public transportation
 - 9.3.1.2 Encourage employees to carpool, use rideshare services, and electric/hybrid vehicles over traditional fuel cars with internal combustion engines (“ICE”)
 - 9.3.2 Hybrid and remote work options:
 - 9.3.2.1 Encourage permitted employees to take advantage of hybrid and remote work options when in-office collaboration is not required to reduce carbon emissions
 - 9.3.3 Booking travel:
 - 9.3.3.1 Encourage economy class travel over business or first to reduce passenger carbon footprint
 - 9.3.3.2 Encourage employees to select commute options with lowest emissions, taking into consideration budget and travel time
 - 9.3.3.3 Promote the coordination of arrival and departure times to enable employees to carpool to/from locations when traveling in a group
- 9.4 Accommodations
 - 9.4.1 Location of accommodations:
 - 9.4.1.1 Encourage centrally located accommodations to reduce transportation needs
 - 9.4.2 Green certifications:
 - 10.4.2.1 Encourage the selection of accommodations with green certifications (e.g., LEED) and strong sustainability practices
 - 9.4.3 Accommodation amenities:



9.4.3.1 Encourage declining unnecessary amenities (e.g., daily towel changes)

9.4.4 Single-use items:

9.4.4.1 Encourage employees to minimize single-use items (e.g., utilize reusable water bottles and coffee cups during travel) to reduce waste

Vita Coco's Green Purchasing Guidelines emphasize our commitment to protecting our natural resources and promoting sustainable ecosystems and resilient communities. We are committed to continuous improvement and minimizing our environmental impact with responsible purchasing decisions. Please reach out to ESG or HR with any questions about our Guidelines.



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