



Sustainable Procurement and Practices

Jan. 19, 2021

In 2019, a Leadership NorthWestern team proposed the company take steps to make our offices and operating divisions more environmentally friendly and sustainable. Their efforts led to the formation of a cross functional committee and ultimately the development of the Sustainable Procurement and Practices Guidelines outlined below. The project's executive sponsor is Brian Bird, president and COO.

The objective of the guidelines is to give preference to those products and services that are environmentally preferred. The guidelines provide concrete points of focus on our sustainability efforts in alignment with the company's ESG (Environmental, Social and Governance) interests including striving to contribute positively to the environment, improve social advancement and conduct ourselves responsibly. NorthWestern Energy employees, contractors and consultants are all encouraged to apply the guidelines as they go about their day-to-day work.

Here are the new guidelines. The company expects they will continue to develop and evolve over time with employee feedback and experience. Please think about how you can incorporate these guidelines into your work and what we might be able to do better as a company. Thank you for helping NorthWestern become more sustainable!

Sustainable Procurement and Practices Guidelines

- **Office & Building Supplies:** Purchase recycled content products and avoid purchasing items that cannot be reused
- **Single-use Plastic Products:** Avoid purchasing or using single-use plastic products
- **Cleaning Products:** Choose eco-friendly cleaning products that are safe and biodegradable whenever possible
- **Office Equipment and Appliances:** Choose energy efficient and water efficient products
- **Technology Equipment:** Standardize business technology equipment and develop reuse/recycling programs
- **Furniture:** Maintain furniture currently in service as long as possible and donate it at end of life
- **Energy Conservation:** Strive to reduce unnecessary energy use in our offices and work locations
- **Recycling:** Reduce the amount of waste sent to landfills by recycling as many products as reasonably possible

Please contact one of the project leads with your suggestions or to report a sustainable "win!"

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