



SUSTAINABLE PURCHASING CHARTER

2020 VERSION



OUR COMMITMENTS TOWARD SUSTAINABLE PURCHASING

The purchasing activity plays an important role in providing solutions to our business. As a strategic challenge for us, we want to be an actor and a partner to our suppliers in the integration of Corporate Social Responsibility issues.

Our Purchasing activity integrates the UN Global Compact 10 principles in its supplier relationships, thereby affirming our commitment to respect and support protection of human rights in our business; fight exploitative forms of labour and uphold workers rights to collective bargaining, freedom of association and non- discrimination; protect our environment, work against corruption in all its forms.

TO PROMOTE A RESPONSIBLE SUPPLY CHAIN AND SUSTAINABLE PERFORMANCE TO SUPPORT OUR BUSINESS, THE PURCHASING DIVISION IS WORKING TO PROMOTE THESE THREE PILLARS :



LEVERAGE INNOVATION PARTNERSHIP WITH SUPPLIERS



INCREASE COMPETITIVENESS



CONTRIBUTE TO LOCAL DEVELOPMENT

Innovate in partnership with suppliers by contributing to their integration into new services and into the circular economy.

Through resource optimization on multiple aspects such as energy consumption, carbon emissions or raw material reuse, and mutually beneficial relationships with suppliers thanks to open-book competition and win-win supplier relationships and partnerships.

Through contribution to the development of regions where it operates by fostering support for SMEs and the promotion of diversity among suppliers in the social and solidarity economy, economic inclusion, and disabled workers sectors.



ENVIRONMENTAL OBJECTIVES

- ▶ Contributing to Carbon emissions reduction commitments
- ▶ Respecting the environment and contributing to the conservation of resources and biodiversity



ECONOMICAL OBJECTIVES

- ▶ Using a total cost of ownership analysis for relevant category

THESE PILLARS ARE BEING
IMPLEMENTED INTO **OPERATIONAL
OBJECTIVES**

- ▶ Reinforcing procurement's social impact through social and solidarity economy and diversity
- ▶ Supporting local development participating in development of small and medium sized businesses
- ▶ Contributing to better employee working condition and well-being with specific concern to workers Health & Safety



SOCIAL OBJECTIVES

SUSTAINABLE PURCHASING CHARTER IMPLEMENTATION

OUR COMMITMENTS ARE IMPLEMENTED ACROSS THE GROUP THANKS TO OUR SUSTAINABLE PURCHASING POLICY WHICH EXTENDS TO THE ENTIRE PROCUREMENT VALUE CHAIN ADOPTING RESPONSIBLE BEHAVIOUR.

THIS APPLIES AT FIRST PLACE TO OUR INTERNAL STAKEHOLDERS WHO ARE COMMITTED TO :



1. Adopt responsible behaviour

- ▶ Being familiar with sustainable purchasing issues and monitoring sustainable procurement indicators
- ▶ Complying with our ethical rules and governances

2. Manage risk

By assessing it and engaged relevant mitigation plan



Thanks to a responsible process that integrates CSR objectives from sourcing to suppliers contract management such as :

3. Promote sustainable supply chain

- ▶ CSR integration in our selection process
- ▶ On site audits which include environmental or health & safety issues
- ▶ Improving CSR clauses inclusion into our contracts

OUR SUPPLIERS COMMITMENTS

We want to encourage our suppliers to contribute to global value creation and economical, social and environmental performance as well as sustainability risk management.

SOCIAL COMMITMENTS

— 1 —

Respect the minimum legal age limit for admission to employment

— 2 —

Not to use slavery, forced or compulsory labour, or any other practice of involuntary labour

— 3 —

Implement a health and safety policy aimed at guaranteeing each employee a safe and healthy working environment, maintaining an environment in which the dignity of persons is respected and taking all necessary measures to limit accidents at work that may occur in the handling of an employee's daily tasks

— 4 —

Prohibition of any verbal or physical threat, physical violence, sexual abuse or harassment

— 5 —

Respect freedom of association and the protection of the right to organise, as well as the right of organisation and collective bargaining of our employees

— 6 —

Prohibition of any distinction between persons on the basis of age, sex, religious belief, political opinion, sexual orientation, social or ethnic origin, disability, family status, nationality, surname or physical appearance
Promote equal treatment and equal opportunities (equal remuneration between men and women for work of equal value)

— 7 —

Prior authorization by Questel for any direct or indirect use of subcontracting by a supplier

— 8 —

In the event that the supplier authorizes subcontracting, he must ensure that his subcontractors comply with the requirements of this Charter.

ENVIRONMENTAL COMMITMENTS

— 9 —

Elimination or minimization of potential environmental risks, and application of the precautionary principle in addressing environmental problems;

— 10 —

Limiting their environmental impact by reducing their greenhouse gas emissions, the use of resources, non-renewable raw materials and environmentally unfriendly products

— 11 —

Make their employees responsible for waste production, and set up mechanisms to limit waste and optimise recycling

— 12 —

Identification, monitoring, control and treatment, in compliance with regulations, of releases to air, water or land of materials, emissions or substances that may constitute a danger to the environment.

ETHICAL COMMITMENTS

— 13 —

Our suppliers undertake not to be involved in any way whatsoever in any act of corruption, extortion or embezzlement, or in any form of bribery.

They must put in place effective management and control procedures and systems to prevent and prevent:

- Money laundering;
- Conflicts of interest;
- Fraud, corruption and any pecuniary advantage;
- Unauthorized access to customer and/or personnel data

Our suppliers undertake to be in compliance with their social and tax commitments in the countries in which they operate.

MONITORING OF COMMITMENTS, CONTROLS AND SANCTIONS

— 14 —

This CSR strategy is a major strategic challenge for our group, so we will pay particular attention to the respect of these clauses by our suppliers, and we even allow the possibility to go as far as:

- by asking the supplier to remedy any non-compliance that Questel may find by implementing, and in consultation with the supplier, a remediation plan;
- by terminating, if necessary, relations with any supplier who does not comply with the Charter.

SUSTAINABLE PURCHASING CHARTER

SIGNING OF THE SUSTAINABLE PURCHASING CHARTER

I, the undersigned, confirm:

- that we have received and fully understood the Questel Sustainable Purchasing Charter
- that we adhere to and undertake to respect its principles, and that their non-compliance may be considered as a breach of our obligations, of such a nature as to result, according to its gravity, in the termination of the contract
- that we will inform all our direct suppliers and encourage them to follow these principles.

Company name :

Name and function of the representative:

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Done at : The: / /

Signature :

QUESTEL