

SUPPLIER BUSINESS CONDUCT MANUAL

1. Presentation

We operate responsibly with respect for people, regulations and for our global environment. It is on these fundamental principles that this business conduct manual places particular emphasis.

1.1. Who is this business conduct manual for?

We expect our suppliers to fully adhere to and strictly comply with these principles, not only in the management of their own business but also of their suppliers and subcontractors. The practices described in this manual of conduct should guide them in their decision-making to ensure that our mission, our values, and our commitments are respected.

1.2. Implementation and application

Adherence to this business conduct manual and its daily application is a condition for doing business with us. It is therefore important to take the time to read it carefully in order to understand it.

However, no document can deal with and foresee all the situations posing an ethical problem likely to arise in the context of daily activities. This business conduct manual does not exempt anyone from exercising their own judgment and using common sense.

When national legislation and other applicable laws and this business conduct manual cover the same subject, the more restrictive provision applies. Moreover, when this business conduct manual is in contradiction with the legislation in force, it is the legislation in force which must be applied.

1.3. Control and audit

We reserve the right to monitor compliance with these principles and to conduct compliance audits at any time without prior notice. Our suppliers will provide necessary information and access to our company representatives who seek to verify compliance with the requirements of this manual. They must commit to improving and correcting any deficiencies detected. Our suppliers must maintain sufficient records to demonstrate compliance with this business conduct manual. Our suppliers will provide our representatives with complete, authentic, and accurate records.

1.4. Consequences of violation

The consequences for violating this business conduct manual and any applicable law are severe and may result in, among other things, the loss of future transactions with our company and possibly the termination of contracts.

2. Respect for people

2.1. Workplace health and safety

We expect our suppliers, who are those aware of the specific risks prevailing in their industry, to ensure a safe and healthy working environment in order to avoid accidents or personal injury which could be caused by, associated with, or be produced during work or while handling equipment. They must set up systems to detect, avoid or neutralize any threat to the health and safety of their personnel and must comply with applicable local and international regulations and laws.

2.2. Human rights

We expect our suppliers not to use practices that would be contrary to the provisions of the International Labor Conventions ratified by France. We expect great vigilance from them with regards to their practices but also the practices of their suppliers and subcontractors on all the subjects covered by the aforementioned conventions (child labor, concealed work, forced labor, freedom of association ...)

2.3. Fair pay and working hours

We expect our suppliers to comply with all applicable wage and hour laws, including minimum wage, overtime, and maximum hour laws

2.4. Union rights

We expect our suppliers to encourage constructive social dialogue and respect the right of each employee to choose whether or not to join a union, or to have employee representation recognized in accordance with applicable law. We expect our suppliers to fight any form of discrimination, harassment or intimidation towards employees or union members.

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2.5. Diversity & inclusion, discrimination & harassment

We expect our suppliers to value & encourage diversity. They must therefore commit to providing equal employment opportunities. Their decisions about hiring, access to training, promotion, laying-off, and selection of suppliers can never be based on criteria of gender, race, religion, age, disability, sexual orientation, political opinion, nationality, social or ethnic origin. We expect our suppliers to treat their employees and suppliers with honesty, respect, and dignity and to refuse any behavior that is harassing, particularly moral or sexual.

3. Business integrity

We expect our suppliers to act legally, to comply with all applicable laws and regulations in France, the European Union and in the countries in which they operate. We expect our suppliers to ensure that their supplies comply with the legal provisions applicable in the countries where they are sold. Our suppliers must be able to respond in due time to any request for information from us on supplies and to certify their origin and composition. Our suppliers must comply with applicable customs laws, including those relating to the importation and prohibition of transshipment of goods in the country of importation.

3.1. Anticorruption and antibribery

Corruption represents a real obstacle to economic development, impeding competition and damaging the reputation of companies. We therefore expect our suppliers to reject all forms of corruption and influence peddling and to comply with flawless business ethics. We expect our suppliers to strictly meet the requirements of the Sapin II law and adopt a "zero tolerance" approach to any act of corruption, whether in their internal relations or with their stakeholders (intermediaries, partners, suppliers, administrations, public officials, etc.). We expect our suppliers to have a compliance program in place, consisting of measures to prevent and detect corruption, including extortion & bribery and influence peddling. For our part, we have set up a procedure for evaluating our third parties which allows us to identify the possible risks of violation and to deal with them, not only upstream of any contractualization but also throughout our professional collaboration.

3.2. Interacting with suppliers and competition

We succeed through the quality of our products, our services, and our people, and never through unfair business practices. We comply with competition laws that preserve free competition and promote a competitive marketplace. It is when markets operate freely that our customers benefit from high quality goods and services at competitive prices. Just as we compete fairly, we are committed to enabling all our suppliers to compete fairly for our business based on the total value they deliver to us. Soliciting any supplier/potential supplier on behalf of charitable, civic, or other organizations must only be done with the prior authorization of our senior management. We expect our suppliers to also allow their own suppliers to compete fairly.

3.3. Subcontracting

Our suppliers may not subcontract all or part of the execution of our contracts without our prior written consent. One of the conditions to our approval is the contractors' acceptance of this business conduct manual and all other applicable terms.

3.4. Quality management

We expect our suppliers to have a robust quality management system to ensure conformity of products to specifications and reproducibility of the production process, characterized by continuous improvement in all day-to-day activities. of their company.

3.5. Confidentiality

We expect our suppliers to protect the confidential information of our company and of all their partners to which they have access and to ensure that they respect the confidentiality agreements in place.

4. Social responsibility

We are aware of the impact of our activities on our global environment. We expect our suppliers to share our commitment to continuously improving our environmental footprint. We expect our suppliers to help us adopt sustainable practices, reduce our consumption of raw materials & energy, optimize natural resources, and promote responsible waste management during the phases of design, manufacturing, distribution, use and recycling of our products.