



**RESPONSIBLE SUPPLIER CHARTER**

..... (To complete with the name of the subsidiary).....

**Supplier’s name and address:** .....  
.....  
.....

**Represented by** .....

**Acting in the capacity of** .....

(To complete with the name of the subsidiary) is a subsidiary of the Lagardère group, a signatory of the UN Global Compact, pursuant to which companies are asked to “embrace, support and enact, within their sphere of influence, a set of core values in the areas of human rights, labour standards, the environment and anti-corruption”.

Accordingly, ....., in the belief that respect for these universal values is of fundamental importance, expects its suppliers and indirectly their partners and subcontractors to comply with these principles and generally to conduct their activities in a manner contributing to the broader objective of sustainable development from a social, environmental and economic perspective.

..... reserves the right to work in priority with businesses that have opted for transparency and compliance with the values stated in this code of conduct, irrespective of the applicable local law.

**1. SOCIAL VALUES**

The Supplier undertakes to comply strictly with the core principles outlined below and guarantees that its own employees and representatives will abide by them.

**A. Child and youth labour**

Not to use child labour in the manufacture of products or the provision of services to ..... and to promote the ban and work towards the elimination of the worst forms of child labour.

Child labour, which is regarded as a form of exploitation, should not be confused with the employment of young people or students. The term “child” refers to boys and girls below the minimum legal working age (which varies according to the type of work and the country) and/or the age from which schooling ceases to be compulsory.

In principle, the minimum age of admission to employment or work should not be less than 15 years. For “hazardous” tasks, the minimum age is set at 18 years, irrespective of the country.



**B. Forced and compulsory labour**

To employ only persons whose presence is voluntary and refuse to accept any form of slavery or similar practice, forced or compulsory labour, as well as any use of (physical or psychological) violence, threats or corporal punishment, etc.

To treat their workers with respect and dignity.

**C. Working time**

Not to require any member of staff to work for more than 48 regular hours per week (as stipulated by the ILO). Furthermore, overtime must not exceed 12 hours per week and enforced overtime must be limited. In any event, all overtime hours must be compensated at a rate above the normal rate. Lastly, all staff members must have at least one day off in every 7-day period.

**D. Wages and benefits**

To provide living wages to its employees, i.e. sufficient to cover their essential needs and those of their families (where there is no legislation applicable in this respect).

To contribute to all statutory social security and welfare funds to which employers and/or employees are required by applicable laws to contribute, including medical insurance, industrial injury insurance, pension, housing and unemployment funds, as well as contribute to these funds on behalf of all employees in accordance with all relevant laws and regulations.

**E. Equal opportunities**

Not to discriminate negatively against employees in any way whatsoever in terms of employment, profession, hiring, compensation or other on grounds such as race, colour, gender, religion, political opinion, ethnic or national origin, social origin or on any other basis.

**F. Health and safety**

To ensure that buildings, workplaces, machinery, equipment and work processes, as well as chemical, physical and biological substances and agents subject to control do not represent any threat to the hygiene, health and safety of employees. Likewise, if needed, protective clothing and appropriate protective equipment must be provided to prevent the risks of accidents or effects harmful to health. The supplier also undertakes to ensure that the same standards of hygiene, health and safety are applied in housing made available to its employees.

**G. Labour relations**

To comply with employees' legal right to form unions and/or organisations representing their choices and/or to sign up to these and comply with employees' legal right to give these unions/organisations a mandate to represent them in collective bargaining, which must take place in a constructive manner.

Accordingly, ..... strongly encourages its suppliers to embark on a labour certification process and recommends referring, pending the introduction of an ISO norm, to the following certifications or reference frameworks:



- SA 8000 (social accountability)
- OHSAS 18001 (working conditions, health and safety)
- ILO-OSH 2001 (occupational safety and health management system)

## 2. ENVIRONMENTAL VALUES

The supplier must under the laws, regulations and administrative practices in force in the countries in which it operates and in accordance with the relevant agreements, principles, objectives and international standards take account of the need to protect the environment and the health and safety of the public.

In particular, the supplier undertakes in the following areas:

### **A. Authorisations, licences and certificates**

To obtain and retain the authorisations, licences and/or certificates of any kind enabling it to operate at all times in accordance with the applicable regulations and upon request, provide them to .....

### **B. Use of natural resources and raw materials and waste management**

To use natural resources efficiently and to strive, wherever possible, to take into account the entire life cycle of the product or service at the design stage (reduce packaging and overpacking, minimise waste, use eco-accredited products, encourage eco-design, think about the recyclability of finished products, etc.).

### **C. Discharges of toxic and hazardous products and greenhouse gas emissions**

Not to use hazardous or toxic products breaching the local regulations, not to spread pollutants or contaminants and in any event to strive to adopt higher standards than merely applying the authorisations and regulations in force.

Likewise, the supplier should curb greenhouse gas emissions caused by the preparation of its products and/or services.

### **D. Hazardous substances: communication and labelling**

Not to supply any product to ..... containing radioactive, PBT (persistent, bioaccumulative, toxic), vPvB (very persistent, very bioaccumulative), CMR (carcinogenic, mutagenic or reprotoxic) or SVHC (substances of very high concern) substances, preparations or compounds.

In certain cases permitted by law, the presence of a hazardous substance must be reported in an appropriate document and/or on the product's packaging (e.g. tobacco, alcohol, air care fragrance, adhesive, etc.).

Accordingly, ..... strongly encourages its suppliers to embark on an environmental certification process and recommends referring to the ISO 14001 international standard or to the European EMAS system.



### 3. BUSINESS ETHICS

The Supplier undertakes to conduct its business in an ethical and responsible manner and will strive to comply with the following principles:

#### **A. Quality**

To maintain the highest standard of rigour, from design to delivery of its products and in the performance of its services, to comply in all respects with its customers' specifications.

#### **B. Confidentiality**

To take whatever action is needed to ensure that its employees and subcontractors keep strictly confidential data and sensitive information exchanged with its partners, customers and suppliers.

#### **C. Intellectual property**

To refrain from using any text, document, model or any creation in general inappropriately for business purposes, i.e. without the permission of their authors and/or beneficiaries or without paying the corresponding royalties.

#### **D. Fight against corruption**

- (i) To commit that neither itself, nor, to its knowledge, any person acting on its behalf, made or offered, and will make or offer, any payment, gift, promise of gift or any other advantage, either directly or indirectly, when such payment, gift, promise or advantage is intended:
  - to influence an act or a decision of a third party, in particular of a public official (which may notably include every person exercising public function, whether elected, appointed or employed by a national, local authority or by a government-owned or government-controlled company, or by a public organization, or by a political party...);
  - to induce a third party (in particular a public official) to act or to refrain from acting, in violation of its legal obligations;
  - to obtain an undue advantage; or
  - to induce a third party (in particular a public official) to use its influence in order to obtain a decision from a public body, a public authority or a government-owned or government-controlled company.
- (ii) To ensure that the individuals or entities with whom the supplier is likely to enter into a business relationship for the purpose of manufacturing or supplying the goods or performing the services supplied to ....., commit to comply with the anti-corruption provisions set out in this article.
- (iii) To refrain from offering any material or intangible gifts to the employees or representatives of....., or to a third party closely related to them (family, friends) except for promotional objects or items of a modest value.



Without prejudice to any remedies (including damages) or claims to which ..... may be entitled by virtue of the contract or of the law, failure to comply with one of the commitments set out in (i), (ii) and (iii) shall entitle ..... to immediately suspend and/or terminate the contract for breach.

**E. Compliance with the International Trade & Economic Sanctions regulations**

- (i) To undertake to comply with the International Trade & Economic Sanctions regulations (embargoes, international financial sanctions) adopted at the international level (in particular with the UN Security Council resolutions), at the regional level (in particular with the European Union Regulations) and at the domestic level (in particular with the US and French laws and regulations) (hereinafter the « International Trade & Economic Sanctions Regulations ») ;
- (ii) To represent and warrant that they are not included on any of the restricted party lists maintained by the U.S. Government, in particular the list administered by OFAC, by the European Union or the member states (collectively, “Restricted Party Lists”)
- (iii) To undertake to immediately report to ..... if they were to be included in any of the Restricted Party Lists;
- (iv) To represent and warrant that all activities related to their activities with ..... and all payments related to these activities comply with the International Trade & Economic Sanctions Regulations.

In the event ..... becomes aware or has any reason to believe that the Supplier has not, in the context of the execution of its relationships with ....., complied with the International Trade & Economic Sanctions Regulations, ..... shall be entitled to suspend payments due to Supplier until it is demonstrated that Supplier was not in breach.

If the breach is confirmed or if the Supplier happened to be included in any of the Restricted Party Lists, ..... shall be entitled to immediately terminate the relationships with the Supplier for breach upon mere written notification; without prejudice to any remedies (including damages) or claims to which ..... may be entitled.

**4. COMPLIANCE WITH APPLICABLE LAWS AND COMMUNICATION**

..... expects that Supplier comply with the national laws of the country in which they are conducting business, any local laws, regulations or standards applicable to their business and the industry standards which have been established in their location; provided, however, in the event of any gap between the provisions of any of the preceding laws, regulations, or standards and the provisions of this document, then the provision containing the higher standards shall prevail.

Suppliers will take appropriate steps to ensure that the provisions of this charter are communicated to its employees.

Document filled in by: .....



Signature (preceded by the handwritten words: *“I hereby adhere to the aforementioned commitments and principles and agree that their application at my facility may be verified by a duly authorised organisation”*):

On: .....

Date: .....

**Bibliographical references:**

All the principles set forth in this Code of Conduct are taken from the following international standards:

- UN Global Compact
- ILO's fundamental conventions
- OECD Guidelines for multinational enterprises (2011 edition)
- REACH regulations (only for Europe)