

Charter for suppliers and subcontractors of SPIE

OVERVIEW

The SPIE Group puts Sustainable Development at the heart of its strategy.

SPIE adheres to the guiding principles of the OECD and since 2003 has been a member of the Global Compact, an organisation which, under the auspices of the United Nations, encourages companies to promote the protection of human rights, compliance with labour standards, the fight against corruption and recognition of environmental problems.

In accordance with this commitment, this Charter demonstrates SPIE's desire to promote the principles of the Global Compact with its suppliers and subcontractors.

This Charter shall apply to all suppliers and subcontractors involved in commercial dealings with SPIE and we encourage them to promote this Charter in their sphere of influence.

By signing this Charter, our suppliers and subcontractors undertake to comply with the requirements set out herein or to notify SPIE of any improvements to be made to it.

OUR VALUES, OUR GUIDING PRINCIPLES

In line with its key values of responsibility, local presence and performance, SPIE has adopted principles and commitments in the fields of ethics, the environment, health and safety, respect for the men and women in the company, diversity, training, risk management, local commitment and listening to the customer.

OUR EXPECTATIONS

Our suppliers and subcontractors are strongly urged to inform us of any ways to improve responsible practices in the fields of safety, the environment, human rights and ethics. They are also invited to report any shortcomings in this Charter to SPIE.

- **Safety**

SPIE aims at zero accidents.

We expect our suppliers and subcontractors to identify and remove any dangerous work situation.

Our suppliers and subcontractors must implement all preventive measures (orientation and training; protective equipment; appropriate operating procedures, etc.) to prevent workplace accidents and occupational diseases.

The design and use of the products and equipment of our suppliers and subcontractors must prioritise the preservation of the safety and health of both users and third parties.

- **Right to work**

We expect our suppliers and subcontractors to develop policies and procedures to ensure observance of labour standards and people's rights within its organisation and with its suppliers and subcontractors.

▪ **General provisions:**

Prevention of forced labour and illegal labour:

Suppliers and subcontractors shall assist in the suppression of forced labour by not making use of any kind of forced or compulsory labour as defined by Conventions C29 of 1930 and C105 of 1957 of the ILO.

Forced or compulsory labour means all work or service exacted from any person under the menace of any penalty and for which said person has not offered him/herself voluntarily.

Suppliers and subcontractors shall not avail themselves of illegal labour as defined by local legislation in force.

Prevention of discrimination:

Suppliers and subcontractors shall banish all discrimination in compliance with the procedures defined by Convention C111 of the ILO of 1958.

Discrimination means any distinction, exclusion or preference made on the basis of race, colour, sex, religion, political opinion, national extraction or social origin, which has the effect of nullifying or impairing equality of opportunity or treatment in employment or occupation.

As an exception, any distinction, exclusion or preference based on the qualification requirements in respect of a particular job shall not be deemed to be discrimination.

Prevention of child labour:

Suppliers and subcontractors shall assist in the effective abolition of child labour.

They undertake not to employ, directly or indirectly, a child under the minimum age for admission to employment or work as established in the host country or by default in the conditions provided for in Convention C138 of the ILO of 1973.

Suppliers and subcontractors shall ensure the elimination of the worst forms of child labour in the conditions provided for in Convention C182 of the ILO of 1999.

Working hours:

Suppliers and subcontractors shall comply with the legal and/or contractual legislation regarding the working hours applicable in the country in question.

Charges/Taxes/Wages:

Suppliers and subcontractors shall comply with minimum wage legislation in force in the country in question. Wages shall be paid regularly at pre-established periods.

Suppliers and subcontractors shall ensure the on-time payment of all charges and taxes for which they are liable in application of the local legislation in force.

▪ **Provisions specific to subcontracting:**

Apart from any relationship of subordination between the contractor (SPIE) and the subcontractor, SPIE can, wherever necessary, take action against its subcontractor in the event of a failure to observe the points mentioned in this Charter and particularly in the event of a failure to observe the basic principles of safety and ethics.

The subcontractor shall respect the legal and/or contractual legislation on subcontracting that is applicable in the country in question if it in turn avails itself of a subcontractor (if allowed in the contract).

- **Ethics**

SPIE maintains high ethical requirements in the conduct of its business. The aim of such requirements is to inspire and preserve a solid culture based on confidence and integrity.

We select our suppliers and subcontractors based on open and competitive consultations.

We require our suppliers and subcontractors to establish and promote ethical principles at all levels in the company, and more specifically:

- Suppliers and subcontractors shall comply with the laws of the states in which they operate, particularly those pertaining to the prevention and the fight against corruption.
- If the national legislation imposes stricter rules than SPIE's principles regarding the ethical conduct of business, the national legislation must always prevail.
- If SPIE's principles regarding the ethical conduct of business provide for stricter rules than the national legislation, SPIE's principles on the ethical conduct of business must be applied.

- **Environment**

SPIE tries to work with suppliers and contractors that have the same objectives and that use environmental best practices, including the quest for energy efficiency, respect for biodiversity, waste reduction and recycling.

Our suppliers and subcontractors shall make a special effort to reduce the carbon footprint of their activities.

Our suppliers and subcontractors shall keep themselves up-to-date on regulatory developments in order to ensure their compliance with the environmental legislation in force.

OUR MUTUAL COMMITMENTS

We undertake to apply internally all the requirements described above.

SPIE also undertakes to:

- Act transparently and objectively.
- Promote responsible purchasing practices in our profession.
- Make our employees aware of Sustainable Development.
- Convey the information of this Charter internally.

Upon SPIE's request, our suppliers and subcontractors shall, where applicable, allow internal or external auditors to check the application of this Charter.

SPIE will work with its suppliers and subcontractors to make up for any shortcomings.

Any serious or deliberate failure by a supplier or subcontractor to observe the principles set out in this Charter may lead to its pure and simple exclusion from our panel of suppliers and subcontractors.

Suppliers and subcontractors shall implement procedures and internal controls to ensure compliance with these principles. SPIE also expects its suppliers and subcontractors to implement the necessary procedures to ensure that these principles are conveyed to their own suppliers and subcontractors.

As a leading company in its market, our role is to take the initiative in this pursuit of progress.

We are sure that the approval of this Charter by our suppliers and subcontractors will contribute to creating value for all concerned in terms of mutually beneficial relations.