



## **PURCHASE DEPARTMENT**



# **Aéroports de Paris SA Supplier CSR Charter**

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Aéroports de Paris has decided to make corporate social responsibility (CSR) a strategic focus for developing its activities. It has decided to incorporate the principles of the United Nations Global Compact (of which it has been a signatory since 2003) into its strategy and to promote these principles within its sphere of influence.

The company ensures that its procurement practices, its processes and the relationships it has with its suppliers are all underpinned by its CSR policy. In 2014, it received the *Label Relations fournisseurs Responsables*— certification jointly awarded by the *Médiation inter-entreprises* (a government body overseen by France's Ministry for Industrial Renewal that was set up to give help to companies encountering contractual difficulties with a client or supplier) and the *Compagnie des Acheteurs de France* (a buyers' association). This label is awarded to French companies in recognition of their ability to maintain sustainable and balanced relationships with their suppliers.

Aéroports de Paris seeks to establish relationships based on trust and mutual respect with existing and prospective suppliers and service providers. It seeks to share ethical and equitable practices with them, and establish relationships that are sustainable and balanced.

This charter formalises Aéroports de Paris' desire to share the ethical principles that form the basis of its corporate strategy with its suppliers, service providers and subcontractors, and to ensure that they also apply them.

By adhering to this charter, service providers undertake to implement all of the principles contained therein, in compliance with national legislation and applicable contractual provisions.

## Respect for Human Rights

### ➤ Principle no. 1: tackling forced labour

Service providers undertake to comply with the principles enumerated in the International Labour Organisation's Conventions (ILO), particularly those which relate to tackling all forms of forced labour.

### ➤ Principle no. 2: abolition of child labour

Service providers undertake to apply the provisions which relate to the abolition of child and adolescent labour as

defined by national legislation or, failing that, by the conventions of the ILO.

## Respect for social practices in relation to labour relations and working conditions

As far as labour legislation is concerned, service providers undertake to comply with all of the requirements specified in national legislation and applicable treaty provisions, and to ensure that its own service providers and subcontractors comply with the above.

### ➤ Principle no. 3: compliance with the principle of non-discrimination

Service providers undertake to ensure that no person is discriminated against during the recruitment process or within the framework of their employment (on the basis of ethnic origin, customs, gender, religion, age, physical ability, state of health, political opinion, social origin, union affiliation, marital status, etc.) and to ensure equal opportunities and treatment when it comes to access to employment.

Furthermore, they undertake to do all that they can in relation to promoting equal opportunities and to treating people who have been excluded from the job market fairly. They also undertake to honour their commitment to employing people with disabilities.

### ➤ Principle no. 4: compliance with applicable legislation in terms of salaries and working hours

Service providers undertake to comply with social legislation governing working hours, together with regulations and collective agreements regarding remuneration.

Service providers undertake to foster the development of their human resources and to comply with their obligations in terms of training such that each of their employees is able to acquire the expertise they need in order to do their jobs properly and develop in their careers.

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## ➤ Principle no. 5: refraining from using undeclared labour

Service providers undertake not to use undeclared labour and to submit all the relevant declarations to the various administrative, welfare and tax authorities that are required in the countries in question.

Service providers undertake to put in place systems for checking that their own suppliers, service providers and/or subcontractors comply with the aforementioned requirements.

## ➤ Principle no. 6: respect for freedom of association

Service providers undertake to acknowledge and respect the rights that employees have to join unions, organisations or collective-bargaining bodies. Service providers will authorise negotiations between management bodies and employees, and will promote freedom of expression and association for their workers.

## ➤ Principle no. 7: prevention of health and security risks

Service providers undertake to take all necessary measures to prevent risks in the workplace in order to ensure the safety of their workers and protect their physical and mental health (measures to reduce the arduousness of work, information and training initiatives, provision of suitable organisational structure and resources, etc.).

Service providers must take care to ensure that their activities do not damage the health or compromise the safety of their personnel, subcontractors, persons tasked with working on a particular assignment, people living locally or those who use their products.

Service providers must proactively implement health and safety initiatives. The risks engendered by their work must be assessed and progress plans must be put in place to prevent these risks.

## Tackling corruption

### ➤ Principle no. 8: ethical practices

Service providers must perform their activities honestly and fairly. Their practices must be in compliance with regulations governing competition and the prohibition of corruption in commercial transactions.

The way in which contracts are negotiated and performed must not result in behaviour or incidents which may be described as active or passive corruption. It may not involve facilitation payments, complicity, influence-peddling or favouritism.

Service providers undertake to prohibit enticements, all offers or payments of improper remuneration to clients and relationships with clients. It also agrees to prohibit all members of its staff from soliciting or accepting improper payments.

Service providers agree to ensure that the procurement process is conducted independently and undertake not to offer its clients any benefits (invitations, gifts, etc.). Maintaining cordial relations may, however, involve the exchange of token gifts for promotional purposes, meals and professional invitations that are deemed reasonable and in compliance with customary practices in terms of the monetary values that they represent. These shall be exchanged in a balanced way and in complete transparency. Such practices are not authorised during negotiation periods or before a contract has been finalised.

Service providers undertake not to supply confidential information in a bid to secure preferential treatment – either for themselves or for third parties.

## Protecting the environment

### ➤ Principle no. 9: compliance with environmental regulations

Service providers undertake to comply with current environmental regulations and to ensure that their activities are well integrated into their natural environment.

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## ➤ Principle no. 10: environmental management

Service providers will do all that they can to ensure that their activities are conducted in accordance with an environmental management system. As such, Aéroports de Paris encourages its service providers to obtain ISO 14001 certification.

## ➤ Principle no. 11: reducing environmental impact

Service providers undertake to implement procedures for identifying and assessing the environmental impact of their activities. Furthermore, they will endeavour to implement an ongoing improvement system in order to control the consequences that their activities have on the environment, in particular by promoting solutions and technologies that cause less harm to the environment.

Service providers will take all necessary measures to manage natural resources (water, raw materials, etc.) effectively, preserve biodiversity, reduce energy consumption, limit CO<sub>2</sub> emissions, prevent soil, water and air pollution and keep waste production to a minimum.

Service providers undertake to incorporate these requirements in terms of the environment into their purchases of products and services and into the design, production and use of their own products and services in order to reduce the impact on the environment throughout their life-cycle, while at the same time maintaining or even improving their quality.

## Implementation and deployment of the charter

This charter must be signed by all of Aéroports de Paris' service providers. By signing it, service providers agree to adhere to its principles and undertake to implement a progress strategy in order to ensure compliance with them.

Service providers undertake to promote the above principles among its employees, service providers and subcontractors and to ensure that all relevant parties comply with them.

At the very least, service providers undertake to meet the requirements of national regulations and international standards.

In the event of a service provider being unable to comply with one or several of the provisions contained in this charter owing to special circumstances, they will be required to inform Aéroports de Paris and to implement corrective measures within a certain predefined time-frame.

Service providers may be audited by Aéroports de Paris' Purchasing Division, or by an outside audit firm appointed by Aéroports de Paris in order to check that their practices are in compliance with the principles outlined in this charter.

Service providers may contact Aéroports de Paris' supplier relations mediator in the event of any difficulties which may arise from the interpretation of the provisions contained in this charter.

## Agreement and signature

I, the undersigned, on behalf of:

.....

accept Aéroports de Paris SA Purchasing Division's Supplier CSR charter and undertake to ensure that our company adheres to the principles contained therein.

**Company name:**

**Date:**

**Signed by**

**Position:**

**Signature and company stamp**