



PROCUREMENT LOGISTICS SERVICES DIVISION



Aéroports de Paris SA Supplier & Partner CSR Charter

Aéroports de Paris has decided to make corporate social responsibility (CSR) a strategic focus for developing its activities both in France and abroad. 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.

Furthermore, it acts on a daily basis to contribute to 11 of the 17 Sustainable Development Goals of the UN 2030 agenda:

LES 11 ODD SUR LESQUELS NOUS AGISSONS :



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 and then again in 2018, it received the *Label Relations Fournisseurs et Achats Responsables* [Supplier Relations & Responsible Purchasing Label], a certification jointly awarded by the Médiation Interentreprises (a government body overseen by France's Finance Ministry) and the Conseil National des Achats. 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 to 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 respect and implement all of the principles contained therein, in compliance with national legislation and applicable contractual provisions. They also commit to ensuring that their subcontractors respect the principles outlined in this charter.

This commitment is valid regardless of the Aéroports de Paris site at which the service provider is likely to operate, since the "assets" belonging to Aéroports de Paris within the "One Group" airport group are located in many different countries, and therefore covered by different laws.

The process of adoption of this charter ensures compliance with the law and the fight against corruption in each country through the incorporation of local regulations, to which the internal guidelines defined by the group may be added.

Respect for Human Rights

Principle No. 1: tackling forced labour

Service providers undertake to comply with the principles enshrined in the International Labour Organisation (ILO) Conventions, 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 relating to the abolition of child and adolescent labour as defined by national legislation or, failing that, by the ILO conventions.

Compliance with employment practices in 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 their own service providers and subcontractors comply with the above.

**Principle No. 3:
respecting the non-
discrimination principle**

Service providers undertake to uphold the non-discrimination principles with regard to recruitment and employment (ethnic origin, lifestyle, gender, religion, age, physical capacity, health status, political views, social origin, trade union membership or marital status,...) and to ensure equal opportunities and treatment in terms of access to employment.

Furthermore, they undertake to do all that they can in relation to promoting equal opportunities and to the fair treatment of people who have been excluded from the job market. 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 their careers.

**Principle No. 5:
non-use of 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 safety risks**

Service providers undertake to implement occupational risk prevention measures to ensure safety and to protect their employees' physical and mental health (hard working conditions, information and training actions, setting up suitable resources and an appropriate structure, 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**

8-1 : Compliance with anti-corruption regulations

Service providers undertake to respect all national and international anti-corruption laws, regulations and standards, for the duration of the contract.

This commitment also requires that service providers comply with all legislation that incriminates acts of corruption, influence peddling, bribery, illegal acquisition of interest, embezzlement of state funds, favouritism or any other act of dishonesty in the countries in which they conduct business as well as all national and international legislation regarding these issues. 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 customers and relationships with customers. They also agree to prohibit all members of staff from soliciting or accepting improper payments.

Service providers agree to ensure that the procurement process is conducted independently and undertake not

to offer their customers 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 the rules laid down by Aéroports de Paris. 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.

8-2: Implementation of an internal system for preventing corruption

Service providers confirm that they have implemented - or will implement within two months of signing the contract - a system (with rules, measures, procedures and suitable controls) within their company to prevent acts of corruption, influence peddling, bribery, illegal acquisition of interest, embezzlement of state funds, favouritism or any other act of dishonesty.

This system will need to adapt to changes in the regulations referred to in the article “Compliance with anti-corruption regulations”.

Service providers agree to keep this system in place throughout the duration of the contract, without suspension.

8-3: Reporting obligation

Throughout the duration of the contract, service providers commit to being fully transparent by immediately informing Aéroports de Paris in writing should any of the following situations occur, whether they concern the service providers directly or persons associated with them (such as a partner, employee, shareholder or service provider or subcontractor):

- someone is found guilty of corruption, influence peddling, bribery, illegal acquisition of interest, embezzlement of state funds, favouritism or any other act of dishonesty.

In the event of a conviction, Aéroports de Paris reserves the right to terminate the contract under the conditions provided for in the contractual documents.

- And more generally of any other breach that the service providers may have detected as part of the system pursuant to Article 8.2.

Service providers commit to providing Aéroports de Paris with evidence of the actual implementation of the system referred to in Article 8.2, on their first request.

Service providers also undertake to inform their employees by all available means of the terms and conditions under which they can use the company's own whistleblowing system and/or the whistleblowing system implemented by Aéroports de Paris aimed at reporting serious violations of human rights, fundamental freedoms, and occupational health and safety in accordance with the law regarding the duty of vigilance. The information provided shall also concern the protection of whistleblowers.

Protecting the environment and reducing greenhouse gas emissions

Principle No. 9: observance of environmental regulations

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

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 implement a system with a view to obtaining ISO 14001 certification.

Principle No. 11: reducing environmental impacts

Service providers undertake to implement procedures for identifying and assessing the environmental impacts 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 more environmentally-friendly solutions and technologies. In particular, service providers undertake to do their utmost to manage mineral and natural resources (metals, water, mineral or organic raw materials), to protect biodiversity, to reduce energy consumption, to prevent and avoid soil sealing and the pollution of water and air, to promote recycling and reuse, and to minimise waste production. Waste must be systematically processed according to the regulations in force.

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

**Principle No. 12:
measuring and reducing greenhouse
gas emissions**

Service providers undertake to:

- a) implement the assessment of greenhouse gas emissions from their activities using best-known methods and practices. These assessments will be updated as necessary
- b) achieve "carbon neutrality" for their activities that concern any airport sites that are signatories to the Airports for Trust charter, by 2030 at the latest

To this end, the service providers undertake, prior to signing and for the entire duration of the contract, to share relevant information and best practices aimed at achieving the expected results in this regard, with Aéroports de Paris.

**Principle No. 13:
energy management principle**

Service providers will do all that they can to ensure that their activities are conducted in accordance with an energy management system. As such, Aéroports de Paris encourages its service providers to implement a system with a view to obtaining ISO 50 001 certification.

**Principle No. 14: reducing energy
impact**

Service providers undertake to implement procedures for identifying and assessing the energy 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 energy

efficiency, in particular by promoting highly efficient solutions and technologies.

Service providers undertake to incorporate these energy efficiency requirements 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 energy impact throughout their life-cycle, while at the same time maintaining or even improving their quality.

Suppliers also commit to promoting best practices in terms of energy performance to their staff, thus helping to fight climate change and boost energy efficiency.

Implementation and deployment of the charter

This charter must be signed by all of Aéroports de Paris SA's 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 to their 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 more of the provisions set out in this charter, due to special circumstances, they must inform Aéroports de Paris and implement corrective measures within a certain predefined time frame.

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.

In this context, Aéroports de Paris has received "Supplier Relations & Responsible Purchasing" certification from the French Ministry of Finance.

Aéroports de Paris encourages its service providers to implement a system with a view to obtaining this certification, to self-assess, or to adhere to the certification process of international standards ISO 26000 or ISO 20400.

Audits & corrective action

At any time during the term of the Contract, Aéroports de Paris may carry out checks, or arrange for checks to be carried out, to monitor the Service providers' compliance with this charter. The scope of such an audit may cover all or some of the charter's principles.

If Aéroports de Paris decides to commission a third party to carry out the audit, it shall choose an independent company bound by an obligation of confidentiality.

Aéroports de Paris shall inform the Service provider of its intention to carry out an audit at least 15 (fifteen) calendar days before the planned start date of the audit.

Service providers commit to providing the assigned auditor with unlimited access to their premises during their opening hours. They commit to cooperating in good faith with the auditor and to providing them with all the documents and information that are necessary or useful to the performance of the audit.

To this end, Service providers commit to giving the auditor access to their business archives during the term of the Contract, including accounting documents in a usable form for the auditor.

The audit shall give rise to a report, and Aéroports de Paris shall send a copy of this report to the Service provider.

Without prejudice to the provisions relating to the GCC, if the audit report reveals breaches of the Service providers' obligations, Aéroports de Paris shall define a corrective action plan with the supplier.



Agreement and signature

I, the undersigned, on behalf of:

.....

accept the Aéroports de Paris SA's Procurement Division Supplier CSR Charter and undertake to ensure that our company adheres to the principles set out therein.

Company name:

Date:

Signed by:

Position of the signatory:

Signature and company stamp: