

PROCUREMENT DIVISION



Aéroports de Paris SA Supplier CSR Charter

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 and then again in 2018, it received the "Label Relations Fournisseurs et Achats Responsables", a certification jointly awarded by Inter-Company Mediation (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. It seeks to share ethical and fair 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, and to ensure that they also apply them.

By adhering to this charter, suppliers undertake to 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.

Respect for Human Rights

* Principle no 1: tackling forced labour

Suppliers 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

Suppliers 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, suppliers undertake to comply with all of the requirements specified in national legislation and applicable treaty provisions, and to ensure that its own suppliers and subcontractors comply with the above.

* Principle no 3: compliance with the principle of non-discrimination

Suppliers 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

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

Suppliers 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.

* Principle no. 5: refraining from using undeclared labour

Suppliers 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.

Suppliers undertake to put in place systems for checking that their own suppliers, comply with the aforementioned requirements.

* Principle no. 6: respect for freedom of association

Suppliers undertake to acknowledge and respect the rights that employees have to join unions, organisations or collective-bargaining bodies. Suppliers 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

Suppliers 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.).

Suppliers 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.

Suppliers 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

Suppliers undertake to respect all the national and international anti-corruption laws, regulations and norms for the duration of the Contract.

This commitment also requires that suppliers comply with all legislation aimed at incriminating 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.

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

Suppliers agree to ensure that the procurement process is conducted independently and undertake not to offer its 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.

Suppliers 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

Suppliers state 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".

Suppliers 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, suppliers commit to being fully transparent by informing Aéroports de Paris in writing immediately in the event of any of the following situations, whether they concern suppliers or persons associated with them (such as a partner, employee, shareholder 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 condemnation, Aéroports de Paris reserves the right to terminate the contract under the conditions provided for in the contractual documents.

- Any other breach that the suppliers may have detected as part of the system pursuant to Article 8.2.

Suppliers commit to providing Aéroports de Paris with evidence of the actual implementation of the system referred to in Article 8.2, on ADP's first request.

Suppliers also undertake to inform their employees by all available means of the modalities under which they can use the company's own whistleblowing system and/or the whistleblowing system implemented by Aéroports de Paris aimed at denouncing 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 should also concern the protection of whistle-blowers.

Protecting the environment

* Principle no. 9: compliance with environmental regulations

Suppliers 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

Suppliers 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 suppliers to obtain ISO 14001 certification.

* Principle no. 11: reducing environmental impact

Suppliers 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.

Suppliers will take all necessary measures to manage natural resources (water, raw materials, etc.) effectively, preserve biodiversity, reduce energy consumption, limit CO₂ emissions, prevent soil, water and air pollution and keep waste production to a minimum.

Suppliers 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.

* Principle no 12: energy management principle

Suppliers 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 suppliers to obtain ISO 50001 certification.

* Principle no 13: reducing energy impact

Suppliers 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.

Suppliers 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 for fighting against climate change and contributing to energy efficiency.

Implementation and deployment of the charter

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

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

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

In the event of a supplier 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.

Suppliers 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.

Audit

At any moment during the term of the contract, Aéroports de Paris may carry out checks, or arrange for checks to be carried out, to monitor the suppliers compliance with this charter.

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 suppliers of its intention to carry out an audit at least 5 (five) calendar days before the planned date of the audit.

Suppliers commit to providing the assigned auditor with unhindered 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 for carrying out the audit.

For this purpose, suppliers 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 give a copy of this report to the suppliers.



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

Agreement and signature

I, the undersigned, on behalf of:

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accept the Procurement division of Aéroports de Paris SA'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: