



GROUPE ADP

**GROUPE ADP
PROCUREMENT POLICY**

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1. Introduction

Context

The main goal of Groupe ADP is to be the leader in airport design, construction and management and a European leader company in terms of Corporate Social Responsibility (CSR).

As a service company whose proportion of purchases accounts for almost 60% of the turnover, the Groupe ADP must have a robust purchasing organisation to meet the challenges it faces: securing expenses while sustaining optimal practices for internal and external stakeholders' satisfaction in accordance with CSR principles.

To achieve this goal, the Groupe ADP has decided to implement a Groupe ADP Procurement Policy aimed at globalising, consolidating and harmonising:

- its strategic orientations,
- its organisation
- and its objectives.

The goal is to streamline procurement practices and operating methods as required to increase transparency and performance, and enable each party involved, to benefit from the purchasing value chain, whether they are a requesting department, buyer or suppliers/service provider.

Scope of application of the Procurement Policy

This policy applies to the Groupe ADP, i.e.: Aéroports de Paris SA and its three subsidiaries: A.I.G., Hub One and TAV Airports.

It covers all the operating expenses of the Groupe ADP according to four major purchasing areas:

- services
- general purchases (supplies and general resources, intellectual services, information systems, energy, and laboratory)
- workmanship
- and airport equipment.

To manage this Groupe ADP-wide endeavour, the policy is:

- led by the Corporate Procurement Officer (CPO),
- managed centrally by the ADP SA Procurement Division, and at the subsidiaries level by the procurement Managers appointed by the entity concerned.

To control the expenses incurred for Groupe ADP, the signing of all contracts must be approved first by the requesting department manager, the buyer, the



management controller responsible for the budget, and the relevant legal officer, in accordance with the rules determined within each entity.

In addition, signing authority is allocated as follows:

- For Groupe ADP's contracts and for ADP S.A.: The Procurement Division (SLA) signs all contracts except for those falling under Executive Management and contracts related to Engineering and Projects led by ECP Division.
- The contracts of the subsidiaries are signed by the subsidiaries' management, according to the signing authority and delegations defined.

2. A procurement policy structured around four strategic orientations

The aim of the Procurement Departments is to contribute to the Groupe ADP's financial objectives, operational performance, and internal customer satisfaction.

To achieve these objectives, the Procurement Policy is based on the following pillars:

Best value for money

Groupe ADP's objective is to buy products and services with the optimal mix between price, quality, lead-time, and CSR contributes to improving the Groupe ADP's profitability, performance, and customers' satisfaction:

- The work to define needs allows to better anticipate, consolidate and standardise business requirements for products and services as precisely as possible.
- Then, knowledge of the market and its players, as well as the various forms of contracts offered, allows to design and carry out procurement strategies aimed at optimising costs, quality, and deadlines (contracting and delivery) to best meet the requirements of customers.

All procurement operations must be based on the principles of fairness, competitiveness, equality of treatment and transparency, and must ensure that all suppliers, including small businesses, can compete for business. Competitive pricing, product innovation and performance improvements are some of the benefits that come from fair and transparent procurement practices. Competitive procurement ensures that units get the best value for Groupe ADP

For entities that agree, the principle is therefore to favour, under the conditions permitted by law, the use of the procurement process most conducive to achieving these objectives.



Supplier relationship

Our suppliers, as contributors to our performance, are positioned within a framework of enhanced relationships.

The focus on supplier relationship is reflected not only in the selection process but also in the monitoring of their services, by evaluating their performance.

The Groupe ADP maintains an extensive panel of local and global suppliers of various sizes, selected within standard and criterion of performance and compliance.

The suppliers are encouraged to share the Groupe ADP values of respect for people, safety, and environment, are able of providing services at any time by controlling all constraints while driving innovation and sharing know-how.

Corporate Social Responsibilities (CSR)

Groupe ADP will act as a driving force to support suppliers in making progress and continuous improvement relating to Corporate Social Responsibilities (CSR) and to co-build the products and services aligned with Groupe ADP's quality and sustainability requirements.

Similarly, Groupe ADP's goal of achieving the highest level of CSR performance is reflected in concrete actions, including:

- Promoting ethics in practices and securing purchasing and procurement processes,
- Reducing health and social risks,
- Limiting the environmental impact of products and services throughout their life cycle,
- Further stimulating the economic fabric and innovation through even stronger collaboration with SMEs in the region,
- Promoting solidarity-based purchasing and social and solidarity economies

Obligation of compliance

To ensure a high level of compliance at all stages of the purchasing process, Groupe ADP endeavours to achieve and maintain transparency, regulatory compliance, and ethics of transactions by:

- Training all employees in the Groupe ADP's ethical principles and values, and ensure that buyers are trained in the rules of public procurement, (when relevant)
- Implementing best practices within the purchasing teams,
- Evaluating suppliers in accordance with the requirements of anti-corruption laws and the duty of care,
- Ensuring the protection of personal data collected in the course of our activities in compliance with the General Data Protection Regulation.

Finally, as a signatory of the Responsible Supplier Relationships Charter on behalf of Groupe ADP, (as referred in the annexes) and a holder of the corresponding label (ADP SA only at this stage), the Groupe ADP intends to further consolidate its approach and gradually extend it to all the subsidiaries of the Groupe ADP.



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3. Groupe ADP companies' commitments for short-term & long-term purchasing performance improvement

In addition to the four strategic orientations defined above, the signing entities agree to cooperate and to exchange all relevant information in order to:

- seek and promote synergies in their respective purchasing needs;
- apply Groupe ADP's objectives and procedures;
- establish common reporting;
- progressively harmonize practices, processes, delegations, way of working.

The signing entities will thus aim at setting-up a global, collaborative and comprehensive organization maximizing performance and optimizing the use of Groupe ADP's resources in order to:

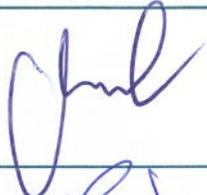
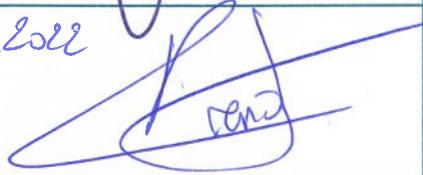
- Support businesses
- Secure procurement transactions and business operations
- Ensure compliance with Groupe ADP policies, strategies, objectives, and ethics rules.

4. Reference documents

- Groupe ADP CSR Charter
- Groupe ADP Ethics Charter
- Responsible Supplier Relationships Charter

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