



## Responsible Purchasing Charter

This charter is based on mutual commitments. **CQFD** requires its suppliers to sign this charter in which they undertake to:

- Comply with **CQFD** responsible purchasing charter
- Ensure that their own suppliers and subcontractors comply with the charter.
- Accept the assessments carried out by the company and implement any required action plans.

This charter must enable suppliers of products and services to make further progress regarding Corporate Social Responsibility.

A responsible purchasing policy is developed over the long term and must enable suppliers to meet these new requirements over time.

This is a continuous improvement approach based on our partnership with suppliers.



## HUMAN RIGHTS

**CQFD** undertakes to comply with the international rules laid down by the UN and the principles of the Universal Declaration of Human Rights.

❖ **Human rights:**

Promote and comply with the protection of international human rights law within their sphere of influence;

Ensure that no one is complicit in human rights abuses.

❖ **Environment:**

Apply the precautionary approach to environmental problems;

Undertake initiatives to promote greater environmental responsibility.

Encourage the development and distribution of eco-friendly technologies.

❖ **Fight against bribery:**

Encourage action against all forms of bribery and require our employees not to accept anything that could be taken for personal gain by one of the company's suppliers or subcontractors.

### EXPECTED COMMITMENTS FROM SUPPLIERS:

Comply with international standards of behaviour and human rights, and ensure that its own suppliers comply with them.

Complete the Corporate Social Responsibility (CSR) surveys carried out by **CQFD**.

Do not practise or support corporal punishment, threats of violence, public threats or any form of abuse or harassment at work.

Set up measures aimed at guaranteeing the internal confidentiality of information provided by the company, particularly strategic information.



## ENVIRONMENT

**CQFD** undertakes to reduce its energy dependency by controlling its consumption of gas, fuel and electricity. Our aim is to monitor our consumption and draw up an action plan to optimise energy use and reduce waste ;

Contributes to the fight against climate change (greenhouse gas assessment planned for 2024).

Limits waste production and promotes all forms of recovery. We sort our waste and reuse our paper.

Undertakes to identify the potential impact of its activity on the environment.

Complies with legal obligations regarding the declaration of polluting emissions and waste generated.

### EXPECTED COMMITMENTS FROM SUPPLIERS:

Set up measurable actions and indicators in order to protect the environment, such as controlling energy and water consumption.

Set up initiatives to promote the sustainable use of resources.

Set up initiatives to promote recycling and establish a register of non-hazardous waste.

Set up initiatives to reduce greenhouse gas emissions from their activities.



## LABOUR RELATIONS AND WORKING CONDITIONS:

**CQFD** strives to maintain jobs , ensure equal opportunities, create the conditions for effective social dialogue, prevent work-related accidents and occupational illnesses and enhance skills.

People are the key to the company's overall performance. Suppliers are an integral part of the company's sphere of influence. Contributing to the social performance of all employees is part of this quest for excellence.

**CQFD** undertakes to:

- Comply with regulations on employment law and support its suppliers in their social and occupational health and safety progress ;
- Enable all employees to take training courses to enhance their skills ;
- Produce and distribute a social report on professional equality ;
- Uphold freedom of association and the right to collective bargaining ;
- Eradicate all forms of forced or compulsory labour ;
- Abolish child labour effectively ;
- Encourage the protection of young workers ;
- Eradicate discrimination in employment and occupation.

### EXPECTED COMMITMENTS FROM SUPPLIERS:

#### IN TERMS OF HEALTH AND SAFETY AT WORK

Comply with regulations on employment law and occupational health and safety (OHS).

Provide employees with proper working conditions: air quality, temperature, noise level, easy and free access to drinking water and washrooms.

Appoint a health and safety committee responsible for reducing the number of incidents/accidents and improving working conditions.

Carry out an OHS risk analysis and set up actions to control, monitor or prevent the risk of accidents at work and occupational illnesses without forgetting PSRs (Psychosocial Risks).

#### IN TERMS OF SOCIAL ISSUES

Enable all employees to take training courses to enhance their skills.

Carry out a social report on professional equality

Carry out social dialogue (staff representative bodies, number of delegation hours, etc.)



## ETHICS, FAIR PRACTICES AND PROPERTY RIGHTS

**CQFD** employees who are in contact with suppliers must act in a way that safeguards their company's interests, maintains their independence of judgement and avoids any conflict of interest.

In order to build lasting business relationships with suppliers based on mutual trust, relations between suppliers and employees must remain courteous.

Therefore, in their contacts with suppliers, all employees are required to act with:

- Probity and impartiality, which means systematically refusing any direct or indirect advantage likely to influence a professional decision,
- Honesty in the negotiation, conclusion and performance of contracts,
- Compliance with confidential information on: the economic and financial situation of suppliers, information gathered during audits.
- Transparency in selecting suppliers, awarding contracts and communicating information.
- Compliance with confidentiality and data protection regulations

As far as possible, **CQFD** undertakes to manage its purchases on a forward-looking basis in order to give its suppliers greater clarity.

### SUPPLIER COMMITMENTS

Identify all their employees exposed to the risk of bribery in their professional activities.

Do not offer gifts/bribes or other benefits to buyers or any other company employee/representative in order to facilitate their activities.

Take measures aimed at guaranteeing the internal confidentiality of information provided by the company, particularly strategic information.

Take all necessary measures to protect the data entrusted to them in the performance of their duties.



**CQFD** shall reserve the right to ensure that all its suppliers comply with this responsible purchasing charter. Such verification will be carried out either by the supplier's self-assessment or by an audit conducted by **CQFD** or by an external source appointed by **CQFD**.

If suppliers notice unethical behaviour or a breach of the rules mentioned in this charter, they must report it immediately using the dedicated email address ([alexis.quevilly@cqfd-sas.com](mailto:alexis.quevilly@cqfd-sas.com)). All reports will be treated confidentially and **CQFD** will take the appropriate measures.

## SIGNATURE

We hereby confirm that:

- we have received and fully understood CQFD responsible purchasing charter ;
- we undertake to implement these principles and that failure to do so may be considered a breach of our obligations and, depending on the seriousness of the breach, may result in termination of the contract ;
- in the event of non-compliance with this charter, we confirm that we will notify CQFD by return e-mail within 1 month and that we will take the necessary steps or implement the necessary corrective action plan within 6 months, subject to verification by CQFD.
- we will therefore inform all our direct suppliers, and encourage them to follow these principles.

Date: ..... / ..... / .....

Company name: .....

Representative's name: .....

Representative's title: .....

Signature and stamp:

Company logo/stamp: