

# Responsible Purchasing Charter

## Foreword

ALTEN's international development and position in the Engineering and Technology Consulting market gives us a responsibility towards all our stakeholders. Over the last few years, the Group has therefore integrated sustainable development into its growth strategy, so that all employees agree with and respect ALTEN's values: human capital development, engineering culture, profitable and sustainable growth.

The strategic thrusts of the Group's sustainable development approach have been aligned with these values, and are built on three pillars:

- A career fast-tracker employer;
- A stimulator of innovation;
- A responsible partner.

The Group is also committed to promote respect of this approach within its sphere of influence. By means of this Charter, ALTEN invites all of its suppliers and partners to join in and take action to implement a continuous improvement.

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## ALTEN'S COMMITMENTS TOWARD SUPPLIERS

ALTEN undertakes to respect the 10 principles of the Global Compact, the Universal Declaration of Human Rights of the United Nations, the various conventions of the International Labour Organization and the OECD Guidelines for Multinational Enterprises.

ALTEN aims at working with the best suppliers in the marketplace, offering a high quality of service, contained costs but also innovative solutions.

When referencing or trading with current or potential suppliers and subcontractors, ALTEN is committed to a key principle based on partnership, ethic, loyalty and integrity.

ALTEN's procurement policy and practices ensure fair treatment, independence, fight against misappropriation, transparency in choices and decisions and ongoing improvement for mutual interest.

ALTEN is committed to act in compliance with regulations in effect, and to share these values and principles toward all its employees.

## COMMITMENTS OF SUPPLIERS

By signing this Charter, ALTEN's suppliers must comply with the principles of the United Nations Global Compact and the International Labour Organization, and all prevailing national and international regulations. They undertake to devote the necessary means to ensure that they respect the principles set out in this Charter.

### Human Rights

ALTEN Group suppliers will undertake to respect and promote international guidelines relating to Human Rights. In particular, they will ensure that they are not complicit in any breach of these fundamental rights.

### Child labour

ALTEN Group suppliers will contribute to the effective abolition of child labour. They will respect the age limit set in the laws of each country where they operate and, in any case, they undertake, regardless of the country's legislation, to never hire children under the age of 15 years.

### Forced and obligatory labour

ALTEN Group suppliers will ensure that they eliminate forced or obligatory labour. Work shall be voluntary and employees shall be free to leave their workstation or to resign on a reasonable cause.

### Discriminations

ALTEN Group suppliers will fight all forms of discrimination from their working practices, including gender, religion, disability or political affiliation, and will commit to promote cultural diversity.



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## **Fight against corruption**

ALTEN Group suppliers will undertake to tackle corruption in all its forms, including extortion and bribery. They will not offer, directly or indirectly, any kind of advantage, pecuniary or otherwise, to ALTEN Group suppliers. Gifts and entertainments shall stay within acceptable limits, in accordance with established practiced and anti-bribery laws, and shall never create any obligations from the recipient toward the one offering.

## **Health and safety**

ALTEN Group suppliers will ensure their employees an appropriate quality of life and a suitable work environment, in compliance with health and safety local and international regulations.

## **Remunerations**

ALTEN Group suppliers will abide by the national law with respect to minimum wage and equal remuneration.

## **Freedom of association and collective bargaining**

ALTEN Group suppliers will undertake to respect freedom of association and to recognize the right to collective bargaining.

## **Environnement**

ALTEN Group suppliers will comply with all prevailing environmental law and regulations. They undertake to exercise caution when dealing with environmental issues. They strive to reduce their environmental footprint, both direct and indirect, by developing initiatives in favor of a greater environmental responsibility, promoting eco-design or encouraging the development and distribution of environmentally-friendly technologies.

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## IMPLEMENTATION AND CONTINUOUS IMPROVMENT

This Charter is an integral part of the General Procurement Terms and applies to all ALTEN Group suppliers. The Group aims at promoting social and environmental clauses. ALTEN asks its suppliers to highlight their sustainability actions, that should be considered as a competitive advantage.

ALTEN Group suppliers undertake to devote the necessary means to ensure that they respect the principles set out in this Charter, and to pass on these guidelines to their own service providers, including those operating in countries which have not signed up to the conventions of the International Labour Organization.

ALTEN reserves the right to conduct audits.

In the event of any practice in discordance with the principles stated in this Charter would be detected, ALTEN may ask the supplier to implement corrective actions or terminate without notice any trade relationship.

Simon AZOULAY  
Chief Executive Officer



### SIGNATURE

We hereby certify that:

- We have received and are fully aware of the ALTEN Group's Responsible Purchasing Charter;
- We are committed to implement these principles. A non-compliance might be considered as a breach in our duties and could lead to, according to the seriousness of this non-compliance, the termination of the commercial relationship;
- We will consequently inform all our direct suppliers and support them to respect these principles.

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

Company name: .....

Representative name: .....

Representative title: .....

Signature:

