

## FUNDAMENTAL PRINCIPLES OF PURCHASING (FPP)

Suppliers are required to comply with and to make sure that their own suppliers and subcontractors comply with applicable laws, as well as principles equivalent to those set forth in the Universal Declaration of Human Rights, the fundamental Conventions of the International Labour Organization, the United Nations Guiding Principles on Business and Human Rights, United Nations Global Compact, the Voluntary Principles on Security and Human Rights, and the OECD Guidelines for Multinational Enterprises.

Effective policies and procedures should be implemented, in particular with respect to the principles set out below.

- **Respecting human rights at work:**

Ensure that working conditions and remuneration of workers preserve human dignity and are consistent with the principles defined by the Universal Declaration of Human Rights and by the fundamental Conventions of the International Labour Organization.

*Prohibition and prevention of child labour*

Prohibit employment of workers under the age of 18 for hazardous and night work, and prohibit employment of workers under the age of 15, except where local law provides for greater protection for the child.

*Prohibition and prevention of forced labour*

Ensure that no worker is coerced to work against his/her will through the use of violence, intimidation, financial coercion or threat of penalty or sanction.

Prohibit confiscation of workers' identity documents, provided that where local law requires such document to be retained, workers must have immediate and automatic access to such documents.

Ensure that no recruitment fees are charged to the worker.

*Working conditions, remuneration and compensation*

Establish an employment contract.

Provide a living wage and ensure compliance with a maximum number of working hours, adequate rest time and parental leave.

Document compliance with such requirements.

*Health and Safety at work*

Provide a healthy and safe workplace where workers are protected from accidents, injuries, and work-caused illness.

When accommodation is provided by the employer, ensure that it is safe, clean and adequate as a living space.

*Prohibition and prevention of discrimination and harassment at the workplace*

Prohibit harassment and practices resulting in discriminatory treatment of workers with particular attention to recruitment, compensation, benefits or termination.

*Freedom of speech, association and collective bargaining, freedom of thought, conscience and religion*

Allow workers to choose whether to be member of a collective bargaining organization. In countries where such right is restricted, ensure employees have the right to participate in a dialogue about their collective work situation.

### *Grievances and Concerns*

Ensure workers can express grievances and concerns without fear of reprisal.

- **Protecting health, safety, and security:**

- Perform risk analysis and assessments in these areas and implement appropriate means to prevent those risks;
- Establish a system for monitoring events that occurred in these areas.

- **Preserving the environment:**

- Implement an appropriate environment risk management system, in order to identify and control the environmental impact of activities, products or services, to continuously improve environmental performance, and to implement a systematic approach to define environmental objectives, achieve them and demonstrate that they have been achieved;
- Undertake the improvements needed for protecting the environment;
- Limit the impact of industrial activities on the environment.

- **Preventing corruption, conflict of interests, and fighting against fraud:**

- Fight against fraud;
- Prevent and ban any form of corruption: active or passive, private or public, direct or indirect;
- Avoid conflicts of interest, in particular when personal interests may influence professional interests.

- **Respecting the competition law:**

- Comply with the applicable competition law.

- **Promoting economic and social development:**

- Create a climate of trust with stakeholders, engaging in a dialogue with local communities, promoting local sustainable development initiatives, and giving local companies the opportunity to develop their business.

Compliance with these laws and principles may be audited.

**For the SUPPLIER**

**(Company stamp, date, name and signature)**