

The background of the page features two large, circular cross-sections of wood, showing distinct growth rings. The wood is light brown and is set against a teal gradient background that transitions from a lighter shade at the top to a darker shade at the bottom. The text is overlaid on the left side of the image.

# Sustainable Purchasing Charter

**pacteam**  
group

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# PREAMBLE

With a singular identity for more than seventy years, we are PACTEAM GROUP committed to our customers, and more than ever we wish to give meaning to our mission: supporting our customers in the enhancement of their products with personalized and avant-garde proposals and favoring a partnership of trust focused on a 360-degree service.

Thus, choices we make are guided by our values: service, quality, craftsmanship, responsiveness and passion. The development of our activities is resolutely in line with the desire to build long lasting relationships with our customers and partners, based on mutual trust and interest. With the satisfaction of our customers and partners as a horizon line, we are committed to the respect of fundamental rights, health, safety, the development of our employees and reduction of the social and environmental impacts of our activities, particularly through our purchasing policy.

Therefore, we work to take into account each of the impacts related to all our activities, for our employees, for our customers, for our partners.

Our commitment is part of the rigorous selection of our partners, favoring suppliers committed to the sustainable use of resources, and the desire to anchor our activities in a dynamic of sustainability.

Because it is fundamental to us that our suppliers and partners share the same values, we want to associate them with our ambition through this reciprocal commitment and to ask them to adhere to this Sustainable Purchasing Charter.

Based on a principle of reciprocity, this Charter describes PACTEAM GROUP's Social and Environmental Responsibility policy and intends on the one hand to inform partners and suppliers about the commitments made by PACTEAM GROUP in terms of responsible purchasing and, on the other hand, about PACTEAM GROUP's expectations towards those suppliers and partners regarding the respect of these main principles.

Acknowledged for our commitment to our partners and our intransigence in terms of health and safety towards our employees along with the reduction of our environmental impacts, we consider that respect for human rights, labor and environmental law, and the fight against corruption are demanding and unavoidable rules. That is why we expect our partners and suppliers to commit to respecting and promoting the ten principles inspired by the Universal Declaration of Human Rights, the ILO Declaration on Fundamental Principles and Rights at Work, the Rio Declaration on the Environment, and the United Nations Convention against Corruption.

The partners and suppliers thus undertake to make their best efforts and to collaborate with PACTEAM GROUP to implement it and if necessary to take any appropriate corrective measures in a process of continuous improvement.

Adhesion to the principles of this Charter is essential to the continuity of relations between PACTEAM GROUP and its partners and suppliers.

# OUR CSR COMMITMENT

At PACTEAM GROUP, we strive to fulfill our mission: supporting our customers in the enhancement of their products through singular and avant-garde proposals, in a relationship of trust and a spirit of service in the respect of our values, based on service, quality, craftsmanship, responsiveness and passion. It is from these values that we have since formalized our commitment and structured our CSR approach in order to improve the impact of our activities and create shared value, for the men and women who work daily in our offices, but also for our partners and suppliers.

Aware of the societal and environmental challenges that we must meet, we always go further in improving the quality of the working conditions of our employees, reducing the environmental impact of our activities, in synergy with our partners.

Recognized as a major player in its sectors of activity, it is fundamental that our suppliers and partners share the same values to achieve these goals. Thus, we invite them to take note of our commitments, materialized by this Charter, and to associate themselves with our ambitions, to perpetuate our relationships of trust and to be part of a process of continuous progress.

In pursuance of meeting the major challenges of sustainable development and developing our service offer, PACTEAM GROUP materializes its CSR commitment around the following three pillars:

- Offer tailor-made, relevant and optimal solutions by building lasting business relationships built on listening, commitment and responsiveness;
- Be a model employer concerned about the well-being and development of our employees. People are at the heart of our corporate strategy;
- Positioning ourselves as a key partner in the materialization of our customers' environmental approaches.

## PAC TEAM GROUP'S COMMITMENTS TO ITS PARTNERS AND SUPPLIERS

This Sustainable Purchasing Charter sets out the principles that ensure a fair purchasing process in compliance with applicable laws and regulations, ethical rules and social and environmental commitments made by PACTEAM GROUP as part of its CSR policy.

PACTEAM GROUP is committed to offering its customers solutions that respect people and the environment, to promote social responsibility in its value chain, and to maintain commercial relations with its suppliers based on transparency, integrity, and fairness, in compliance with the following principles:

### FAIR AND EQUITABLE TREATMENT OF SUPPLIERS

- Choosing suppliers according to a transparent, fair and impartial purchasing and selection process according to predefined, explicit and transparent criteria: quality, cost, deadline, and also taking into account the environmental and social impact of the products offered;
- Honest and fair treatment of suppliers and in compliance with applicable laws and regulations, settlement of suppliers in accordance with the terms provided for in the contracts and in compliance with payment deadlines, provided that they have fully fulfilled their obligations;

- Recourse to mediation to facilitate the amicable settlement of any disputes arising during the execution of the contract.

- Integration of local suppliers and service providers as far as possible with a view to promoting local economic development.

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### ANTI-CORRUPTION POLICY

Fight against any form of corruption, active or passive, and exclusion of any situation that may present a conflict of interest by complying with the rules of ethics established by the company, and in accordance with our Ethical Charter.

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### FIGHT AGAINST ECONOMIC DEPENDENCE AND IMPROVE THE PERFORMANCE OF OUR SUPPLIERS

- Establishment of relationships of trust with our suppliers, building over the long term through a continuous improvement approach.
- Seeking mutual benefits in terms of sustainable development and supporting our suppliers in improving their social and environmental performance.
- Vigilance with regard to the risk of economic dependence which could jeopardize one or the other of the parties through the implementation of control measures, in order to monitor and minimize this risk and to take appropriate measures when necessary;

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### TRANSPARENCY AND COMMUNICATION

- Commit to communicate regularly and transparently, internally and externally, on our Sustainable Purchasing policy, by disseminating this Charter to all our suppliers;
- Communicate to unsuccessful suppliers about the reasons for their non-selection.

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### CONFIDENTIALITY

Commitment to keep the technical, commercial and financial information communicated by our suppliers confidential and to protect their personal data by complying with the regulations in force.

PACTEAM GROUP expects its partners and suppliers to commit to a responsible approach by integrating the principles of this Charter into their practices and throughout their value chain, which is an integral part of the contract concluded between PACTEAM GROUP and its partner.

By working with PACTEAM GROUP, partners and suppliers are part of a dynamic of continuous improvement and are committed to collaborating to implement the necessary corrective actions.

## PARTNER AND SUPPLIER COMMITMENTS

### SOCIAL COMMITMENTS AND RESPECT FOR HUMAN RIGHTS

Partners and suppliers must respect and promote the fundamental principles and rights as described in the Universal Declaration of Human Rights issued by the UN in 1948 as well as the working conditions required by the Conventions of the International Labor Organization (ILO) and comply with the laws in force in each country where they operate. They must also ensure respect for human rights throughout their supply chain and ensure the practices of their own suppliers.

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## EFFECTIVE ABOLITION OF CHILD LABOR

Partners and suppliers refrain from employing children in violation of the provisions of international labor organization conventions (ILO Conventions Nos. 138 and 182).

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## ELIMINATE ALL FORMS OF FORCED OR COMPULSORY LABOR

- Under no circumstances shall partners and supplier's resort to forced and compulsory labor or slavery, or any other practice of enslavement or involuntary labor, as defined in ILO Fundamental Conventions Nos. 29 and 105. They refrain from using any verbal or physical threat, physical violence, sexual abuse or any form of harassment (ILO Conventions Nos. 29 and 111);
- All forms of work, including overtime work, are voluntary. Workers are free to leave their employment as long as they comply with the notice period specified by law.

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## WORKING TIME AND REMUNERATION

Partners and suppliers undertake to comply with all regulations to which they are subjected to relating to remuneration, benefits and working hours, in particular those relating to minimum wage, overtime remuneration, piecework wages and any other element of remuneration and limits on working hours and supply (Agreements No. 1, 30, 95, 100, 131, 163 and 171).

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## ELIMINATION OF DISCRIMINATION AND FAIR TREATMENT IN THE WORKPLACE

- Partners and suppliers shall refrain from any discrimination, exclusion or preference based on

ethnic origin, sex, religion or belief, political opinion, trade union activity, disability, age and sexual orientation in recruitment and professional development and shall ensure equal treatment (ILO Convention No. 111).

- They undertake to promote equal treatment and equal opportunities in accordance with fundamental Conventions No. 100 on equal remuneration for men and women for work of equal value and No. 111 on the principle of non-discrimination of the ILO.

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## FREEDOM OF EXPRESSION, ASSOCIATION, REPRESENTATIVENESS OF STAFF AND THE RIGHT TO COLLECTIVE BARGAINING

Partners and suppliers recognize and respect the employee's right to freedom of association and collective bargaining as defined in ILO Core Conventions Nos. 87 and 98; they ensure respect for trade union independence and pluralism and undertake to promote collective bargaining as a central element of social dialogue.

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## HEALTH, SAFETY, AND WELL-BEING OF EMPLOYEES IN THE WORKPLACE

- Partners and suppliers strive to maintain a safe and healthy working environment that complies with the relevant regulations.
- They undertake to implement a health and safety policy that aims to guarantee each employee a working environment that does not entail any danger to his health and safety, to maintain an environment in which the dignity of people is respected.

(ILO Conventions Nos. 155 and 120), and to take all necessary measures to limit accidents at work that may occur in the treatment of an employee's daily duties.

## ENVIRONMENTAL COMMITMENTS

PACTEAM GROUP's partners and suppliers must have adopted measures in favor of the environment to ensure the constant improvement of their performance regarding environmental impact, and compliance with all the environmental laws and regulations applicable to them throughout their value chain. PACTEAM GROUP's partners and suppliers must justify their best efforts in the following areas:

### COMPLIANCE WITH THE ENVIRONMENTAL LAWS AND REGULATIONS IN FORCE IN THE COUNTRIES WHERE THEY OPERATE.

Partners and suppliers must apply existing environmental regulations at the international, national, and regional levels. They must hold the permits and authorizations necessary to carry on their activities and must meet the requirements relating to air, soil, water, and pollution quality.

### WASTE MANAGEMENT AND AIR EMISSIONS

Partners and suppliers ensure responsible waste management, working to reduce waste at source as well as exploring ways of reprocessing, recycling, or reuse. Noise, dust, odors, particulate matter emissions and any other source of local pollution are monitored, and action plans are put in place to control, minimize and adequately treat these emissions.

## BUSINESS ETHICS

### FAIR PRACTICES AND RESPECT FOR CONFIDENTIALITY

Partners and suppliers adopt ethical behavior in business relations, and undertake to comply with the laws and regulations relating to the principle of loyalty in force in the countries where they operate;

### MASTERY OF SUBCONTRACTING AND PROMOTION OF SOCIAL RESPONSIBILITY

Partners and suppliers undertake to promote a social responsibility approach with their suppliers and subcontractors, in order to allow the dissemination and application of the principles of the Charter throughout the value chain. It is up to them to implement all due diligence measures about their own subcontracting chain.

### GHG EMISSIONS AND SUSTAINABLE USE OF RESOURCES

Partners and suppliers undertake to limit the impact of their activities on the environment by reducing their greenhouse gas emissions, energy, and water consumption, and limiting the use of non-renewable natural resources or products that are not environmentally friendly.

### SUPPLIER ENGAGEMENT AND CONTINUOUS IMPROVEMENT

Partners and suppliers acknowledge that they have read this Charter and undertake to apply it in their company and to promote it throughout their subcontracting chain;

They respond promptly to requests, and agree to be evaluated or audited by PACTEAM GROUP, or by a third party mandated by it, on the principles set out above;

In the event of a proven breach of one or more of the principles of the Charter, PACTEAM GROUP reserves the right to withdraw from suppliers who do not comply with this Charter.

Signature of the Responsible Purchasing Charter

I, the undersigned, ..... Confirms:

- Have read this Charter, and understood the principles, values and all the content of this Charter in general;
- Adhere to its principles and commit to enforce them in my organization, and to promote the principles among my subcontractors and suppliers.

Done in: .....

The : ..... / ..... / .....

Signature: .....

## REFERENCE TEXTS

### THE 10 PRINCIPLES OF THE GLOBAL COMPACT



[www.unglobalcompact.org](http://www.unglobalcompact.org)

#### Human rights

1. Businesses should support and respect the protection of internationally proclaimed human rights; and
2. make sure that they are not complicit in human rights abuses.

#### Labour law

3. Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;
4. the elimination of all forms of forced and compulsory labour;
5. the effective abolition of child labour; and
6. the elimination of discrimination in respect of employment and occupation.

#### Environment

7. Businesses should support a precautionary approach to environmental challenges;
8. undertake initiatives to promote greater environmental responsibility; and
9. encourage the development and diffusion of environmentally friendly technologies.

#### Corruption

10. Businesses should work against corruption in all its forms, including extortion and bribery.

### UNITED NATIONS SUSTAINABLE DEVELOPMENT GOALS



[www.un.org/sustainabledevelopment/fr/](http://www.un.org/sustainabledevelopment/fr/)

### THE UNIVERSAL DECLARATION OF HUMAN RIGHTS:



[www.un.org/fr/documents/udhr/](http://www.un.org/fr/documents/udhr/)

### RIO DECLARATION ON THE ENVIRONMENT

[www.un.org/](http://www.un.org/)

### UNITED NATIONS CONVENTION AGAINST CORRUPTION

[www.unodc.org/](http://www.unodc.org/)

### THE CORE CONVENTIONS OF THE INTERNATIONAL LABOUR ORGANIZATION (ILO), including:



- Forced Labour Convention No. 29.
- Convention No. 87 on Freedom of Association and Protection of the Right to Organize.
- Convention No. 98 on the Right to Organise and Collective Bargaining.
- Convention No. 100 on Equal Remuneration.
- Convention No. 105 on the Abolition of Forced Labour.
- Convention No. 111 on Discrimination (Employment and Occupation).
- Convention No. 138 on minimum age for admission to employment.
- Convention No. 155 on the Safety and Health of Workers.
- Convention No. 182 on the Worst Forms of Child Labour